

Rio Grande Round Table (RGRT)

Guidelines for Project Development, Review Process, and WSRA Application
Updated August 2015

1. Project Development

- Applicant develops preliminary idea for application and contacts a Roundtable Executive Committee Member to discuss their proposal idea. The Committee will serve as a resource to the applicant as they develop their proposal and will provide feedback on the viability of the project, its fit with WSRA parameters, project timing, partners, budget, etc.
- Applicant (especially first time applicants) reviews the Executive Summary or full Rio Grande Basin Water Plan to learn about the work of the RGRT, the Basin's priorities, past projects, and future opportunities.

2. Project Sheet

- Applicant develops a Project Sheet and submits to the Executive Committee.
- Initial Feedback will be given to Applicant from the review. If needed, a meeting with the applicant can be set to discuss the project in more depth and provide guidance before the applicant begins full application preparation process

Note: Applicant can determine if their project needs or could benefit from the water model developed by DiNatale Water Consultants for the RGBRT. See attached description of the model. If it could be useful, proponent should contact DWC to develop MOU's and cost estimate for modeling, which can be included as one of the line items in the project budget.

3. CWCB Requirements

- Applicant will be required to meet WSRA eligibility requirements. This includes being an eligible entity, having the ability to contract with the State of Colorado, and meeting insurance requirements.
- Applicant may need to ensure bonding and matching funds for their project.
- The WSRA Guidelines, full grant application, and CWCB resources include:
 - CWCB staff contact: Craig Godbout, Program Manager, Water Supply Planning, craig.godbout@state.co.us, (303) 866-3441 x 3210
 - For information about Basin funds/Statewide funds
 - Qualifying projects
 - Competitive aspects
 - Matching requirements

<http://cwcb.state.co.us/loansgrants/water-supply-reserve-account-grants/pages/basinwatersupplyreserveaccountgrants.aspx>

4. Timelines for applications to CWCB (see below for the RGBRT process that is required before projects are submitted to CWCB):

- If applying for Basin funds only, applications are reviewed and voted upon at CWCB meetings throughout the year.
- If applying for Basin and Statewide funds, applications are reviewed and voted upon at the March and September meetings only.

- Final and approved by Roundtable applications are due to CWCB staff on August 1st to be considered at the September CWCB Board Meeting and February 1st to be considered at the March CWCB Board Meeting.

5. RGBRT Review Process – All these steps must be met; Bullets can be an applicant “check sheet.”

Stage 1:

- Preliminary review process as outlined above.
- Project Preview: After incorporating review from the Executive Committee, the applicant will provide a preliminary presentation to the full Roundtable at a regular monthly meeting, one month before the final presentation. The preview will include:
 - A refined project sheet, due to the chair no later than one week before Roundtable meeting
 - A detailed project overview, with plan and budget to the Roundtable
 - Adequate information for members to ask questions and review the project and to provide applicant with feedback

Stage 2:

Final presentation to full Roundtable membership for vote

- Applicant provides fully prepared WSRA application to the Chair no later than one week before they are scheduled to present at a regular monthly meeting of the Roundtable.
- Applicant presents project to the Roundtable with detailed scope of work, project benefits, budget, timeline, and answers to any questions raised at the preview.
- If approved by the RGRT, the Applicant will provide a draft letter for Chair (samples available for applicant’s use) to include in the application package to CWCB.
- Applications and RGRT Chair’s letter are to be submitted together by the applicant to the CWCB Liaison, who will prepare application summary and present the proposal to CWCB.

6. Approval By and Contracting with CWCB

- CWCB Reviews WSRA Applications at their regular March and September Meetings. The Project Proponent should plan to attend the meeting to answer questions from the Board.
- Once approved, applicants need to be aware of the expected time frame to complete a contract with CWCB – contracting can take 45-60 days.
 - The applicant will not be reimbursed for funds spent before they have a complete contract and Notice to Proceed.
- Reporting and completion:
 - applicants need to be aware of all CWCB requirements and are solely responsible for meeting them.
 - RGBRT requests that reports be presented to the RGRT:
 - a. if projects change during implementation and/or
 - b. when projects funded through the RGRT are completed
 - c. applicants are responsible for updating their Project Contact person, requesting time on the RGRT agenda, and preparing reports and presentations to the RGRT on projects completed