

Colorado Basin Roundtable WSRF Grants

1. WSRF Grants (Water Supply Reserve Fund) are encouraged for the following categories:¹
 - a. Technical assistance regarding permitting, feasibility studies, and environmental compliance.
 - b. Studies or analysis of structural, programmatic, consumptive, and non-consumptive water projects or activities.
 - c. Design of structural projects or activities. Infrastructure replacement or maintenance projects.
 - d. Activities that promote education, outreach, and innovation consistent with the mission and goals of the Colorado Water Plan
2. There are 2 pools for WSRF Grants, Statewide funds and Basin Roundtable funds. Applicants seeking Basin Roundtable funds apply to the Roundtable for subsequent review and approval by the Colorado Water Conservation Board (CWCB). Statewide Fund applications are sent directly to the CWCB, but applicants are strongly encouraged to receive a letter of support from the CBRT. Applicants can apply for either or both. Statewide grants can cover up to 75% of project costs; they require a 25% match, and at least 10% must come from roundtable funds.
3. Basin roundtable WSRF grants require a 25% match, of which half can be in-kind.
 - a. Volunteer time can go toward this in-kind match, valued at local prevailing wage rates.
 - b. Time spent planning and administering the grant count toward the in-kind contribution.
 - c. Operating costs, overhead, utilities and insurance cannot be included as in-kind match.
 - d. Land acquisition or access agreements will also count toward the in-kind match.
 - e. Prior expenditures incurred no more than 9 months before the grant contract is signed with the CWCB may be reimbursed if requested in the grant application.
4. **WSRF grant application procedures for CBRT Basin grants.**
 - a. Begin the process 6-12 months before the project start date.
 - b. Prepare a 1 page project summary and submit it to the CBRT Grants Committee. It should describe the project, who is administering it, list the funding partners and their contributions, the anticipated start date, and indicate whether it is an Identified Project or Process (IPP) in the 2023 Colorado River Basin Implementation Plan (BIP) update. It should also identify how it meets the following CBRT goals:

¹ This grant summary includes edits made by Jason Turner, Colorado River District and former CBRT chair, in 2023.

1. **Ecosystem health** – protect and rehabilitate healthy rivers, streams, lakes, and riparian areas. Define water quality needs and develop a basin wide funding mechanism for stream health.
 2. **Agriculture** – sustain, protect and promote agriculture.
 3. **Safe drinking water** – secure and protect safe drinking water.
 4. **Conservation** – ensure a high level of basin-wide conservation in agricultural as well as municipal and industrial consumption.
 5. **Land use** – develop local water conscious land use strategies.
 6. **Basin administration** – assure dependable basin administration of Shoshone and Cameo calls to keep water in the Colorado mainstem.
5. Download the grant application at the CWCB portal.
 - a. Go to [Water Supply Reserve Fund Grants | DNR CWCB \(colorado.gov\)](https://colorado.gov/dnr/cwcb/grants) in order to get grant applications.
 - b. Register with the CWCB portal at [registration request \(site.com\)](#); select Grants & Loans.
 - c. Obtain a WSRF Application via the CWCB website.
 - d. Download the MS Word Document, Exhibit A – Statement of Work
 - e. Download the MS Excel Document, Exhibit B - WSRF-BudgetSchedule&Detailed_ExhibitB_May2022_Download
 - f. Review the 18:37 minute video Water Supply Reserve Fund (Basin & Statewide) - How to Apply
 - g. Review the 20:05 minute video Water Supply Reserve Fund (Basin Only) - How to Apply.
 6. Submit the application to the CBRT Grants Committee, which vets the application for approval by the CBRT roundtable, and then submission to the CWCB.

Spring Cycle	Fall Cycle	
February 1	August 1	Submit application to CBRT Grants Committee. It will review the application for completeness
February	August	Grants Committee considers application and whether to recommend for approval to CBRT
March	September	CBRT votes whether to approve application and recommend it to the CWCB staff by April 1 (spring cycle), or October 1 (fall cycle).
Apr-June	Oct-Dec	CWCB staff reviews the application, and contacts the applicant with questions.
July	January	CWCB board votes whether to approve application

7. All applicants should be prepared to make a short presentation to the CBRT Grants Committee and the CBRT regarding their project.
8. The CBRT Roundtable submits a letter approving or denying the grant application through the CWCB Portal. This letter will describe the level of agreement among roundtable members, and any opposition to the application and why.
9. **Submit the following documents** with the application through the CWCB Portal:
 - a. Completed Application
 - b. Upload a Word version of Exhibit A (Statement of Work)
 - c. Upload Engineer's estimate of probable cost for construction projects over \$100,000.
 - d. Upload the Exhibit B Budget & Schedule in Excel
 - e. Upload Maps to the CWCB Portal if applicable
 - f. Upload Letters of Commitment (matching funds) as PDFs
 - g. Upload Photos or drawings as PDFs
10. Preference will be given to projects that have multiple benefits, multiple purposes and involve multiple stakeholders.
11. The CWCB staff prepares a Water Activity Summary Sheet for the CWCB for approval at a CWCB Board meeting. The applicant is welcome to attend the meeting to address the Board and may offer comments during the opportunity for public comment. The CWCB can modify the grant award
12. Upon CWCB approval, the applicant must sign a contract to administer the grant within 6 months of approval. The grant can only be used for expenses that occur after the grant contract is signed, unless reimbursement for prior expenditures incurred within 9 months of the date the grant contract is signed was requested in the grant application.
13. The CWCB can revise the scope and budget of a project.
14. Successful applicants must provide to the CWCB:
 - a. Insurance Certificate of Liability (Government entities excluded)
 - b. Certificate of Good Standing from Secretary of State
 - c. W-9 Tax identification number
15. The applicant must provide progress reports every 6 months to the CWCB describing the status of the tasks identified in the statement of work, any major issues that have occurred and any corrective action taken to address these issues.
16. **The applicant shall report to the CWCB and CBRT** at the conclusion of the grant describing whether the purpose of the grant was achieved and address the following:
 - a. Summarizes the project and how the project was completed.
 - b. Describes any obstacles encountered, and how they were overcome.
 - c. Confirms that all matching commitments have been fulfilled.

- d. Includes photographs, summaries of meetings and engineering reports or designs.
17. Grants can be amended, and the grantee can be changed, by providing the following information to the CWCB:
- a. Date of request
 - b. Grantee's contact name, email address, physical address, and phone number;
 - c. Roundtable that recommended the grant;
 - d. Date of the initial CWCB grant approval;
 - e. Contract or purchase order number and current expiration date;
 - f. Rationale for amendment;
 - g. Revised Tasks – CWCB Program Manager approval required;
 - h. Revised Exhibit A (Statement of Work and Budget/Schedule Table);
 - i. Extension to Terms – Revised Exhibit A, Schedule (B, C, etc.) with desired expiration date.