

WSRF: Check List- Arkansas River Basin

Review Schedule, Process, and Criteria & Guidelines

- Review Grant Submission Process and Schedule**
<https://www.arkansasbasin.com/funding-opportunities.html>
- Review all Materials** (WSRF Application, Criteria & Guidelines, Exhibit A, Budget Calculator, Evaluation Criteria) at <https://cwcb.colorado.gov/funding/water-supply-reserve-fund-grants>
- Review Criteria & Guidelines** and determine the following information:
 - General Eligibility
 - Entity Eligibility
 - Water Activity Eligibility
 - Basin Fund Requests (use Budget Calculator to help)
 - 25% Match
 - Waiver Request (must show need according to guidelines)
 - Basin + State Fund Requests
 - Minimum 25% Match (greater weight to projects with higher match)
 - 10% Basin (At least 10% of total project cost)
 - 15% Applicant (Minimum)
 - Other Sources (Partnering entities, other non CWCB grants)

Grant Application & Exhibits

- Register on the CWCB Online Portal**
 - Draft the Application According to Instructions
 - ★ Make sure to select the Arkansas Basin
 - ★ Do not submit until you have all attachments and Letters of support (you cannot add anything after it has been submitted)
- Download Exhibit A Template**
 - Title**
 - ★ Water Activity Name, Grant Recipient & Funding Source
 - Introduction & Background**
 - ★ Maximum of 200 words!
 - Objectives**
 - ★ Bulleted List
 - Tasks**
 - Description of Task
 - ★ Short Narrative Description
 - Method/Procedure
 - ★ Bulleted List
 - Deliverable
 - ★ Short Narrative Description
 - ★ **Repeat Format for all Tasks**
- Budget/ Schedule (Exhibit B)**
 - ★ Provide all costs (Engineering, Project Management, hard costs, etc.)
 - ★ Use the WSRF Excel Budget Spreadsheet- Only include costs associated with the WSRF request on this budget spreadsheet.
 - ★ As an attachment, include any additional budget information (Other project costs outside of WSRF request).
 - ★ Make sure your start date is compatible with anticipated NTP date. Call Needs Assessment Chair or CWCB with questions.
 - ★ Start Date for funding under \$50k ~45 days from approval, over \$90k ~ 90 days from board approval

- Maps & Supporting Materials**
 - ★ Include a map of the project area
 - ★ Include letters of support

Grant Submission Process

- Review Grant Submission Process and Schedule**
- Contact Roundtable and CWCB staff early (6-12 months) before you want to begin the project

Needs Assessment

- Submit Grant Application (by email) to Needs Assessment Chair according to schedule
- Create a Power Point presentation
 - No more than 12 slides
 - Limited text
 - Use graphics and maps
 - Include your budget and schedule
 - ★ Include breakdown of Basin, State, & Matching request percentages
- Save on a flash drive & bring to Needs Assessment meeting (and email NA Chair)
- Present a 5-10 minute presentation at the Needs Assessment Committee me (see schedule)

Roundtable

- Resubmit grant application with any edits, according to schedule
- Present a 5-10 presentation for Roundtable during monthly meeting (see schedule)

CWCB (submit through online portal)

- Submit Final Grant documents through the portal 1 week prior to CWCB deadline to allow time for Basin approval
- Basin Approval
 - Once you hit submit in the portal it goes to the Basin approvers and once approved it gets officially submitted to CWCB
 - Don't submit until you have all required documents attached
 - Exhibit A
 - Exhibit B- Budget and Schedule
 - Letters of support (Round Table letter of support is required if requesting basin funds)
 - Letters of Commitment (matching funds)
 - Maps, previous studies, any other engineering reports, or pertinent information
 - Attend CWCB meeting (CWCB will contact you with dates or visit CWCB website)
 - Wait to start work until you receive a CWCB contract and final Notice to Proceed
 - Execute project according to CWCB contract (reporting, final deliverable, reimbursement, etc.)

Project Completion

- When the project is complete, contact a Needs Assessment Chair to schedule a presentation of the completed project, for the Roundtable.

| CWCB - Water Supply Reserve Fund Grant Application Schedule | | | | | | |
|---|--------------------------------|---|--|--|---|---|
| Cycle | Draft Application Due for ABRT | Needs Assessment Approval Meeting (date set by NAC chair) | Roundtable Approval Meeting (2nd Wed of the month) | Application Due for Basin Approval (CWCB Portal) | Final Application Due to CWCB (CWCB Portal) | Reviewed in CWCB monthly meeting (CWCB Website) |
| 1 | Feb 15th | Feb | Mar | March 25th | April 1st | July |
| 2 | Aug 15th | Aug | Sept | September 25th | October 1st | Jan |

* Once the application is submitted in the portal it goes to the Basin representative first for Basin Approval. Once Basin approval is complete it goes to CWCB. The Basin representative needs time to complete the basin approval prior to the CWCB deadline.

*ABRT- Arkansas Basin Round Table