

CARSON TRUCKEE WATER CONSERVANCY DISTRICT ANNUAL SCHEDULE & CRITERIA FOR MATCHING FUNDS PROJECTS

ANNUAL SCHEDULE:

Complete applications for Project Matching Funds shall be **submitted to the District by January 31st of each calendar year** for consideration of funding during the fiscal year beginning July 1. The District will make best efforts to notify potential applicants regarding this process; however, it is ultimately the applicant's responsibility to meet the application requirements.

All submitted project applications shall be reviewed and projects selected for possible funding shall be recommended to the District Board of Directors at the April Meeting as part of the Tentative Fiscal Year Budget. The District will make final Fiscal Budget approvals, including any approvals for Matching Funds Projects, during the May Budget Hearing.

Unless explicitly directed and approved by the District Board of Directors, project funding will become available on July 1 of that year and projects must be completed by May 1st of the following year. The District Board will specify when funding will be released for each project approved. Any Projects that receive funding but are unable to complete the work by May 1st of the following year the funding is approved, will require specific Board approval and authorization to extend funding. A project report will be due to the district within 30 days of project completion and the applicant may be requested to present the project results to the District. Project proponents that do not comply with the schedule as stated herein or as designated by the specific Board action may be deemed ineligible for funding from the District.

PROCESS:

Prior to the Board of Directors of the Carson-Truckee Water Conservancy District considering an application for Matching Funds Project, the applicant must complete the application in sufficient detail to demonstrate to the Board that the Project meets **ALL** criteria for project funding.

The Board shall not fund any Applicant Projects that do not lead to the direct installation of improvements that are within the District's purpose and jurisdictional area. The Board intends to fund project construction and not Applicant salaries or overheads, studies, delineation efforts, mapping or testing, however this will be subject to the District Board's review on a per application basis. If an Applicant wishes to apply for partial funding of these tasks, a clear budget should be submitted along with the Grant Application estimating a percentage of the total project budget would be allocated to salaries or overheads, studies, delineation efforts, mapping or testing.

The District reserves the right to establish a project review group to assist the review and evaluation of project applications. The District Board reserves the right to deny funding for any and/or all applications for matching funding.

Project specifics shall be provided which include but are not limited to: overall scope and benefits, maps, designs drawings, photographs, describe construction methods and plans to complete the installation of the project components, describe post project monitoring and metrics for assess project success. In addition a comprehensive schedule or timeline for the Project shall be submitted including any approvals or permits required for the Project work to proceed. The proponents shall provide a detailed accounting of all funding sources as well as a budget showing expected expenses by category.

A grant agreement shall be prepared and signed by both the Applicant and the District prior to the start of construction and/or the release of funds. The grant agreement will outline the required project schedule, proposed release of funds schedule, as well as details of what specific project costs the District will fund. Successful project applicants shall submit a final report to the District within 30 days of project completion which shall detail the project accomplishments and shall provide a presentation to the District upon request.

CRITERIA:

- 1) The District has the legal authority to fund the Project.
- 2) The District finds the Project to be environmentally and technically sound.
- 3) The District finds the source of matching funds to be sufficient and funds are available within the required timeframe. The District Board reserves the right to consider Projects that may need CTWCD grant funding upfront in order to acquire matching funds. In this case, the Applicant must show matching funds are in place prior to the start of Project construction.
- 4) The District finds the timeline and completion date for the Project acceptable including the schedule for obtaining all necessary permits and approvals.
- 5) The Project's purpose and benefits demonstrate at least one of the following:
 - a. Benefits to Regional Water Resource within the District's jurisdictional area;
 - b. Improvements to water quality related to beneficial use of the waters;
 - c. Mitigates further stream bank erosion;
 - d. Mitigates further flooding and possible property damage;
 - e. Improves the administration, management or maintenance of the river and stream systems;
 - f. Assists water users and/or the general public in understanding water issues;
 - g. Provides similar projects, or is performed by the same proponent as projects that have demonstrated successful results;
 - h. Allows waters to be conserved for beneficial use of the waters;
 - i. Enhances the preservation or operation of the waterways;
 - j. Provides improvements to existing floodwaters or floodways.

RELEASE OF FUNDS:

- 1) Payment of the matching funds by the District will be subject to the District Board's review on a per application basis. The District Board reserves the right to release funds before, during or after Project construction given all requirements of the Grant Agreement are met. Release of funds shall be subject to the applicant's provision of all required licenses, certifications and permits for the project.
- 2) For all Projects, the Board must receive verification that the Project has been completed pursuant to the details of Project as requested and approved by the District.
- 3) In the event that the matching funds have not been expended in their entirety, the District reserves the right to withhold a portion or all of the District funds up to an amount equal to the committed percentage of the total project funds that the District agreed to grant to the Project. This condition applies unless the specific conditions of the District's Project approval dictated an alternative methodology for the release of funds under such circumstances.
- 4) In the event the amount of funds request for matching funds is less than \$10,000, the District may waive the foregoing paragraphs 1 and 2 under "Release of Funds".
- 5) The District may consider the carry-over of unspent funds between funding years for District approved projects; carry-over of funds beyond the specified project completion date shall require formal consideration and action by the Board.