# Southwest Basin Roundtable WSRF Grant Application Submittal Checklist

*The following information is for the applicant’s use (submittal of the checklist is not required)*

**To submit to the Roundtable and CWCB, please send to:** [**etolen@laplawd.org**](mailto:etolen@laplawd.org) **(Ed Tolen),** [**ben.wade@state.co.us**](mailto:ben.wade@state.co.us) **(Ben Wade),** [**contact@swbasinsroundtable.org**](mailto:contact@swbasinsroundtable.org) **(Recorder)**

# Application Checklist

**\_\_\_** **WSRF Grant Application** *(please utilize the template provided via the* [*CWCB website*](http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx)*)*

**\_\_\_\_ WSRF Grant Application Exhibit A:** *(Please utilize the template provided via the* [*CWCB website*](http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx)*)*

\_\_\_\_ Statement of Work

**\_\_\_\_ WSRF Grant Application Exhibit B:**

\_\_\_\_ Budget *(described below is what the budget should include at a minimum budget form is included in the CWCB website)*

* Total cost of Project and the portion of Project being requested to be funded by WSRF Basin Account funds.
* Specific basin fund grant request amount

**Note:** Roundtable fund grants shall not exceed $100,000 unless special circumstances exist that the Roundtable deems warrant a larger amount.

* Total cash match for basin fund requested amount (including sources)
* Total in-kind match for basin fund requested amount (including sources)

**\_\_\_\_** Schedule

* Applicant shall explain the level of urgency for funding and timeframe for use of grant funds, as well as describe the consequences of not obtaining funding within the requested timeframe.

**\_\_\_\_ WSRF Grant Application Exhibit C:**

\_\_\_\_ Project Map

\_\_\_\_ Photos *(as needed)*

\_\_\_\_ Preliminary Design Documents *(as needed)*

\_\_\_\_ Construction Documents *(as needed)*

\_\_\_\_ Letter(s) of commitment from all third-party funding partners (provide as available at the time of application; all commitment letters must be submitted before grant contracts can be signed)

\_\_\_\_ As needed – additional letters of support, photos, maps, etc.…

**\_\_\_\_ Southwest Basin Roundtable Specific Evaluation Questionnaire** *(please utilize the template provided via the Roundtable’s website)*

**\_\_\_\_ Basin Roundtable Approval Letter** (Provided after Roundtable review and approval)

Grant Application Timeline

* *Roundtable reviews WSRF applications and either approves or denies.*
* The Roundtable will review WSRF grant applications at every quarterly meeting. WSRF grant applications to the Roundtable are due one month prior to the quarterly meeting.
* *CWCB reviews and approves/denies WSRF grant applications approved by the Roundtable.* 
  + The CWCB reviews applications requesting Basin WSRF funds at all their bimonthly meetings only after the Roundtable has first considered the applications. The table below outlines the process and general timing. Please consult the Roundtable website and CWCB website for exact dates.

|  |  |  |  |
| --- | --- | --- | --- |
| **WSRF Application**  **Due to Roundtable** | **Roundtable Meeting** | **WSRF Application Due to CWCB** | **CWCB Board Meeting** |
| June | July | October 1 | January |
| September | October | December 1 | March |
| December | January | February 1 | May |
| December | January | April 1 | July |
| March | April | June 1 | September |
| June | July | August 1 | November |

* *CWCB develops grant contract for approved projects. This process usually takes between 3-6 months after approval depending on the complexity of the project.* 
  + If the CWCB approves the grant application, CWCB staff will work with the applicant in the development of a grant contract.
  + After the grant contract is signed, the CWCB issues a Notice to Proceed which enables the grantee to access grant funds & ask for reimbursement of funds spent on the project as work is completed, consistent with the terms of the grant, statement of work, and detailed budget.

# Flow Chart of WSRF Application Process:

Application will be reviewed for completeness by the WSRF grant review subcommittee of the Roundtable. Prepare to answer follow up questions.

Roundtable considers and grants/denies application at its quarterly meeting.

Applicant submits a WSRF grant application and all necessary attachments to the Roundtable (see checklist)

*If approved…*

Roundtable approves application and chair drafts approval letter.

Applicant submits application package to CWCB after receiving Roundtable approval.

See table on page 2 for deadline.

CWCB board reviews application (see table on page 2 for meeting dates).

CWCB contracting (up to 6 months) and Notice to Proceed given to Applicant.

Strongly Encouraged: Applicant attends CWCB Board meeting

CWCB Board or Director (depending on grant request) reviews application; approves or denies application