



Yampa-White - Green Basin Roundtable

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

Updated January 2024

The Yampa-White-Green Basin Roundtable WSRF grant process has four grant cycles each year, which start in September, November, 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 (YWGBRT). The first presentation will be at a YWGBRT Grant Committee meeting which takes place in October, December, February, and April. At the Grant Committee meeting, the Grant Committee will either move to have the grant request presented to the full roundtable with their recommendation to approve or without a recommendation for a decision. The YWGBRT executive committee, which is tasked with establishing the meeting agenda's, will place the grant request on a YWGBRT meeting agenda to be voted on by the full YWGBRT. It is the intent of the Grant Committee that the grant request be placed on the next YWGBRT agenda. Depending on questions raised by the Grant Committee, how complete the grant application is, and availability on the YWGBRT agenda, the exact date of presentation to the full YWGBRT is negotiable. The Grant Committee will consider the applicants timeline constraints in meeting the CWCB board approval when placing the applicant on the full YWGBRT agenda.

Grants greater than \$10,000 (big) will require a completed YWGBRT 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 YWGBRT application for approval from the YWGBRT Grant Committee, but then will have to fill out the CWCB application prior to presenting the request to the full YWGBRT. These grant requests will be heard by the Grant Committee in October, December, February, and April depending on available funds. November is the first award month for any given fiscal year and if funds are still available, will be awarded respectively in January, March, and May. Please see below table for full timeline of the YWGBRT grant cycle 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 grants 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 and Vice-Chair. The addresses are currently yampawhitegreen@gmail.com, frank@yampawhitegreen.com and steve@yampawhitegreen.com
- All applications are due on the third Wednesday of the month prior to the grant committee meeting of the cycle the applicant wishes to apply for. (See below timeline for details)

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 Grant Committee Chairman.
- 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
 - Submit the completed forms to the YWG Basin Recorder and to the Grant Chair.
 - The grants will be read for accuracy and to make sure they are filled out correctly. You will hear from the grant committee chair or vice-chair if there is a problem.
 - Your grant will be reviewed to ensure that it fits the criteria laid out by the CWCB for WSRF grants, basin, or state-wide grants.
 - Once your application is deemed complete, further checks may be made (including water rights, headgate locations, and various other items).
 - If there are no problems the grant will be put on the grant committee agenda for presentation.
- Step 2
 - Present at the RT Grant Committee Meeting
 - A presentation about the project will be given to the grant committee
 - A typical presentation is no more than 15 minutes, with about an additional 10 minutes for questions by the committee.
 - The applicant will have two weeks to answer any questions that could not be answered at the Grant Committee 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).
 - This presentation is limited to three slides and 7 minutes, followed by 7 minutes of questions then 1 - 2 more minutes for motions and voting. A total of 15 minutes per grant is the maximum time that will be allowed for grant decisions.
 - 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 Purchase Order (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 certain 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 difficulty 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/>

Frank Alfone

Grant Committee Chair

frank@yampawhitegreen.com

Steve Hinkemeyer

Grant Committee Vice-Chair

steve@yampawhitegreen.com

Yampa White Green Recorder

YWG Basin Roundtable Recorder

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.

	Calander Year W			Calendar Year X												Calander Year Y					
	Colorado Fiscal Year XX						Colorado Fiscal Year XY														
Cycle	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
1st	YWG App Due 3rd wk of Sep	Grants 2nd wk of Oct	YWG BRT 2nd wk of Nov	CWCB App Date Dec 1st			Mar CWCB Board	Contract with State can take upto six months													
2nd				YWG App Due 3rd wk of Nov	Grants 2nd wk of Dec	YWG BRT 2nd wk of Jan	CWCB App Date Feb 1st		May CWCB Board	Contract with State can take upto six months											
3rd				YWG App Due 3rd wk of Jan	Grants 2nd wk of Feb	YWG BRT 2nd wk of Apr	CWCB App Date Apr 1st		Jul CWCB Board	Contract with State can take upto six months											
4th							YWG App Due 3rd wk of Mar	Grants 2nd wk of Apr	YWG BRT 2nd wk of Jun	CWCB App Date Jun 1st		Sep CWCB Board	Contract with State can take upto 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 October, December, February, April)
3. If the Grants Committee accepts the application 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 first of the coming month.
5. CWCB staff will review the application 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 as long as six months.