

# Water Supply Reserve Fund (WSRF)- Grant Submission Process & Schedule

## Step 1: Getting Started

### Resources & Contacts

- Visit CWCB website- WSRF pages <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants>
- Review WSRF Application, Exhibit A, & Criteria & Guidelines
- Contact the Needs Assessment Chair(s) with Questions (contacts below)

## Step 2: Grant Proposal

### Fill Out Application & Submit

- Complete the WSRF Application & Exhibit A
- Check schedule calendar, below, for submission dates
- Use Ark. Basin Checklist (link below)
- **Submit proposal to Chelsey by appropriate due date**
- Needs Assessment Chairs will review and make recommendations

## Step 3: Review & Presentation

### Work with Needs Assessment Chair(s) to Submit all Materials for Needs Assessment Meeting

- Send in any updated information to Chelsey
- Needs Committee will review
- Prepare a short presentation for the Needs Assessment Meeting

## Step 4: Needs Assessment

### Attend Meeting According to Schedule

- Provide a 5-10 minute presentation of your proposed project
- Committee will provide recommendations
- Make any changes necessary to application & presentation
- Resubmit to Chelsey

## Step 5: Roundtable Meeting

### Attend Meeting According to Schedule

- Provide a 5-10 minute presentation of your proposed project
- Roundtable will provide recommendations/ Basin Approval
- Make any necessary changes by deadline.

## Step 6: CWCB Approval

### Work with CWCB Staff for Remainder of Process

- Submit application to CWCB according to schedule
- Needs Assessment Chairs will submit Roundtable Letter of Support
- CWCB will email you staff recommendation and meeting dates
- Attend CWCB meeting to support grant request
- CWCB will approve or dismiss grant proposal

## Step 7: Project Implementation

### Implement Project, Provide Reporting, Final Deliverables

- Execute project according to CWCB contract
- Provide reporting & deliverables according to CWCB contract
- After completion, work with Needs Assessment Chair(s) to schedule a presentation of your completed project for the Roundtable

★ Use Ark. Basin WSRF Check List to Complete Tasks- <http://www.arkansasbasin.com/wsrf-grant-letters-of-support.html>

## Water Supply Reserve Fund- Grant Approval Process Dates 2019-2020

Cycle	Request Type	Pre- Application Due (1st of the Month)	Needs Assessment Approval Meeting (Contact Chelsey for Date)	Roundtable Approval Meeting (2nd Wed. of Month)	Final Application due to CWCB Staff (1st of the month)	CWCB Approval Meeting (CWCB Website)
1	Basin Only	February, 2019	February, 2019	March, 2019	April, 2019	May, 2019
2	Basin Only	April, 2019	April, 2019	May, 2019	June, 2019	July, 2019
3	<b>State &amp; Basin</b>	June, 2019	June, 2019	July, 2019	August, 2019	September, 2019
4	Basin Only	August, 2019	August, 2019	September, 2019	October, 2019	November, 2019
5	Basin Only	October, 2019	October, 2019	November, 2019	December, 2019	January, 2020
6	<b>State &amp; Basin</b>	December, 2019	December, 2019	January, 2020	February, 2020	March, 2020