

WSRF: Check List- Arkansas River Basin

Monday, February 13, 2017

Review Schedule, Process, and Criteria & Guidelines

- Review Grant Submission Process and Schedule**
<http://www.arkansasbasin.com/grants.html>
- Review all Materials** (WSRF Application, Criteria & Guidelines, Exhibit A, Evaluation Criteria) at
<http://cwc.state.co.us/LoansGrants/water-supply-reserve-account-grants>
- Review Criteria & Guidelines** and determine the following information:
 - General Eligibility
 - Entity Eligibility
 - Water Activity Eligibility
 - Basin Fund Requests
 - 25% Match
 - Waiver Request (must show need according to guidelines)
 - Basin + State Fund Requests
 - 50% Match
 - 10% Basin
 - 10% Applicant
 - 30% Other Source
 - Waiver Request (must show need according to guidelines)

Grant Application & Exhibits

- Download Grant Application (from Ark. Basin Website or CWCB Website)**
 - Complete Application According to Instructions
 - ★ Do not fill in Part III- Threshold and Evaluation Criteria-Section B & C (at this time)
 - ★ Do not sign Application (at this time)
- Download Exhibit A Template**
 - Title**
 - ★ Water Activity Name, Grant Recipient & Funding Source
 - Introduction & Background**
 - ★ Maximum of 200 words!
 - Objectives**
 - ★ Bulleted List
 - Tasks**
 - Description of Task
 - ★ Short Narrative Description
 - Method/Procedure
 - ★ Bulleted List
 - Deliverable
 - ★ Short Narrative Description
 - ★ **Repeat Format for all Tasks**
 - Schedule**
 - ★ Use Notice to Proceed (NTP) + number of months each task will take to complete
 - ★ Do not use actual dates
 - ★ Example:

	Start	End
Task 1	NTP	NTP + 6 Months
Task 2	NTP	NTP + 12 Months

Budget

- ★ Provide all costs (Engineering, Project Management, hard costs, etc.)
- ★ Provide Funding Requests (Basin Funds, State Funds, Matching, In-Kind, etc.)
- ★ Example:

Tasks	Project Costs				Funding Source			
	Engineering		Proj. Mg.	Total	Basin	State	Match	Total
	\$/hr	\$/hr	\$/hr					
A	200	100	50	350	100	250	150	500
B	100	300	100	500	0	500	0	500
C	300	100	250	650	50	0	450	500
Total	600	500	400	1500	150	750	600	1500
				% of Total	10%	50%	40%	100%

Maps & Supporting Materials

- ★ Include a map of the project area
- ★ Include letters of support

Grant Submission Process

Review Grant Submission Process and Schedule

Needs Assessment

- Submit Grant Application to Chelsey according to schedule
- Create a Power Point presentation
 - No more than 10 slides
 - Limited text
 - Use graphics and maps
 - Include your budget and schedule
 - ★ Include breakdown of Basin, State, & Matching request percentages
 - Save on a flash drive & bring to Needs Assessment meeting
- Provide a 5-10 minute presentation for the Needs Assessment Committee (see schedule)

Roundtable

- Resubmit grant application (to Chelsey) with any edits, according to schedule
- Provide 5-10 presentation for Roundtable (see schedule)

CWCB

- Submit Final Grant Documents to Chelsey by deadline (see schedule)
 - WSRF Grant Application
 - Fill in Part III- Threshold and Evaluation Criteria-Section B & C
 - ★ Simply state that the Roundtable will be submitting a Letter of Support (if it was approved by the Roundtable)
 - Sign & Date Application
 - Exhibit A
 - Exhibit B- Map
 - Letters of support or supporting materials
- Attend CWCB meeting (CWCB will contact you with dates or visit CWCB website)
- Wait to start work until you receive a CWCB contract and final Notice to Proceed
- Execute project according to CWCB contract (reporting, final deliverable, reimbursement, etc.)

Project Completion

- When the project is complete, contact a Needs Assessment Chair to schedule a presentation of the completed project, for the Roundtable.