

**APPLICATION GUIDELINES
FOR THE
AGING INFRASTRUCTURE GRANT FUNDING PROGRAM**



Idaho Water Resource Board

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Introduction

These Application Guidelines for the Idaho Water Resource Board (IWRB) Aging Infrastructure Grant Funding Program provide an overview of the steps required for obtaining funding from the IWRB to ***rehabilitate or improve aging water infrastructure***. The Aging Infrastructure projects shall be based upon generally accepted practices for sound planning, design, and construction. The consulting engineering firms or individuals responsible for the planning, design, and construction activities shall develop specific analytical procedures that are appropriate for a particular project, including regulatory approvals and permitting. These Application Guidelines have been written to assist the project consultant and sponsor with developing grant funding request document. The process and procedures outlined here are intended to be as flexible as possible and to be responsive to the needs of the project sponsor.

Steps to Obtain IWRB Aging Infrastructure Grant Funding

The following are the basic steps required to obtain IWRB grant funding:

1. **Grant Funding Proposal Request** – The grant funding proposal applications are to be submitted by the application due date. The project will be presented to the IWRB Finance Committee for recommendation to the IWRB for funding approval. A calendar of the IWRB meeting dates can be found at (<http://idwr.idaho.gov/IWRB/meetings>). A professional funding request/proposal document is required to qualify for funding from the IWRB. Funding request/proposal documents are generally completed by consultants or consulting engineering firms, but may be completed by the sponsor.
2. **Grant Funding Review Recommendation** – The IWRB staff will review the completed funding request proposal, and if staff determines that the funding request submittal is in compliance with the program guidelines and criteria, staff will score and rank each grant proposal and present the selected projects for funding to the IWRB Finance Committee for recommendation to the IWRB at their Board meeting for approval. IWRB Board staff will notify the funding request sponsor of any required changes as determined by staff prior to presenting to the IWRB for funding approval.
3. **IWRB Grant Funding Authorization** – IWRB staff will present the funding recommendation to the IWRB. At this time, the IWRB will make their decision as to

whether or not they will award any funds for the proposed project. If funds are to be granted, the IWRB will pass a funding Resolution, with project specific conditions, that authorizes cost-share funding by the IWRB.

4. **Contract Execution** – Following IWRB approval of the funding, selected applicants will be notified and reimbursement contracts will be prepared that will include the project specific conditions as stated in the funding resolution.
5. **Reimbursement** - During and/or after project implementation, IWRB will distribute and/or reimburse grantees up to 1/3 of total project costs per those contracts. Grant reimbursement requests must 1) reference contract #, and 2) be sent to IdwrPayable@idwr.idaho.gov

Grant Funding Request Document – Outline

The following provides an outline for the preparation of an IWRB Grant Funding Request Document. Applications should prepare IWRB Funding Request document (create your own document) that addresses the following items. Requirements may vary depending on the project and objectives outlined in the Document.

Project Background Information -This section provides a brief overview of the project, including the type of project, amount of funding being requested, and a statement of what the project is intended to accomplish. It should describe the need for the project and why the project is important to the sponsor, particularly a description of the proposed infrastructure repair, rehabilitation, improvement and the objectives and benefits of the improved infrastructure.

Project Sponsor

Each funding request Document should include a description of the qualified entity, be it a water district, municipality, or county that is sponsoring the proposed project. The project sponsor may not be an individual, see criteria for eligible entities. The description should include the following:

- a. Type of organization, official name,
- b. A brief history of the sponsoring entity.
- c. Identification of revenue sources (service charges, assessments, etc.).
- d. A description of the existing operations owned and/or operated by the entity.

Project Description - A detailed description of the project should include the following:

- a. **Project Description** – A narrative description of the proposed project, including the name of the waterway, operations of the water system, location of the project, and the anticipated goals and benefits associated with the project.

- b. Map – A map of the entire project area showing the location of the proposed project activities, and other features like rivers and streams, flood plains, wetlands, canals, irrigation structures, roadways, easements, etc.
- c. Conceptual Plan and Design Features – layout and design features of the project. Layout and cross-section details of the proposed project repairs and/or improvements, which shall include dimensions and hydraulic properties of the waterway

Cost Estimate and Budget - Provide a detailed cost estimate for the proposed project. This would include the total project costs for planning, engineering design, construction, regulatory and permitting, administrative and legal, land and right-of-way acquisition, easements, construction inspection, and contingency costs.

Implementation Schedule - Provide a proposed project implementation schedule showing the timeline to complete the project, identifying each activity/milestone required for project implementation, including but not limited to planning, regulatory review and permitting, design, easements, construction, contracts, and land and right-of-way acquisition.

Financial Feasibility Analysis - This section focuses on the financial feasibility of the proposed project. Sponsor will provide a description of the cost-share financing to be used in addition to the IWRB funding. IWRB grant portion cannot exceed 1/3rd (33%) of total project costs.

- Amount of IWRB Grant Funding Requested – Provide the total estimated project costs and the amount of the IWRB Funding requested
- Sponsor contribution – Identify the sponsor contribution towards project (e.g., cash, in-kind, etc.)
- Other funding sources – may include state and federal grants or other sources of funding for the project

Required Grant Submittals

The following is a list of documents that **MUST** be included with the grant funding request:

- a. Cover letter requesting IWRB grant funding. Cover letter will include 1) a description of the proposed project, 2) name of eligible entity and project partners, 3) total project costs, amount of grant request from IWRB, and 4) estimated project start and end dates.
- b. Complete and professional Funding Request Document prepared by the project sponsor that includes information discussed within these application guidelines. Incomplete funding proposal requests will be determined ineligible and no action will be taken by the IWRB staff toward processing the request. Funding proposals

SHOULD address each section of the evaluation criteria.

Grant Submission

- Applications can be emailed to Neeley Miller at Neeley.Miller@idwr.Idaho.gov
Applications that are mailed must be received by 11:59 pm on the application due date.
- Applications that are mailed must be postmarked by the grant due date. Mailing address:

Attention: Neeley Miller

Idaho Department of Water Resources

PO BOX 83720

Boise Idaho, 83720

- Applications can also be dropped off in person on the 6th floor of the Idaho Water Center in Boise. They must be dropped off prior to the closing of the office at 5:00 pm. The Water Center is located at: IDAHO WATER CENTER, 322 E FRONT ST STE 648, BOISE ID 83702-7371

Grant Evaluation Criteria

To maximize the effective and efficient use of available funds, grant applications submitted by eligible entities for eligible projects will be evaluated, scored (*100-point scale*), and ranked according to the following criteria. Project scoring will be used to prioritize funding.

Applications shall discuss how the project under consideration meets the evaluation criteria.

See current criteria posted on grant webpage.