

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, Evaluation Criteria) at <https://cwcba.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
 - 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 Needs Assessment Chair 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 Needs Assessment Chair 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 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.