# Southwest Basin Roundtable WSRF Grant Application Submittal Checklist

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

**IMPORTANT**: The Roundtable will be reviewing grant requests **ONLY once a year** to better assess the relative merits of competitive applications during a time when Water Supply Reserve Fund (WSRF) funds are being significantly reduced. **To be considered, an application with all the required documentation outlined in this checklist, MUST be submitted to the Roundtable and the CWCB staff BY NO LATER THAN MARCH 1 of each year.**

**To submit to the Roundtable and CWCB, please send to:**

[**etolen@laplawd.org**](mailto:etolen@laplawd.org)

[**ben.wade@state.co.us**](mailto:ben.wade@state.co.us)

[**lauras@swwcd.org**](mailto:lauras@swwcd.org)

# 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

\_\_\_\_ 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 grant funds.
* Specific basin fund grant request amount

**Note:** Roundtable fund grants shall not exceed $25,000 unless special circumstances exist that the Roundtable deems warrant a larger amount.

**Note:** In applications that also seek statewide WSRF funds, basin fund grant amounts shall not exceed 10% of the total WSRF grant amount or the $25,000 Roundtable ceiling, whichever is less, unless the Roundtable determines that special circumstances exist that 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)
* If state funds are also requested, see application requirements on [CWCB website](http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/StatewideWaterSupplyReserveAccountGrants.aspx).

**\_\_\_\_** 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 B:**

\_\_\_\_ Project Map

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

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

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

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

\_\_\_\_ 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.…

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

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

Grant Application Timeline

* *Roundtable reviews WSRF applications and either approves or denies.*
* Until further notice, the Roundtable will only be reviewing WSRF grant applications at a special meeting to be held in March of each year.
* Roundtable decisions on grant awards will be made during its April meeting.
* Until further notice, all Roundtable meetings will be held electronically.
* **WSRF grant applications to the Roundtable are due March 1** of each year**.**
* *CWCB reviews and approves/denies WSRF grant applications approved by the Roundtable.* 
  + The CWCB reviews applications in March and September of each year. However, since the Roundtable only reviews applications in March and approves/denies them in April, **CWCB’s review ofapplications approved by the Roundtable will occur during the CWCB’s September meeting.**
  + To be considered by the CWCB, statewide WSRF funding requests must be approved by the Roundtable at their April meeting and be **submitted to the CWCB by no later than July 1 of each year.**
* *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 ask for reimbursement of funds spent on the project, consistent with the terms of the grant, statement of work, and detailed budget.

# Flow Chart of WSRF Application Process

Applicant attends and presents application to Roundtable during the Roundtable’s March meeting

Roundtable considers and grants/denies application at its April 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.

Application due July

CWCB reviews in September

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

Strongly Encouraged: Applicant attends CWCB Board meeting; REQUIRED if requesting State funds.

CWCB Board reviews application; approves or denies application