

POLICY NUMBER: 17

SUBJECT: **APPLICATION APPROVAL AND USE OF GRANTS FROM THE FEASIBILITY STUDY SMALL GRANT FUND**

EFFECTIVE DATE: November 24, 1998

REVISED DATE: January 27, 2004, November 16, 2016

POLICY: The Colorado Water Conservation Board (CWCB) will accept applications for grants from the Feasibility Study Small Grant Fund (~~the~~ Fund) at any time during the year.

The CWCB will review grant applications from the Fund for water project feasibility studies that meet the established goals and loan program needs of the CWCB Construction Fund and Severance Tax Trust Fund Perpetual Base Fund and potential projects that align with the goals of the Colorado Water Plan.

All grants from the Fund will be limited to fifty percent of the total study cost. The CWCB Director has the authority to approve grants up to \$5,000 without prior Board authorization for feasibility studies for projects related to construction or rehabilitation of ditches and canals, pipelines, diversion structures, water rights purchases, flood control projects, and hydroelectric projects. The CWCB Director has the authority to approve grants up to \$50,000 without prior Board authorization for projects that address storage needs, including: removing a storage restriction, reservoir enlargement, or new storage projects. The applicant must complete the project feasibility study within one year of the approval date.

Eligible study costs will include:

- a. Study preparation costs.
- b. Engineering costs including surveying, preliminary design, geo-technical analysis of foundation conditions, and the design report.
- c. Appraisal costs when an appraisal is required for the loan.
- d. Financial audit costs when no financial information currently exists.

PURPOSE: To establish an application and approval process for grants from the Feasibility Study Small Grant Fund.

APPLICABILITY: This policy and procedure apply to grant applications from the Feasibility Study Small Grant Fund.

PROCEDURE: A grant applicant will submit the following to the CWCB staff for review:

- a. A letter of request for the grant. The letter must state that the feasibility study will be in the CWCB format, and that the applicant plans to apply for a loan from the CWCB and has selected an engineer to complete the study.
- b. Scope of work and cost estimate for the study from the engineer.
- c. Loan Application (preliminary).
- d. Articles of Incorporation and Bylaws (or equivalent documentation.)
- e. Financial Statements for the 2 most recent years (Income/expense and balance sheet)
- f. The applicant's current W-9 form.

Staff will review the grant application for compliance with the above criteria and, in their professional opinion, likelihood of successful project development. Applications greater than \$50,000 will be referred to the Board for consideration at the next regularly scheduled Board meeting. Applications for \$50,000 or less will be referred to the CWCB Director.

Approved by the CWCB  
January 27, 2004 Board Meeting  
Agenda Item #12