



**Columbia River Basin
Water Management Program
Grant Funding Application Program
2008- 2009 Funding Cycle
Pre-Application Worksheet and Instructions**

August 2007

If you need this publication in an alternate format, please call the Water Resources Program at 360-407-6600. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

GRANT APPLICATION OVERVIEW

Introduction

The Columbia River Basin Water Management Program (CRBWMP) is seeking grant applications for its 2008-2009 Grant Funding Cycle. Applications are made through the Department of Ecology (Ecology).

This packet contains:

- Information on the grant program.
- Instructions for completing a grant Pre-application.
- The Pre-application worksheet.
- Information on submitting your application.
- How to get more information.

Background

In 2006, the Legislature passed the Columbia River Water Supply Act (Chapter 90.90 RCW). The Act requires Ecology to develop new water supplies for the Columbia River Basin. The purpose is to provide a reliable supply of water for existing interruptible water rights and for new uses. To accomplish this task, Ecology intends to fund various project types that will conserve water or otherwise make water more available when needed. Part of this new water will remain in the river to enhance flows. This will benefit program participants, existing and new water right users, and aquatic species.

Eligible Project Types

Eligible project types include:

- Acquisition (purchase of water or water rights)
- Conservation (“pumps and pipes”)
- Surface Storage
- Aquifer Storage
- Pump Exchange Projects
- Feasibility Studies
- Operations and Maintenance (annually funded)

Eligible Applicants

Anyone with a valid water right in the Columbia River Basin, within the state of Washington.

Grant Application Due Dates

- Pre-application materials are due at the Department of Ecology’s offices listed below by **5 p.m. November 30, 2007**.
- Final Application materials are due at the Department of Ecology’s offices listed below by **5 p.m. March 31, 2008**.

Application materials submitted after the due date will be referred to the next year’s cycle.

Application Submittal

Applications must be submitted directly to Ecology. Choose one of the following:

Mailing Address: Dept of Ecology
Water Resources Program
PO Box 47600
Olympia, WA 98504-7600

Hand Delivery: Department of Ecology Headquarters
300 Desmond Drive
Lacey, WA 98503

Fax: (360) 407-7162

Email: ajos461@ecy.wa.gov

For More Information

Contact: Alvin Josephy
Voice: (360) 407-6456
Email: ajos461@ecy.wa.gov
Web: <http://www.ecy.wa.gov/programs/wr/cwp/crwmp.html>

Availability of Forms:

All forms required for grant application are available:

- At www.ecy.wa.gov/programs/wr/cwp/crwmp.html
- From the Ecology contact listed above.
- Through your local Conservation District, <http://www.scc.wa.gov/districts/map/>.

CRBWMP Policy

For policies governing this program, applicants should refer to the Final Programmatic Environmental Impact Statement for the Columbia River Water Management Program (under Chapter 90.90 RCW) (Ecology Publication # 07-11-009), <http://www.ecy.wa.gov/programs/wr/cwp/eis.html>. Ecology is currently developing regulations and formal policy around the preferred policy options listed in this document. Formal policy will be prepared for the 2009-2010 Grant Funding Cycle.

Grant Application Timeline

2007-2009 key dates are as follows: (the 2007 funding cycle will be shortened. Refer to contacts included above for further information)

- **October through November 2007:** Pre-application period. Grant Pre-application forms available. Interested applicants submit preliminary documents to Ecology.
- **December 2007 through February 2008:** Ecology staff conducts prescreening activities, including assessing existing water rights, site visits, map studies, and consulting with local governments and watershed groups.
- **March 2008:** Application period. Applicants with proposals found to be appropriate for this Program and ready for funding consideration as determined by Ecology are invited at this stage to submit a formal application.
- **April through May 2008:** Formal review of submitted applications by the Technical Advisory Group (TAG). This group will score the project proposal according to previously developed criteria and scoring matrices.
- **June through July 2008:** The Policy Advisory Group (PAG), a statewide group of interested parties and organizations, will review the list of scored projects and make comments.
- **August through December 2008:** Ecology prepares budget proposals for those projects chosen for funding in the current funding cycle.
- **January 2009:** Ecology submits project budget proposals to the Governor and Legislature for funding consideration in the following legislative session.
- **June 2009:** Grant negotiations with successful applicants.
- **July 2009:** Successful applicants receive Notice to Proceed.

DEFINITIONS

Annual Rate (Qa): The total amount of water used over a year. It is usually measured in terms of acre-feet. (An acre-foot of water, the amount of water required to cover one acre one foot deep, is 325,851 U.S. gallons.)

Applicant: Individual or organization applying for the grant. The Department of Ecology will issue the grant contract in this name.

Beneficial Use: Beneficial use involves the application of a reasonable quantity of water to a non-wasteful use. Uses may include domestic, stock watering, industrial, commercial, agricultural including irrigation, hydroelectric power generation, mining, fish and wildlife maintenance and enhancement, recreational, thermal power production, municipal, and preservation of environmental and aesthetic values.

Columbia River Basin Water Management Program (CRBWMP): Included under Chapter 90.90 RCW, the Legislature intends the Program to aid “development of new water supplies that includes storage and conservation in order to meet the economic and community development needs of people and the instream flow needs of fish.” Specifically, the Program provides funds for conservation and new storage projects in the Columbia River basin that will free water for new uses—both out of the river and instream.

Consumptive Use: Water that does not become return flows to the water source, such as what is lost through evaporation, plants use, or contained within a product or production byproduct.

Curtailment: Existing water rights may have restricted use, based on external factors that can change from time to time. For example, in low water years where there is not enough water available for senior priority water rights, including instream rights adopted for certain watersheds.

Diversions Right: The right to divert or withdraw water from a public source, recognized through a formal permitting process and documented through Ecology.

Existing Instream Right: Certain watersheds and tributaries in the state of Washington are subject to instream water rights, adopted primarily in streams that have critical habitat and ecological values for fish and wildlife. These rights have been adopted by, and are quantified in, rules.

Feasibility Study: A report that includes an analysis of the operational, economical, and technical aspects of a proposed project. Results of the study determine whether the solution should be implemented.

FSA: Farm Service Agency

Grant Application: The combined Pre-Application Worksheet and Application Form required to secure funding from the Columbia River Basin Water Management Program. (Only the Pre-Application Worksheet is included with this package). The Grant Application will include additional backup information, maps, title documents, aerial photos, letters, and affidavits that will support the application.

Instantaneous Rate (Qi): The continuous use of water, as delivered from a source through a diversion, is measured as a rate of flow over some period. It is usually quantified in terms of cubic feet per second.

Non-consumptive use: A type of water use where either there is no diversion from a source body, or where there is no diminishment of the source.

NRCS: National Resource Conservation Service

Return Flows: Waters that, after having been diverted for a beneficial use, escape the control of the water right holder and return to a public waterway or water body. Return flows may include, for example, waters lost

through conveyance inefficiencies as well as waters used for a beneficial purpose that are not fully consumed by the purpose of use.

Secondary Use Permit: A permit for the use of stored water other than the original intent. An example might include water stored for hydropower that is then used for irrigation. The irrigation, as a secondary use, would require an additional permit.

Storage Right: The right to divert a quantity of water to storage, either surface or aquifer storage.

Water Right Number: The identifying number shown on a Water Right.

Water Source: The source (stream, river, lake, spring, or other) of the water being put to beneficial use.

GRANT APPLICATION FORMS

The Pre-Application Worksheet is attached to this package following this page.
Other forms and information is available from the contact listed above.

GRANT APPLICATION INSTRUCTIONS

Pre-Application Worksheet

Project Name: Provide a name for your project.

County: Name the county or counties in which your project lies.

1. APPLICANT INFORMATION

Under Applicant/ Business Name, include name under which a contract can be written.

In some cases, the water right holder may be different than the applicant. Provide this information, if appropriate.

2. PROJECT TYPE

The Project Type may involve several descriptions. Check all that apply, including “Other.”

Provide a description of your proposal, including size, quantity, timing, and so on.

Several boxes are provided at the bottom of this section to allow the applicant to give more information about the water right(s) concerned with this project. Check all boxes that apply, including the question about Feasibility Study.

You may use the boxes provided below the check boxes for any other comments you believe helpful.

3. WATER RIGHT INFORMATION

Provide detailed information to allow Ecology to assess the water rights associated with the project. The information requested includes:

- The name of the water right holder, their address, and contact information
- A legal description of the property associated with this water right
- The water right number
- The local parcel number for the land associated with the water right
- Information on the water right holder and the grant applicant
- The name of the water source
- A description of the diversion location. (It may have moved since it was first perfected.)

4. WATER USE

Information regarding current water use should be included in this section of the Pre-Application Worksheet.

- “Has water been put to a beneficial use in the past five years?” Besides answering “yes,” “no,” or “I don’t know,” the applicant must attach any records available that can help verify or quantify use. They may be in any number of forms—pump records, power data, flow meter records, sales or other crop records, newspaper articles, personal testimonies, and so on.
- The first question is expanded by asking whether any period of five years or longer has passed since 1967 in which water was not put to beneficial use on this land. Describe the beneficial use in the box below.

- Provide the instantaneous quantity (Q_i), rate of water use in cubic feet per second (cfs) or gallons per minute (gpm), and the annual quantity (Q_a) of use in acre-feet per year (afy). If rate of use is consistent, you can convert one measurement to another in this manner:
 - If you know Q_i *but not* Q_a , multiply cfs by 1.9834 af. (If your Q_i is in gpm you must convert gpm to cfs, then to acre-feet (af) using the following formula: [(gpm x .002228 cfs) x 1.9834 af]. This will give you a quantity in acre-feet **per day.**)
 - To get acre-feet per year, multiply acre-feet per day (derived from the previous calculation) by the number of days you exercised your right within the authorized season of use. The result will be a Q_a in afy.
 - If you know Q_a *but not* Q_i , divide Q_a in afy by the number of days in your authorized season of use to get acre-feet per day. Then divide acre-feet per day by 1.9834, resulting in a Q_i in cfs.
 - Provide your highest Q_a (total water put to beneficial use in a single year) and highest Q_i from the past five years. Remember to attach all records available to support this data. (See the last box in this section).
 - Include information on how many acres are irrigated under this water right.
 - Please use the box provided below this section to describe any complexity associated with this water right and/or use.

5. ADDITIONAL REQUIREMENTS

The following application materials must also be submitted for a project to be considered for funding by the CRBWMP.

➤ **Landowner Signature Requirement**

If the applicant is not the landowner where the project is occurring, the applicant will be required to secure permission from the actual landowner in the form of a signed right-of-entry. If the project has multiple sites, or if this requirement is not feasible, contact your Ecology grant manager.

Application materials shall include project location maps that are clear, easy to read, and identify the exact diversion point, project location, and any other necessary facilities. **Note:** Please use 1:24,000 scale, 7.5 minute series USGS quadrangle maps where possible. Indicate the map name.

➤ **Site Photos**

Include photos as necessary to describe the project area.

➤ **Project Partnership**

Applicants partnering with another organization to provide part of the project cost as sponsor match (e.g., cash, grants, donations) shall attach one letter for each partner. Each letter must describe the nature of that partner's contribution, the value, and the expected dates of participation.

6. SIGNATURES

Provide appropriate signatures as indicated on the Worksheet.



COLUMBIA RIVER WATER MANAGEMENT PROGRAM GRANT FUNDING PROGRAM PRE-APPLICATION WORKSHEET

Project Name: _____

County: _____

The Pre-Application Worksheet must provide enough information for Ecology to assess the applicant's existing water rights, and current and planned water use.

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS

1. APPLICANT INFORMATION		
APPLICANT/BUSINESS NAME	PHONE NO. ()	FAX NO. ()
MAILING ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS		
WATER RIGHT HOLDER NAME (IF OTHER THAN APPLICANT)	PHONE NO. ()	FAX NO. ()
MAILING ADDRESS		
CITY	STATE	ZIP CODE

2. PROJECT TYPE (CHECK ALL THAT APPLY)

- CONSERVATION AND/OR INFRASTRUCTURE IMPROVEMENT (PUMPS AND PIPES)
- SURFACE STORAGE OR AQUIFER STORAGE AND RECOVERY (ASR) PROJECT
- FEASIBILITY STUDY
- CONSTRUCTION
- OPERATIONS AND MAINTENANCE/ ANNUALIZED FUNDING
- PUMP EXCHANGE PROJECTS
- OTHER

PLEASE DESCRIBE YOUR PROJECT

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| DO YOU ALREADY HAVE A DIVERSIONARY RIGHT? (IF YES, ATTACH) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DO YOU HAVE A STORAGE RIGHT? (IF YES, ATTACH <u> </u>) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DO YOU HAVE A SECONDARY USE PERMIT? (IF YES ATTACH) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU COMPLETED A FEASIBILITY STUDY? (EXPLAIN STATUS BELOW) | | | |

USE THE BOX BELOW TO MAKE ANY OTHER COMMENTS REGARDING THE PROJECT AND WATER RIGHTS INVOLVED

**3. WATER RIGHT INFORMATION (Attach copy of Water Right document)
(Skip this section if this application is for Feasibility Study funding)**

WATER RIGHT HOLDER'S NAME (IF OTHER THAN APPLICANT)	PHONE NO: ()	FAX NO: ()
ADDRESS		
CITY	STATE	ZIP CODE
COMPLETE LEGAL DESCRIPTION OF THE PROPERTY ATTACHED TO THIS WATER RIGHT		
WATER RIGHT NUMBER		
PARCEL NUMBER ASSOCIATED WITH THIS WATER RIGHT		
DO YOU OWN THE PROPERTY PROPOSED FOR THIS PROJECT? IF NOT, EXPLAIN.		
IF THE GRANT APPLICANT IS NOT THE WATER RIGHT HOLDER, PLEASE EXPLAIN THE REASON.		
WATER SOURCE (STREAM NAME).		
ARE THE POINTS OF DIVERSION OR WITHDRAWAL AND THE PLACE OF USE CONSISTENT WITH THE WATER RIGHT? PLEASE EXPLAIN IN DETAIL.		
IS YOUR WATER RIGHT SUBJECT TO CURTAILMENT?		

4. WATER USAGE

HAS WATER BEEN PUT TO BENEFICIAL USE IN THE PAST FIVE YEARS?

YES NO I DON'T KNOW

DESCRIBE THAT USE IN TERMS OF THE SPECIFIC BENEFICIAL USE DURING THAT PERIOD:

(PLEASE ATTACH ANY AVAILABLE DOCUMENTS THAT VERIFY THAT USE DURING THE LAST FIVE YEARS. INCLUDE AERIAL PHOTOGRAPHS, POWER COMPANY RECORDS, FLOW METER RECORDS, CROP TYPE RECORDS, NRCS DOCUMENTATION OR FSA RECORDS)

HAS BENEFICIAL USE OF THIS WATER CEASED FOR A PERIOD OF FIVE OR MORE YEARS DURING ANY PERIOD SINCE 1967?

YES NO

PLEASE DESCRIBE THE BENEFICIAL USE FOR THE WATER QUANTIFIED UNDER THE WATER RIGHT DISCUSSED ABOVE. DESCRIBE THE FOLLOWING: PURPOSE (EXAMPLES: DOMESTIC, IRRIGATION, MUNICIPAL); SYSTEM TYPE; IF IRRIGATION, DESCRIBE CROP TYPE.

QUANTIFY AS NEARLY AS POSSIBLE CURRENT WATER USE

INSTANTANEOUS RATE (QI) OF USE: _____ CFS

ANNUAL RATE (QA) OF USE _____ ACRE FEET

HISTORIC BENEFICIAL USE QUANTITY OF THE WATER RIGHT (HIGHEST OF THE LAST 5 YEARS/ IRRIGATION SEASONS IN INSTANTANEOUS AND ANNUAL QUANTITIES)

_____ CFS _____ ACRE FEET

IF IRRIGATION, HOW MANY ACRES ARE IRRIGATED UNDER THIS WATER RIGHT?

ARE THERE OTHER WATER RIGHTS ASSOCIATED WITH THIS SPECIFIC WATER RIGHT?

IN ORDER TO PROCESS THIS PRE-APPLICATION ECOLOGY REQUIRES THE FOLLOWING INFORMATION (INCLUDE FOR THE PREVIOUS FIVE YEARS): (PLEASE ATTACH COPIES OF ALL DOCUMENTS AND MAPS)

- POWER DATA (CONTACT LOCAL POWER UTILITY FOR PUMP RECORDS, ETC.)
- HISTORICAL CROP TYPE DATA (CONTACT LOCAL FSA OFFICE)
- FLOW METER RECORDS (CONTACT LOCAL POWER UTILITY)
- AERIAL PHOTOS (CONTACT LOCAL FSA OFFICE)

5. ADDITIONAL REQUIREMENTS

The following application materials must also be submitted for a project to be considered for funding by the CRBWMP. Please check that you have completed the following:

- Landowner Willingness Documentation (if appropriate)
- Site Photos
- Project Partnership

6. SIGNATURES

I certify that the information above is true and accurate to the best of my knowledge. I understand that in order to process my application, I am hereby granting staff from the Department of Ecology access to the above site(s) for inspection and monitoring purposes. If assisted in the preparation of the above application, I understand that all responsibility for the accuracy of the information rests with me. I also understand that I may rescind this application at any time prior to signing the Agreement with no other obligations or requirements.

_____/_____/_____
(Applicant/ Grant Recipient) (Date)

_____/_____/_____
(Water Right Holder) (Date)

_____/_____/_____
(Land Owner(s) of Existing Place of Use) (Date)

For More Information

Contact: Alvin Josephy
Voice: (360) 407-6456
Email: ajos461@ecy.wa.gov
Web: <http://www.ecy.wa.gov/programs/wr/cwp/crwmp.html>

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