

# Memorandum



To: File

From: Justin Ferguson, Project Manager

Date: May 16, 2025

Re: SWC Monitoring Support Grant Program Administration Guidelines and Qualification Criteria

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## Program Description

The Idaho Water Resource Board (IWRB) has allocated funding to continue to promote water conservation efforts throughout the Eastern Snake River Plain (ESPA) through the purchase and installation of monitoring equipment, measurement devices, or other supportive infrastructure for ground and surface water diversions. Funding under this program seeks to continue and expand upon the previous Telemetry grant utilizing funding from the Bureau of Reclamation.

The contracts for this program will be a cost-reimbursement contract, with invoices to be submitted to Staff for review and approval.

*Note: Measurement and monitoring equipment must meet current Idaho Department of Water Resources Standards- [IDWR Water Measurement Information](#)*

## Qualification Criteria

### Eligible Projects:

Projects considered under this program are for the purchase and installation of monitoring and measurement equipment for both surface and groundwater diversions within the ESPA. Projects that are completed by the application deadline are not eligible for this program.

*Example projects: New monitoring wells, flumes, weirs, telemetry equipment, software development, automation equipment, etc.*

### Eligible Entities:

Irrigation Districts, Irrigation Boards of Control, Canal Companies, Drainage Districts, Groundwater Districts, Ditch Companies, Lateral Ditch Users Associations, Reservoir Districts, Municipal Irrigation Districts (formed per Title 42, chapter 18, Idaho Code), Municipalities, Counties and Water Districts

### Geographic Area

Limited to diversions within the Eastern Snake River Plain Aquifer Area of Common Groundwater Supply

### Award Limit

Funding under this program will be limited to 50% of project costs up to a maximum of \$250,000 per project

### Project Funding Method

Proposals for the purchase of and/or the installation of monitoring equipment, measurement devices, or supporting infrastructure will be scored on the following criteria:

**How Does This Project Promote Goals Under the 2024 SWC/Ground Water District Settlement Agreement**

- 30 points can be awarded if the applicant can demonstrate how this project will further agreement priorities regarding water resources

**Equipment Installation**

- Up to 20 points can be awarded if this is a new install of monitoring, telemetry, and/or measurement equipment on the Sponsor's diversion works
- Up to 10 points can be awarded if this is a retrofit of existing monitoring, telemetry and/or measurement equipment already installed on the Sponsor's diversion works

**Project Implementation Schedule**

- 20 points can be awarded if the project will be completed in 1 year
- 10 points can be awarded if the project will be completed in 2 years
- 5 points can be awarded if the project will be completed in subsequent years

**Description of Equipment Installed**

- 5 points can be awarded if the Sponsor is able to provide a description of the equipment being installed

**Project Proposal & Clarity**

- Up to 10 points can be awarded if the Sponsor provides a description of the Project and identifies the Project's need, proposed budget, and public interest
- Up to 5 points can be awarded if the Sponsor can provide plans, timeline, and drawings for the Project

**Grant Application Requirements**

- Grant applications will require the applicant to provide:
- Project background (infrastructure description, repair, rehabilitation, improvement needs/objectives/benefits)
- Project sponsor description (organization type, background, revenue sources, current operations)
- Project description (narrative, map, conceptual plan and design, land entitlements at project location, description of any known environmental issues).
- Cost estimate and budget
- Project funding sources (IWRB grant, other state and federal grants, sponsor's contribution)
- Project implementation schedule

**Program Administration**

Contracts under this program will be a 50% cost share of the total project costs. A final accounting of all funding sources used on the project may be requested by Staff at the end of the project for verification.

Funding may be reallocated if the contract expires without a renewal notification from the recipient, if an executed contract isn't received within 60 days of issuance, or if the project is not completed within the award contract duration.

**Application Process**

Staff will review the funding request and, when necessary, schedule a meeting with the applicant to discuss the information provided. For a request to be considered complete, all sections of the application must be filled out, with supporting documentation provided where necessary. All incomplete applications will be declined and returned to the applicant; at which time a new, complete application must be submitted.

Funding requests will be presented to the IWRB Finance Committee for a recommendation at a scheduled meeting between the close of applications and the November IWRB meeting. Upon the receipt of a favorable recommendation, Staff will take the request to the IWRB for approval via funding resolution. Funding request applications that do not receive funding or do not receive a favorable recommendation will be declined and returned to the applicant. An unfavorable recommendation or incomplete application does not prevent applicants from applying in subsequent funding rounds.

**Grant Submission**

Completed applications can be emailed to the Idaho Water Resource Board's Grants Team at [IWRBGrants@IDWR.Idaho.gov](mailto:IWRBGrants@IDWR.Idaho.gov) and must be received by 5:00 pm on the application date. Physical copies must be postmarked by the application date and can be mailed to:

Idaho Department of Water Resources  
Attn: IWRB Grants Team - Monitoring & Support Grant Team  
P.O Box 83720  
Boise, ID 83720

Applications can also be dropped off in person on the 6<sup>th</sup> floor of the Idaho Water Center in Boise, ID, and must be received by 5:00 pm on the application date. The Idaho Water Center is located at:

322 E. Front Street  
Suite 648  
Boise, ID 83702-7371

For questions on the application package or to schedule a meeting with the Grants Team, email us at [IWRBGrants@IDWR.Idaho.gov](mailto:IWRBGrants@IDWR.Idaho.gov) and please specify the Monitoring & Support Grant Program.