

POLICY NUMBER: 23

SUBJECT: **DISBURSEMENT OF CWCB GRANT FUNDS AS A PERCENTAGE OF THE TOTAL PROJECT COST**

EFFECTIVE DATE: November 20, 2019

REVISED DATE: N/A

POLICY: Under the statutory authority of Article 60 Title 37 and Article 39 Title 29 CRS the Colorado Water Conservation Board (CWCB) may, after legislative appropriation and grant contract execution, distribute qualifying grant funds to grant recipients as reimbursement for actual project costs. This Policy is intended to establish and maintain a uniform process for the distribution of CWCB grant funds.

PURPOSE: In addition, a project that is overstated in price may receive a 50% grant and if proper proportionate disbursement of funds is not maintained, it may result in the CWCB paying a much higher percentage of the overall project.

APPLICABILITY: This policy and procedure applies to all grants approved by the CWCB that indicate matching funds will be provided. This includes all CWCB programs and funds including but not limited to Construction Fund, Severance Tax Operational Fund, Water Supply Reserve Fund Grants, Water Plan Grants.

PROCEDURE: All Applicants will be required to define the Project or Activity used to achieve the desired outcome and Final Deliverable. The Applicant will be required to establish a detailed project scope of work and a detailed estimate of cost for the Project or Activity in the application. The final Board approved grant amount will establish the grantee's required matching proportion. This same proportion will be used for disbursement of CWCB's grant funds either by total project or by identified individual task in the project scope based on the complexity of the Project or Activity.

Grantees will submit disbursement requests that are limited by the proportionate grant percentage of overall project. CWCB Project Managers may use discretion when situations arise that require out of proportion disbursements. However, in all cases PMs shall avoid exceeding the Board's approved proportional funding level when the project is complete. PMs will provide documentation to support the allowance of disproportionate disbursement of grant

funds that occur during the project or activity. This shall be recorded on the PM-signed approval documents.

If a grantee is utilizing in-kind services, in lieu of cash, these services will be identified in the disbursement request in order to document the matching effort compared to the CWCB funds being requested.