Southwest Basin Roundtable WSRF Grant Application Submittal Checklist

The following information is for the applicant's use (submittal of the checklist is not required)

Pre-Roundtable and CWCB Approval Application Submittal Documents:
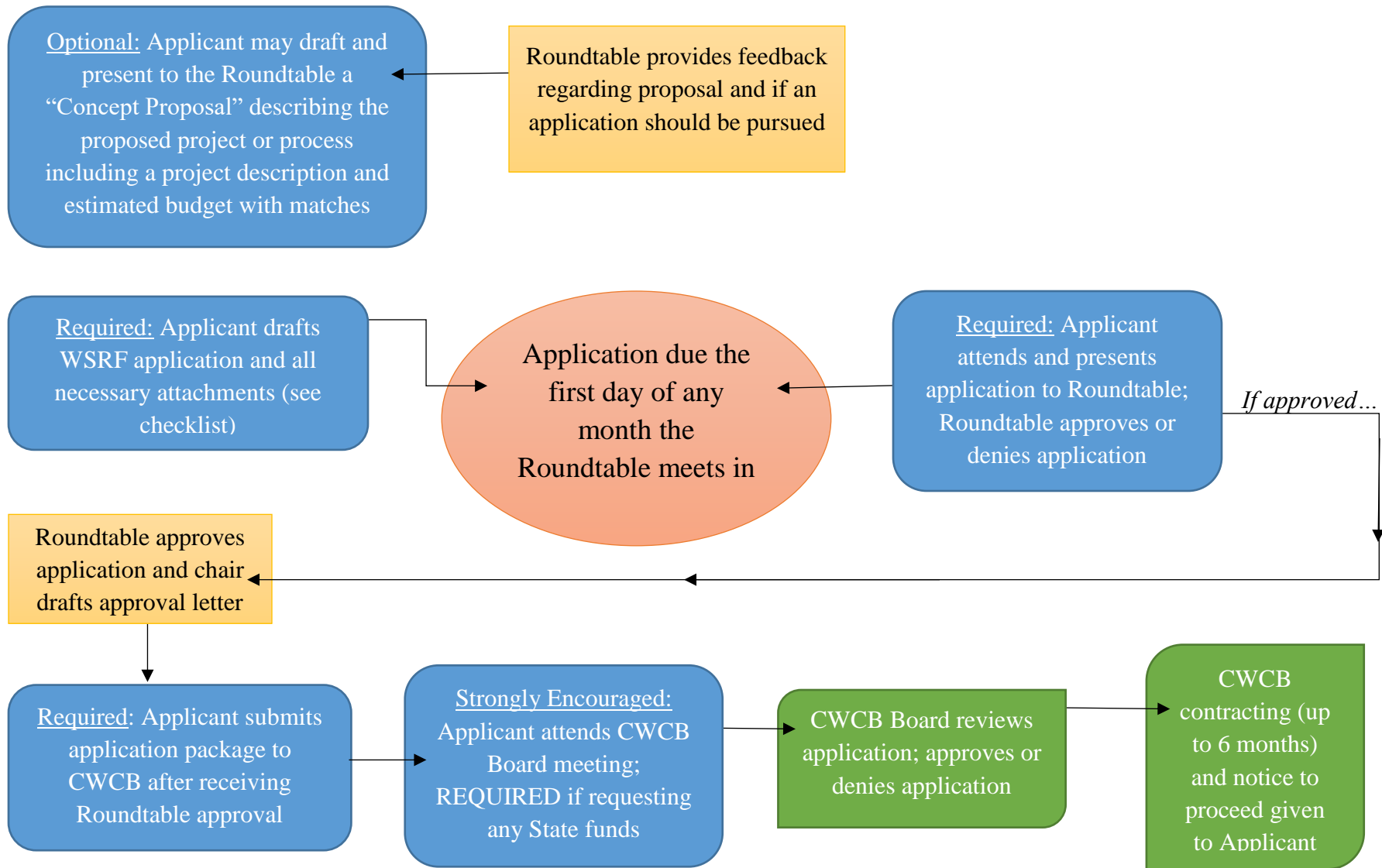
This process takes place prior to the Roundtable's meeting date and CWCB Board hearing date and consists of documents to be submitted for Roundtable member review, CWCB staff review and forwarded to the CWCB for their review after Roundtable approval.

1. **Application:** WSRF Grant Application and Southwest Basin Roundtable Specific Evaluation Criteria *(signature required for submission)*
   a. WSRF Grant Application *(please utilize the template provided via the CWCB website)*
   b. Southwest Basin Roundtable Specific Evaluation Questionnaire *(please utilize the template provided via the Roundtable's website)*
2. **Exhibit A:** *(Please utilize the template provided via the CWCB website)*
   a. Statement of Work
   b. Budget *(described below is what the budget should include at a minimum; for an example budget see last page of this document)*
      i. Total cost of Project, or portion of Project being requested to be funded by WSRF grant funds
      ii. Specific basin fund grant request amount
      iii. Total cash match for basin fund requested amount (including sources)
      iv. Total in-kind match for basin fund requested amount (including sources)
      v. If state funds are also requested, see application requirements (via CWCB website)
   c. Schedule
3. **Exhibit B:**
   a. Project Map
   b. Photos *(as needed)*
   c. Preliminary Design Documents *(as needed)*
   d. Construction Documents *(as needed)*
4. **Exhibit C:**
   a. Letter(s) of commitment from all 3rd party funding partners (provide prior to receiving "notice to proceed" from grant officer)
   b. As needed – additional letters of support, photos, maps, etc.…
5. **Basin Roundtable Approval Letter** (*Provided after Roundtable review and approval*)

Timeline

- ➢ Roundtable meets quarterly; second Wednesday of the month
  - o location alternates between Durango and Cortez
  - o Meeting Months: January, April, July and October
  - o Roundtable reviews applications for Basin and State funds at every meeting
  - o Applications are due the first day of month the Roundtable meets in
- ➢ CWCB reviews and approves/denies Basin funds at every board meeting
- ➢ CWCB reviews and approves/denies State funds twice a year at board meetings
  - o State funding requests are due no later than the first of the month, the month prior to the CWCB's March and September board meetings; March applications due February 1st and September applications due August 1st
  - o To qualify for state funding, the Roundtable must review and approve the application. For applications to be reviewed at the March CWCB meeting they must be reviewed at the January Roundtable meeting; for applications to be reviewed at the September CWCB meeting they must be reviewed at the July Roundtable meeting

Flow Chart of WSRF Application Process

Optional: Applicant may draft and present to the Roundtable a "Concept Proposal" describing the proposed project or process including a project description and estimated budget with matches

Roundtable provides feedback regarding proposal and if an application should be pursued

Required: Applicant drafts WSRF application and all necessary attachments (see checklist)

Application due the first day of any month the Roundtable meets in

Required: Applicant attends and presents application to Roundtable; Roundtable approves or denies application

If approved…

Roundtable approves application and chair drafts approval letter

Required: Applicant submits application package to CWCB after receiving Roundtable approval

Strongly Encouraged: Applicant attends CWCB Board meeting; REQUIRED if requesting any State funds

CWCB Board reviews application; approves or denies application

CWCB contracting (up to 6 months) and notice to proceed given to Applicant

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BUDGET details

Applicants must provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, $/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State's contracting and purchase order processes. Sample budget tables are provided below. Please note that these budget tables are examples and will need to be adapted to fit each individual application. Tasks should correspond to the tasks described in the scope work. If additionally requesting State funds please see CWCB website for guidance on drafting a budget.

Table 1. Total Cost Distribution for Project

Labor Distribution		Total Cost Distribution			
		Basin Fund Amount	In-Kind Match (cash)	In-Kind Match (non-cash)	Total Project Costs
Task 1	(Specify name of Task)				*(sum of previous 3 columns)*
Task 2	(Specify name of Task)				*(sum of previous 3 columns)*
Associated Miscellaneous Expenses					*(sum of previous 3 columns)*
Budget Totals					*(Total Budget)*

Table 2. Total Cost Distribution by Project Personnel*

Labor Distribution		Project Manager		Scientist		Total Costs
		Rate ($/hour)	Subtotal	Rate ($/hour)	Subtotal	
Task 1	(Specify name of Task)					*(sum of subtotals)*
Task 2	(Specify name of Task)					*(sum of subtotals)*
Budget Totals						*(Total Cost)*

*Example personnel used; other possible titles but not limited to are: Project Engineer, Geologist, Graphics/Designer, Clerical, etc.…

Table 3. Total Cost Distribution of Associated Miscellaneous Expenses

	Unit Cost	Quantity	Subtotal
Photocopies			*(unit cost times quantity)*
Materials			*(unit cost times quantity)*
Mileage			*(unit cost times quantity)*
Budget Total			*(Total Cost)*