

# APPLICATION GENERAL INSTRUCTIONS

## I. PROCEDURE

Credit Program applicants shall submit a completed application form (pages A1-4 through A1-5, also available online at [www.cuwcd.com/cupca/wccp.htm](http://www.cuwcd.com/cupca/wccp.htm) in pdf form with field inputs) directly to CUWCD, 355 West University Parkway Orem, Utah 84058-7303. Copies of the application form are acceptable. Applications will be accepted at any time, however, **only project applications on file on March 1<sup>st</sup> of each year will be considered for funding from the following Federal fiscal year appropriations.** Questions and completed applications should be directed to the Credit Program Manager (801) 226-7144.

Credit Program staff will review the applications to evaluate if: 1) the proposed measure appears to qualify as a water conservation measure, 2) the applicant controls the water right(s), or applies on behalf of, or in conjunction with, the holder of the water right(s) affected by the proposed measure, and 3) the request for federal funding is within the federal participation limit. CUWCD will provide review comments to the applicant within one month of receipt of the application. Based on the review, the applicant may continue the Credit Program process by preparing a Feasibility Study. Appendix A-2 of this document contains the guidelines for the Feasibility Study.

## II. APPLICATION

While the application is relatively brief, it must be completed thoroughly and accurately. Any items deemed not applicable should be noted "N/A". The following instructions are meant as a guide and to provide an orderly and effective procedure for submitting projects to the Credit Program. CUWCD reserves the right to consider each project on its own merits. A copy of the application follows.

- Item 1 Record the project contact person information. The contact person will be the person submitting the application or the person chosen to lead the effort to participate in the Credit Program. The organization must be a legally existing entity that will be responsible for the project. The address and phone numbers should be those of the contact person.
- Item 2 The name of the project.
- Item 3 Project location by Town/City and County.
- Item 4 Provide a general overview of what the project consists of, its purpose and location. Identify specifically where the water for the project is obtained and in what amounts. Include a statement of whether the project is in place, partially implemented, or not implemented. Describe project facilities; for example: 15

miles of 18-inch pipeline with a capacity of 25 cfs, 1 reservoir of 18 surface acres and 45 acre-foot capacity.

- Item 5 Estimate the total project implementation cost. This cost represents the total implementation costs including planning, design, construction, and administration costs. If the project has been constructed, attach a project cost breakdown.
- Item 6 Estimate the annual volume (in acre-feet) and type of water conserved by the proposed water conservation project. Projects which save less than 1,000 acre-feet per year are not eligible for Credit Program funding.
- Item 7 Estimate the annual volume (in acre-feet) of water recycled by the proposed water conservation project.
- Item 8 Estimate the annual volume (in acre-feet) of conjunctive use by the proposed water conservation project.
- Item 9 State the amount of federal funding desired from the Credit Program. To be eligible for program participation, the total amount of federal funding **from all sources cannot exceed 65%** of the total project implementation cost.
- Item 10 Calculate the cost per acre-foot of water conserved.
- Item 11 List funding sources for the project. Include amounts and percentages of funding from each source.
- Item 12 List water rights information for all water associated with, or immediately affected by, the proposed project. Use of conserved water must be consistent with Utah State Law.
- Item 13 Attach additional technical information or reports pertaining to the project, including preliminary engineering reports/studies, Farm Irrigation Rating Index (FIRI), Natural Resources Conservation Service (NRCS) project reviews, or analyses, and any required permits (NDPES permit for water recycling projects)
- Item 14 Sign and date the application.



For CUWCD use only
Application No. _____
Date Received: _____

<b>APPLICATION WATER CONSERVATION CREDIT PROGRAM SIXTH EDITION</b>
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The applicant is referred to the Application General Instructions for information concerning the completion of this form and the application process.

1. Applicant:  
Contact person name and title: \_\_\_\_\_  
Organization name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email: \_\_\_\_\_
  
2. Project name: \_\_\_\_\_
  
3. Project location:  
City \_\_\_\_\_ County \_\_\_\_\_
  
4. Attach a one-half to full page overview of what the project consists of, its purpose and location. Identify specifically where the water for the project is obtained and in what amounts. Include a statement of whether the project is in place, partially implemented/constructed, or not implemented/constructed. Identify and describe project facilities; for example: 15 miles of 18-inch pipeline with a 25 cfs capacity; 45 acre-foot reservoir of 18 surface acres.
  
5. Estimated total project implementation cost: \_\_\_\_\_  
[If previously constructed, attach project cost breakdown.]
  
6. Estimated annual water conservation in acre-feet: \_\_\_\_\_ acre-feet Total  
\_\_\_\_\_ acre-feet Irrigation \_\_\_\_\_ acre-feet Municipal & Industrial  
[Minimum savings is 1,000 acre-feet per year - See General Instructions.]

