



## Community Grant Funding Project Guidelines

### Background:

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The Upper Yampa Water Conservancy District Board of Directors adopted its first Strategic Plan on January 15, 2020. The [UYWCD Strategic Plan](#) includes policy statements, goals, and objectives that reflect the District's responsibilities, values, and opportunities. As outlined in the strategic plan, the mission and vision of UYWCD are as follows:

#### **Mission Statement:**

*To lead water resource management within the District's boundaries by responsibly conserving, protecting, developing, providing and enhancing the water resources of the Upper Yampa River Basin for the benefit of the Basin.*

#### **Vision Statement:**

*An Upper Yampa River Basin with safe, secure water storage and supply for its customers that benefits all uses in the Basin.*

The Community Grant Funding Project was established to assist with funding projects that align with the UYWCD mission to conserve, protect, develop, and enhance the water resources of the Upper Yampa River Basin for the benefit of the Basin. The UYWCD Board of Directors allocated \$100,000 in the annual budget to assist with local projects that fall within the criteria and guidelines below.

### Eligibility:

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**Entities:** Entities eligible to apply for funding through the Community Grant Funding Project include:

1. Public agencies including local governments such as municipalities and counties, special districts such as irrigation or conservation districts, and all public authorities;
2. Private corporations including mutual ditch companies, homeowners associations, and partnerships;
3. Non-governmental organizations including non-profit and for-profit organizations and corporations.
4. Private landowners and individuals



**Projects:** Eligible projects **must**:

1. Be located within the [District boundary](#) **OR** demonstrate a direct benefit to water users located within the [District boundary](#).
2. Demonstrate alignment with the mission, vision, and [strategic plan](#) of the Upper Yampa Water Conservancy District.
3. Provide matching funds, including in-kind contributions, of at least 25% of the estimated total project cost
4. Provide progress reports demonstrating measurable outcomes within a time period determined to reasonable by UYWCD and the applicant.

Completed projects will not be considered for funding.

**Project Categories:**

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Projects that align with the mission, vision, and strategic plan of the Upper Yampa Water Conservancy District may be considered. Projects may fall within the following categories:

1. Infrastructure improvement projects that do not fall within the eligibility requirements for the [Diversion Infrastructure Improvement Project](#). Projects would address infrastructure upgrades above and beyond the installation of headgates or measuring devices and may include improvements to existing water storage and delivery projects.
2. Water supply planning projects that address the needs of changing climate conditions, populations shifts, and other changes that may affect long-term water supply and use for all water users in the Yampa River Basin. Projects may include conservation and efficiency improvements that impact water supply and demand.
3. River restoration projects that support healthy streams, wetlands, fish passage, fish and wildlife habitat, productive agriculture, and environmental and recreational needs.
4. Water quality and watershed health projects using science-based and systems-based methods to improve watershed management to increase resiliency to a changing climate and climate events including extended drought, wildfire, and flood events, address pollutants, and secure quality drinking water supplies for the Yampa River Basin.
5. Education and outreach projects that promote science-based information on all water uses, current and future water issues, water management, water quality, and watershed health.



**Project Examples:** Examples of on-going or completed projects funded, in part, by the Upper Yampa Water Conservancy District include:

- Stillwater Reservoir dam improvements
- Yampatika Pre-K-12 Water Education Program
- Walton Creek Restoration Project

**Application Process:**

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**Pre-application Consultation:** All applicants are strongly encouraged to contact District staff for a pre-application consultation to determine eligibility and review required documentation prior to completing the District application.

**Submissions Requirements:** The following documentation must be completed and submitted to District staff for review:

- District application form
- Budget worksheet
- Timeline
- Map of project location
- List of matching funds or in-kind contributions from all project partners
- Monitoring/reporting proposal
- Letter(s) of support

**Submissions Deadlines & Application Review:** The Community Grant Funding Project is a rolling program with an open application process. Applications and accompanied documentation may be submitted at any time. Applications will be reviewed by District staff, who will make a recommendation to the UYWCD Board of Directors for approval at a regular board meeting. Applicants must present their proposed project to the Board of Directors and be available for questions at the regular board meeting.

The UYWCD Board of Directors holds regular meetings every other month on the third Wednesday of the month. Completed applications and accompanied documentation must be received by the 10<sup>th</sup> day of the month prior to the regularly scheduled board meeting for consideration. The application deadlines for the current year are as follows:

<b>Application Deadline:</b>	<b>UYWCD Board of Directors Meeting:</b>
February 10 <sup>th</sup>	March 20 <sup>th</sup>
April 10 <sup>th</sup>	May 15 <sup>th</sup>
June 10 <sup>th</sup>	July 18 <sup>th</sup>
August 10 <sup>th</sup>	September 18 <sup>th</sup>
October 10 <sup>th</sup>	November 20 <sup>th</sup>



**Scoring Matrix:** The following scoring matrix will be used to evaluate each application.

<b>Project Priorities</b>	<b>Project Ranking (0=N/A, 1=Low, 10=High)</b>
1. Demonstrates alignment with UYWCD mission, vision, and strategic plan goals and objectives	
2. Matching funds or in-kind contributions: a. Project includes funding or in-kind contribution from applicant b. Total matching funds or in-kind contributions from applicant and all other funding sources covers at least 25% of the estimated total cost of the project	
3. Provides multiple benefits for water use	
4. Promotes collaboration among water users, including partnerships with outside organizations in planning, implementation, and monitoring	
5. Integrates with identified, planned, or existing projects	
6. Demonstrates alignment with the Yampa/White/Green Basin Implementation Plan (BIP), the Yampa River Integrated Water Management Plan (IWMP), or other state, local, or regional management plans or programs	
7. Demonstrates local community support	
8. Provides a detailed monitoring approach including measurable outcomes	
9. Improves water quality OR increases or maintains water quantity available to meet decreed water rights	
10. Demonstrates non-injury to other water users	
Total Score: (Maximum Score = 100)	

### **Reporting Requirements:**

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**Progress Reports:** Applicants will be required to submit a progress report including financial status and tasks accomplished every 6 months following the approval of funding.



**Final Report:** Upon completion of the project, the applicant must provide a report summarizing the project including:

- Steps to completion
- Obstacles encountered and addressed during project completion
- Financial report including all income and expenditures
- Engineering or other pertinent reports as applicable
- Photographs of completed project

### **Payment:**

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UYWCD will issue quarterly payments for work completed. Payments may be made from invoices for completed work and do not require the applicant to pay in advance and submit a reimbursement request. A payment request form and all invoices must be submitted 15 days after the close of the quarter as follows:

<b>Payment Request Deadline:</b>
Q1: April 15th
Q2: July 15th
Q3: October 15th
Q4: January 15th

The final payment will be issued upon acceptance of the final report described above.