



GUIDELINES

Introduction

High groundwater is resulting in damage to private and public property and agricultural land in certain areas of the South Platte River Basin. This is caused by a combination of natural geology and hydrology, average to above-average precipitation, increased recharge for augmentation purposes, and decreased groundwater pumping. HB 15-1178 established the Emergency Dewatering Grant Program, which directed the Colorado Water Conservation Board (CWCB) to administer funds for emergency dewatering of areas in and around Gilcrest and Sterling. After several projects under this funding source, it was determined that the area of concern needed to include the entire South Platte Basin. Section 10 of HB17-1248 provided this expansion to include the South Platte River Basin and opened up project types for construction, maintenance, and monitoring of dewatering infrastructure. SB 18-218 provides additional funds for these purposes.

In order to help ensure opportunities for applicants to seek funding in an orderly fashion and at the same time to encourage competitive access to the funding, applications will be evaluated based on the eligibility requirements and evaluation criteria outlined in this document. After thorough evaluation, CWCB staff will recommend projects to the CWCB Board for approval of grant funding during regularly scheduled Board meetings.

Eligible Applicants include:

- Governmental entities - municipalities, districts, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Covered Entities as defined in Section 37-60-126, C.R.S., are eligible if the applicant has adopted an approved water conservation plan.
- Private entities - mutual ditch companies, consulting firms, non-profit corporations, individuals, sole proprietors, and partnerships.
- Non-governmental organizations

Level of Funding Request:

- The CWCB will attempt to distribute the grant funds in a fair and equitable fashion. No application should exceed 50% of total the funding available, as identified in the 2018CWCB Projects Bill (SB 18-218). Applicants should be aware that many variables will impact funding levels, including overall funding demand.

Examples of eligible projects and activities

- Emergency dewatering
- Groundwater management pilot programs
- Studies or analysis of regional groundwater (including modeling, monitoring wells, etc.)
- Design of structural projects or activities.

Matching Fund Requirements

Grant requests require matching funds at a minimum of 15% of the total project cost. The match may be provided by the applicant or a third party and may consist of any combination of cash or in-kind services such as an organization's operational costs and volunteer services. Cash match must account for at least half of the total match, and projects with more cash match may be viewed more favorably.



Any matching contributions not provided by the applicant must be accompanied by a letter of commitment, or a letter of pending commitment from the contributing entity.

Waivers: The CWCB may waive the match requirement if it is in the best interest of the State of Colorado or the applicant demonstrates that the matching requirement imposes a significant financial hardship on the applicant.

Evaluation Criteria

CWCB staff, in consultation with the State Engineer's Office (SEO), and with the South Platte Basin Roundtable Groundwater Technical Committee (Committee), will review applications based on the following criteria:

- Existence of damaging high groundwater, and the demonstrated need for dewatering,
- Compliance with permission requirements;
- Compliance with permitting requirements;
- Compliance with monitoring requirements including;
 - Minimum requirements: groundwater level monitoring (either through existing or newly constructed monitoring wells)
 - Consultation with the Division of Water Resources Division 1 Office to identify any additional monitoring needed to ensure no injury is caused by the project;
- Effectiveness of proposal at lowering groundwater table;
- Reasonableness of the requested grant value;
- Completeness of application; and
- Matching funding provided by the Applicant or others.

Application Process

Application forms are available on the CWCB website:

cwcb.state.co.us (navigate to the Water Management tab and follow to South Platte Groundwater)

Applicants will be required to include at a minimum the following documents:

- Completed Application
- Statement of Work (Exhibit A, Word format)
- Budget and Schedule (Exhibit B, Excel format)
- Maps (Exhibit C)
- Letters of Commitment (matching funds)
- Permits (if applicable)
- Easements (if applicable)

The applicant is also encouraged to submit the following:

- Letter of Support from the Basin Roundtable Groundwater Technical Committee
- Letter of Support from the Division of Water Resources Division 1 Engineer (or delegate)
- Any applicable photos (project location, damage from high groundwater, etc.)

Financial Documents Required for Contract Execution

- Certificate of Liability
- Certificate of Good Standing



Damaging High Groundwater Response Grants in the South Platte Basin

The CWCB’s review and approval process will include the following steps:

- CWCB staff will determine if the required documentation has been submitted. The application will be accepted once all documentation has been received.
- CWCB staff will evaluate the application based on the criteria described in this document.
- Applications will be provided to the South Platte Basin Roundtable Groundwater Technical Committee for review. The Committee may request that the applicant present their proposal at the next scheduled Committee meeting.
- CWCB staff will notify the applicant of the staff’s recommendation. CWCB staff may approve projects less than \$100,000 and reserves the right to present the application to the Board if deemed necessary. Projects requesting \$100,000 or more will be notified of the date and time when the Board will consider the application. While CWCB staff has primary responsibility for presenting the recommendation to the Board, the applicant will need to attend the meeting to address the Board and may offer comments during the opportunity for public comment.
- Upon Board approval of the applicant’s request, funding will be available after a contract is executed.

Grant Review and Approval Schedule

Application Due	Staff Review	Board Meeting (Approval)	Notice of Approval/ Denial	Grant Contracting (Estimate)*
August 1, 2018	30 days	Nov. 15/16	Dec. 1	45 days
October 1, 2018	30 days	Jan. 22/23	Feb. 1	45 days
February 1, 2018	30 days	May 23/24	June 1	45 days
Ad Hoc requests as appropriate**				

*The grant contracting estimate of 45 days is from the receipt of the signed grant contract from the grantee.

**Please contact Erik Skeie to discuss

Grant Administration

Contracting:

After approval or conditional approval of funding by the Board, CWCB staff will direct the applicant to revise and supplement submitted documents if required for issuance of a purchase order or execution of a contract. Grants less than \$100,000 will be implemented by use of a purchase order. Grants for \$100,000 or more will require execution of a contract.

Successful applicants are expected to execute a contract with CWCB within 6 months of award. If a grant contract is not executed within this timeframe, CWCB staff may return the funds back to the appropriate funding category if adequate progress is not made.

Reporting Requirements:



Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status of the tasks identified in the statement of work, including a description of any major issues that have occurred and any corrective action taken to address these issues. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered and how these obstacles were overcome.
- A Final Budget that;
 - Demonstrates that all matching commitments have been fulfilled; and,
 - Details actual costs in comparison to estimated costs
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will withhold disbursement the last 10% of the budget until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

Payments:

Payment will be based on actual expenditures invoiced by the grantee. The request for payment must be transmitted on the grantee's letterhead, and shall include:

- Date of request
- Grantee's contact name, email address, physical address, and phone number
- Date of CWCB grant approval
- Contract or purchase order number
- Description of the work accomplished by major task as presented in the approved budget
- Supporting documentation for items or services billed
- Estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent
- Identification of any major issues, and proposed or implemented corrective actions