

# CWCB Grants Checklist – Arkansas River Basin

Revised: Tuesday, January 1, 2019

## Review Schedule, Process, and Criterion Guidelines

- Review Grant Submission Process and Schedule
- Review All Materials (Applications, Guidelines, Checklist, Evaluation Criteria)
  - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>
  - <http://cwcb.state.co.us/LoansGrants/Colorados-Water-Plan-Grants/Pages/main.aspx>
- Review Criteria and Guidelines to determine the following:
  - General Eligibility
  - Entity Eligibility
  - Water Activity Eligibility
  - Basin Implementation Plan Alignment
  - Water Plan Alignment
  - Basin Funds Requests
    - ❖ 25% Match
    - ❖ Waiver Request (must show need according to guidelines)
  - Basin and State Funds Requests
    - ❖ 50% Match
      - ❖ 10% Basin
      - ❖ 10% Applicant
      - ❖ 30% Other Sources
    - ❖ Waiver Request (must show need according to guidelines)
  - Colorado Water Plan Requests
    - ❖ 50% Match
    - ❖ Waiver Request (must show need according to guidelines)
  - Colorado Water Plan with Loans
    - ❖ Feasibility Study
    - ❖ Waiver Request (must show need according to guidelines)

## Grant Application and Exhibits

- Download Grant Application, Scope of Work, Budget, and Timeline
  - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>
  - <http://cwcb.state.co.us/LoansGrants/Colorados-Water-Plan-Grants/Pages/main.aspx>
  - ❖ Do not sign the application until after Roundtable Approval
  - ❖ Contracting Documents are not required until after CWCB approval
- Fill out the Application
  - Desired Timeline
    - ❖ Use the schedule to determine when the project will come before CWCB
  - Water Activity Summary
    - ❖ How will the Project be funded?
  - Applicant Information
    - ❖ Contact Information
  - Grantee Description
    - ❖ Max of 100 words
  - Type of Water Activity and Categorization of Water Activity
    - ❖ Study or Project
    - ❖ Agricultural, Education and Outreach, Municipal, Nonconsumptive, Other
  - Location
    - ❖ Provide the location and additional attached maps or surveys
  - Water Activity Overview
    - ❖ Max of 200 words
  - Results

- ❖ How much water or areas will be improved or effected?
- ❖ This can be multiple areas based on the project.
- Justification**
  - ❖ Does this project align with the Water Plan or the Basin Implementation Plan?
- Match Requirements**
  - ❖ 25% for basin only with a letter of commitment
  - ❖ 50% for statewide requests with 10% from the basin, 10% from the applicant and the remaining 30% from any other source
  - ❖ 50% on all Water Plan Grants
  - ❖ Water Plan with Loan Combinations will use the loan as match.
- Related Studies**
  - ❖ Is this a phased project or the first one?
- Previous Grants**
  - ❖ Is the entity in good standing with CWCB?
- TABOR Rights**
  - ❖ Will this project cause the entity to enter TABOR and not accept money?
- Scope of Work (Exhibit A or the bottom of the Water Plan Grant)**
  - ❖ Objectives and Deliverables from the project
  - ❖ Task Break down within the project
- Budget and Timeline (Exhibit B)**
  - ❖ A general budget showing match and funding.
  - ❖ A detailed budget showing rates, task breakdown, and expected expenses.
  - ❖ Timeline to complete the project.
- Maps and Images (Exhibit C)**
  - ❖ Any supporting maps or pictures to support the project
- Letters of Support (Exhibit D)**
  - ❖ Any letter of support to support the project

## Grant Submission Process

- Review Grant Submission Process and Schedule**
- Needs Assessment**
  - Submit the Grant Application to [arkneedsassessment@gmail.com](mailto:arkneedsassessment@gmail.com) by the deadline
  - Prepare a Presentation (10 minutes)
    - ❖ Show the budget/timeline
    - ❖ Project Outline
    - ❖ Pictures with limited text
    - ❖ E-mail the presentation to [arkneedsassessment@gmail.com](mailto:arkneedsassessment@gmail.com) prior to the meeting and bring a second copy on a flash drive.
- Roundtable**
  - Resubmit the grant with the recommendations from needs assessment by the deadline
  - Use the presentation from needs assessment with recommendations for the whole roundtable
- CWCB**
  - Submit the final application by the deadline
    - ❖ Remember to sign and date the application and provide the contracting documents
  - Attend the CWCB meeting as support but there is no need for a presentation here
    - ❖ Use the recommendation from CWCB board for approval or denial
  - If approved wait for the notice to proceed and start the project
  - Complete the project with all reporting inline
- Project Completion**
  - When completed contact needs assessment or the roundtable presentations to present at the roundtable on project completion

\*\*\*Use the attached sheet to see how the projects will be evaluated in order of Basin Implementation Plan alignment or Water Plan alignment

Project Name	Project Proponent	Project Contact	Project Cost	State Grant Request	Basin Grant Request	Match Amount	% Basin Match	% Local Match	Supporting Entity(s)	Project Type	Project Category(s)	Water Plan Alignment	BIP Alignment	Basin Impact
EXAMPLE RESPONSES from Needs Assessment										Study	Municipal	Supply-Demand Gaps	Master Needs List Project	Loss of Water Rights
										Implementation	Agricultural	Agricultural	IPP Project	Loss of Recreational Benefits
											Environmental	Conservation	Storage	Loss of Storage
											Recreational	Land Use	Supply-Demand Gaps	Etc.
											Industrial	Storage		
											Watershed Health	Watershed Health, Environment and Recreation		
											Health	Recreation		
											Storage	Funding		
												Education and Outreach		