



Yampa/White/Green Basin Roundtable Water Supply Reserve Fund (WSRF) Grant Application Guidelines

Updated May 2022

The Yampa-White-Green Basin Roundtable WSRF grant process has three grant cycles each year, which start in September, January and March. The amount of the grant request determines which steps the applicant must follow and required deadlines. Grant requests will require two presentations to the Yampa-White-Green Basin Roundtable (YWG BRT). The first presentation will be at a special YWG BRT Grant meeting which takes place in October, February and April. At the special meeting the Grant Committee can move to have the grant request presented to the full roundtable for a decision. The executive committee, which is tasked with establishing meeting agenda's, will place the grant request on a YWG BRT meeting agenda to be voted on by the full YWG BRT. It is the intent of the Grant Committee that if the grant request it to be placed on the YWG BRT agenda that it would be the next BRT meeting. Depending on questions raised by the Grant Committee, how complete the applicant application is and how much is on the YWG BRT agenda, the exact date of presenting to the full YWG BRT is negotiable. The Grant Committee will consider the applicants timeline constraints in meeting the CWCB board approval when placing the applicant on the full YWG BRT agenda.

Grants greater than \$10,000 (big) will require a completed YWG RT application as well as a completed CWCB application. For grants \$10,000 or less (small) the applicant will only be required to fill out the YWG RT application to get approval from the YWG RT Grant Committee, but then will have to fill out the CWCB application prior to presenting the request to the Full YWG BRT. These grant requests will be heard by the Grant Committee in October, February and April depending on available funds. November will be the first award month for any given fiscal year and if funds are still available, will be awarded respectively in March and May. Please see below table for full timeline of the YWG BRT grant process.

Requirements:

- Applicant must meet all the WSRF grant requirements set by the CWCB, able to contract with the State of Colorado and meet insurance requirements
- Matching Fund as set by the CWCB
 - Basin fund only grant must have a 25% match from either cash or in-kind services or in-kind material contributions
- Meet one or more of the Yampa-White-Green Basin Implementation Plan (BIP) goals or Colorado Water Plan (CWP) goals.

Application Deadlines:

- All completed applications will be submitted to the YWG Basin Recorder and to the Grant Chair. The addresses are currently yampawhitegreen@gmail.com and steve@yampawhitegreen.com

- All applications are due on the third Wednesday of the month prior to the grant meeting of the cycle the applicant wishes to apply for. (See below timeline for details)

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Applicant Steps:

- Discovery Phase
 - Review the CWCB WSRF Instruction, Criteria and Guidelines
 - Review the YWG RT Basin Implementation Plan Goals/Process/Outcomes
 - For a WSRF grant application that includes Statewide Funds, review the Colorado Water Plan.
 - Decide if project will meet the requirements of the CWCB and YWG RT BIP Goals
 - If needed a short presentation can be given to the YWG RT to see if there is support from the YWG RT. To set up a presentation please contact the Community Agriculture Alliance Ag Resource Coordinator.
- Step 1
 - For a large grant request (>\$10,000) fill out the YWG RT application and the CWCB application including all Exhibits
 - For a small grant request (<=\$10,000) fill out only the YWG RT application
- Step 2
 - Present at the RT Grant Meeting
 - A presentation about the project will be given to the grant committee
 - The applicant will have two weeks to answer any questions that could not be answered at the Grant Meeting
- Step 3
 - For a small grant request, draft out the CWCB Application including Exhibits in case there are questions that may arise about the application during the full BRT meeting
- Step 4
 - Present a short three slide presentation to the full BRT (The Roundtable will try to have the second presentation the month following the first presentation, but this is not a guarantee depending on agenda or issues with the application).
 - The RT will vote to award or not to award the grant request
- Step 5
 - Submit the full CWCB application to the CWCB (Small grants will have to finalize the CWCB application before submitting to CWCB)
 - The applicant must ensure that the Roundtable Chair submits a letter of recommendation to the CWCB
- Step 6
 - Grant amounts up to \$50,000 the CWCB Director may sign those independent of a CWCB Board meeting
 - Grants from \$50,001 to \$99,999 will be placed on the CWCB meeting consent agenda.
 - Grants \$100,000 or more will require a presentation to the CWCB board
 - The CWCB board will vote yes or no on the Grant Request
- Step 7
 - Contract with the State after the CWCB approves of the Grant request
 - For grants under \$100,000, doing a P.O. may be the best option, and typically takes from 2 to 3 months after CWCB approval to acquire the funds
 - For grants over \$100,000, contracting is required and can take 4 to 6 months or longer depending on size and complexity of the project
 - Recognizing the limited resources of some entities, past expenditures directly related to the water activity may be considered as matching funds if the expenditures occurred within 9 months of the date the contract or purchase order between the applicant and the State of Colorado is executed

Reporting and completion:

- The applicant will be contracting with the State of Colorado and working with CWCB to give updates on the grant project, and as such the Yampa-White-Green Basin Roundtable has a difficult time keeping up with the status of the project. The YWG BRT expects the applicant to keep the Roundtable informed on the status of project. As such the following reporting requirements are required by the Yampa-White-Green Basin Roundtable.
- Once the applicant receives the notice to start from the State, the applicant will send the YWG BRT Recorder (at email yampawhitegreen@gmail.com) the award date. (It is assumed the first six-month report to the CWCB and YWG BRT will be six-months after that date).
- The CWCB requires a six-month progress report and a final report at the completion of the project.
 - A copy of the six-month CWCB report will be sent to the YWG BRT Recorder to be placed on the YWGRT website so members of the BRT can review the status of the project.
 - The applicant will be responsible to meet all the CWCB requirements
- A final report/presentation will be provided to the Yampa-White-Green Roundtable
 - The applicant is responsible to update the YWG BRT if the projects change during implementation, requesting time on the YWG RT agenda, and preparing reports and presentation to the YWG BRT

Contact Information:

Please see:

<https://www.yampawhitegreen.com/grants/>

Steve Hinkemeyer	Frank Alfone	Yampa White Green Recorder
Grant Committee Chair	Grant Committee Vice-Chair	YWG Basin Roundtable Recorder
steve@yampawhitegreen.com	frank@yampawhitegreen.com	yampawhitegreen@gmail.com

YWG & CWCB Timeline:

Below is the Yampa-White-Green Basin Roundtable and CWCB WSRF timelines. There are four grant cycles for the YWG Basin Roundtable (indicated by different font colors in the table). The CWCB board awards YWG Basin Roundtable approved grants at their board meetings, with the application deadline due the first day of the month three months before a CWCB board meeting.

Cycle	Calendar Year XX												Calendar Year XY					Calendar Year XZ					
	CO Fiscal Year XX						CO Fiscal Year XY						CO Fiscal Year XZ										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1st	YWG App Due Third Wed. of Jan.	Grants Second Wed. of Feb.	YWG BRT Second Wed. of March	CWCB App Due April 1st			July CWCB Board	Contract with State (can take up to six months)															
2nd	YWG App Due Third Wed. of March			Grants Second Wed. of April	YWG BRT Second Wed. of May	CWCB App Due June 1st		Sept. CWCB Board	Contract with State (can take up to six months)														
3rd							YWG App Due Third Wed. of Sept.	Grants Second Wed. of Oct.	YWG BRT Second Wed. of Nov.	CWCB App Due Dec 1st			March CWCB Board	Contract with State (can take up to six months)									
4th							YWG App Due Third Wed. of Nov.			Grants Second Wed. of Dec.	YWG BRT Second Wed. of Jan.	CWCB App Due Feb 1st		May CWCB Board	Contract with State (can take up to six months)								

General Application Timeline:

1. YWG BRT Application due to the Grants Chair and YWG BRT Recorder on the third Wednesday of the month before the desired YWG BRT grants meeting.
2. Present to the Grants Committee on the Second Wednesday of the month (Grants Committee meetings are Feb, April, October, December)
3. If application is accepted by the Grants Committee present to the full YWG BRT on the Second Wednesday, the following month.
4. If approved by the YWG BRT the CWCB application should be turned into the CWCB by the 1st of the coming month.
5. CWCB staff will work with the applicant for three months before the CWCB board will vote to approve the application.
6. After CWCB approves the application, the applicant will contract with the State of Colorado which can take up to six months.

