

# WSRF: Check List- Arkansas River Basin

Monday, February 13, 2017

## Review Schedule, Process, and Criteria & Guidelines

- Review Grant Submission Process and Schedule**  
<http://www.arkansasbasin.com/grants.html>
- Review all Materials** (WSRF Application, Criteria & Guidelines, Exhibit A, Evaluation Criteria) at  
<http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants>
- Review Criteria & Guidelines** and determine the following information:
  - General Eligibility
  - Entity Eligibility
  - Water Activity Eligibility
  - Basin Fund Requests
    - 25% Match
    - Waiver Request (must show need according to guidelines)
  - Basin + State Fund Requests
    - 50% Match
      - 10% Basin
      - 10% Applicant
      - 30% Other Source
    - Waiver Request (must show need according to guidelines)

## Grant Application & Exhibits

- Download Grant Application (from Ark. Basin Website or CWCB Website)**
  - Complete Application According to Instructions
    - ★ Do not fill in Part III- Threshold and Evaluation Criteria-Section B & C (at this time)
    - ★ Do not sign Application (at this time)
- 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**
    - ★ 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 Chelsey or CWCB with questions.

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

## Grant Submission Process

- Review Grant Submission Process and Schedule**
- Needs Assessment**
  - Submit Grant Application to Chelsey according to schedule
  - Create a Power Point presentation
    - No more than 10 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
  - Provide a 5-10 minute presentation for the Needs Assessment Committee (see schedule)
- Roundtable**
  - Resubmit grant application (to Chelsey) with any edits, according to schedule
  - Provide 5-10 presentation for Roundtable (see schedule)
- CWCB**
  - Submit Final Grant Documents to CWCB by deadline (see schedule)
    - WSRF Grant Application
      - Fill in Part III- Threshold and Evaluation Criteria-Section B & C
        - ★ Simply state that the Roundtable will be submitting a Letter of Support (if it was approved by the Roundtable)
      - Sign & Date Application
    - Exhibit A
    - Exhibit B- Map
    - Letters of support or supporting materials
  - 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.