

Memorandum



To: File

From: *Justin Ferguson, Project Manager*

Date: November 8, 2024

Re: *DRAFT - Telemetry & Monitoring Program Administration Guidelines and Qualification Criteria*

Program Description

The Idaho Water Resource Board (IWRB) was awarded \$2 million dollars to promote water conservation efforts throughout the Eastern Snake River Plain (ESPA). This program is focused on helping irrigators throughout the ESPA with the costs of purchasing telemetry and monitoring equipment for ground and surface water diversions.

Funding under this program will be a cost-reimbursement contract, with invoices to be submitted to Staff for review and approval. Contracts will be limited to a one-year term, and proof of cost share is required at the time of application to keep the maximum amount of funding available.

Qualification Criteria

Eligible Projects:

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

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 Common Groundwater Boundary

Award Limit

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

Project Funding Method

Proposals for the purchase of automation and/or telemetry equipment will be scored on the following criteria:

Telemetry Equipment

- Up to 50 points can be awarded if the project proposes to install telemetry equipment on the Sponsor's diversion works

Monitoring Equipment

- Up to 30 points can be awarded if the project proposes to install monitoring equipment on the Sponsor's diversion works

Initial Equipment Installation

- Up to 10 points can be awarded if this is the first installation of telemetry and/or monitoring equipment on the Sponsor's diversion works

Description of Equipment Installed

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

Diversion Rate Monitored and/or Telemetered

- Up to 20 Points will be awarded based on the proposed Project's total diversion rate to be monitored and/or telemetered.
 - Diversions monitored and/or telemetered for each project will be used to create a per round scoring system
 - Each application will then be scored based on where the proposal falls within that scoring system

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. Applications will be accepted year-round, with an annual deadline of the last Friday in March and an annual award date each *May*. In-kind services for installation work can be reimbursed for up to 50% of the total amount awarded; legal and Administrative in-kind services will be limited to 5%. Funding may be reallocated if the contract expires without a notification from the recipient 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 held for 30 days from receipt; incomplete applications past 30 days 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 May 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 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 - Telemetry & Monitoring Grant
P.O Box 83720
Boise, ID 83720

Applications can also be dropped off in person on the 6th 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 and please specify the Telemetry & Monitoring Grant Program.