

Water Supply Reserve Fund (WSRF)- Grant Submission Process & Schedule

Step 1: Getting Started

Resources & Contacts

- Visit CWCB website- WSRF pages <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants>
- Review WSRF Application, Exhibit A, & Criteria & Guidelines
- Contact the Needs Assessment Chair(s) with Questions (contacts below)

Step 2: Grant Proposal

Fill Out Application & Submit

- Complete the WSRF Application & Exhibit A
- Check schedule calendar, below, for submission dates
- Use Ark. Basin Checklist (link below)
- **Submit proposal to Chelsey by appropriate due date**
- Needs Assessment Chairs will review and make recommendations

Step 3: Review & Presentation

Work with Needs Assessment Chair(s) to Submit all Materials for Needs Assessment Meeting

- Send in any updated information to Chelsey
- Needs Committee will review
- Prepare a short presentation for the Needs Assessment Meeting

Step 4: Needs Assessment

Attend Meeting According to Schedule

- Provide a 5-10 minute presentation of your proposed project
- Committee will provide recommendations
- Make any changes necessary to application & presentation
- Resubmit to Chelsey

Step 5: Roundtable Meeting

Attend Meeting According to Schedule

- Provide a 5-10 minute presentation of your proposed project
- Roundtable will provide recommendations/ Basin Approval
- Make any necessary changes by deadline.

Step 6: CWCB Approval

Work with CWCB Staff for Remainder of Process

- Submit application to CWCB according to schedule
- Needs Assessment Chairs will submit Roundtable Letter of Support
- CWCB will email you staff recommendation and meeting dates
- Attend CWCB meeting to support grant request
- CWCB will approve or dismiss grant proposal

Step 7: Project Implementation

Implement Project, Provide Reporting, Final Deliverables

- Execute project according to CWCB contract
- Provide reporting & deliverables according to CWCB contract
- After completion, work with Needs Assessment Chair(s) to schedule a presentation of your completed project for the Roundtable

★ Use Ark. Basin WSRF Check List to Complete Tasks- <http://www.arkansasbasin.com/wsrf-grant-letters-of-support.html>

Water Supply Reserve Fund- Grant Approval Process Dates 2018-2019

Cycle	Request Type	Pre- Application Due (1st of the Month)	Needs Assessment Approval Meeting (Contact Chelsey for Date)	Roundtable Approval Meeting (2nd Wed. of Month)	Final Application due to CWCB Staff (1st of the month)	CWCB Approval Meeting (CWCB Website)
1	Basin Only	February, 2018	February, 2018	March, 2018	April, 2018	May, 2018
2	Basin Only	April, 2018	April, 2018	May, 2018	June, 2018	July, 2018
3	State & Basin	June, 2018	June, 2018	July, 2018	August, 2018	September, 2018
4	Basin Only	August, 2018	August, 2018	September, 2018	October, 2018	November, 2018
5	Basin Only	October, 2018	October, 2018	November, 2018	December, 2018	January, 2019
6	State & Basin	December, 2018	December, 2018	January, 2019	February, 2019	March, 2019