



## Rio Grande Basin Roundtable (RGBRT)

Guidelines for Project Development, Review Process, and WSRF Application  
Updated February 2026

### Background

The Water Supply Reserve Fund (WSRF), administered by the Colorado Water Conservation Board (CWCB), provides funding for planning and implementation of strategic projects that support long-term water supply reliability, watershed health, and collaborative water management within Colorado's river basins. WSRF grants are not intended for emergency or unforeseen needs.

The Rio Grande Basin Roundtable (RGBRT) identifies basin priorities and recommends WSRF funding consistent with the Rio Grande Basin Implementation Plan, with priorities generally focused on agricultural water efficiency, environmental and watershed health, water infrastructure and storage, recreation, and community resilience. These guidelines establish a transparent and consistent basin-wide WSRF grant process aligned with long-term basin strategies and outline procedures to help applicants navigate the process and coordinate with the CWCB and RGBRT to strengthen applications.

The grant process is multi-phase. Applicants must first complete the Roundtable application process and obtain a letter of support before applying to the CWCB. Project expenses incurred before a fully executed grant agreement are not eligible for reimbursement.

### Guidelines

#### Project Development

- The applicant develops a preliminary project concept and contacts the Roundtable Chair to discuss the proposal. The Chair will serve as a resource and may provide feedback on:
  - Project viability
  - Alignment with WSRF parameters, the RGBRT Basin Implementation Plan or [Colorado Water Plan](#)
  - Project timing
  - Partners
  - Budget, *and/or*
  - If it better aligns with other funding sources such as [CWCB Water Plan grants](#)
- Applicants, especially first-time applicants, should review the Executive Summary or full [RGBRT Basin Implementation Plan](#) to understand Basin priorities, past projects, and future opportunities.
- Applicants are encouraged to consult with the appropriate Roundtable representatives (e.g. recreation, environmental, agricultural) when proposing projects that address benefits to those areas of interest.
- Roundtable Chair contact:

Amber Pacheco  
[amber@rgwcd.org](mailto:amber@rgwcd.org) | (719) 252-7420

### CWCB and WSRF Requirements

**Before seeking approval from the Roundtable, applicants must ensure their project meets all [WSRF eligibility requirements and CWCB guidelines](#).**

- Applicants are encouraged to consult with CWCB Staff prior to submitting a WSRF application.
- Applicants are responsible for reviewing CWCB guidance and application materials, including:
  - Eligible and qualifying project types
  - Competitive evaluation criteria
  - Matching requirements
- CWCB contact for WSRF grants:  
Ben Wade, Program Manager, Grants Section  
[Ben.wade@state.co.us](mailto:Ben.wade@state.co.us) | (720) 854-3238

### RGBRT Review Process & Final Vote

**The total application process may take 8 months or more. Review the “RGBRT & CWCB WSRF Application Timeline” section of this document for a complete schedule.**

#### Step 1: Contact the Roundtable Chair

- The applicant should contact the Roundtable Chair with a proposal, review the RGBRT Basin Implementation Plan, and consult with applicable Roundtable representatives as outlined in the “Project Development” section of this document.

#### Step 2: Preview to Grant Committee

- The applicant will present a 5-minute project preview at a Grant Committee meeting to receive feedback and guidance. The Grant Committee may ask questions and provide recommendations to assist the applicant in refining the proposal prior to the preview presentation to the full Roundtable. Grant Committee review is intended to support project refinement and does not constitute project approval.
- Grant Committee meetings will occur in March and July, at a time to be scheduled between the Grant Committee members and the applicant.
- The applicant submits the following to the Roundtable Chair at least **one week** before the scheduled presentation:
  - [Project Preview Sheet](#)
  - Presentation materials

#### Step 3: Preview to Roundtable

- The applicant will complete a 5-minute project preview to the full Roundtable, incorporating suggestions from the Grant Committee. This preview provides the full Roundtable with an opportunity to review the proposal, offer additional feedback, and identify any significant questions or concerns that may not have been addressed during Grant Committee review.

- Roundtable members may ask questions and provide recommendations to assist the applicant in further refining the proposal prior to the final presentation.
- This preview also allows the full Roundtable to become familiar with the project in advance and prepare for the formal presentation and vote at a subsequent meeting.
- Roundtable previews will occur on the 2<sup>nd</sup> Tuesday of April and 2<sup>nd</sup> Tuesday of August.
- The applicant submits the following to the Roundtable Chair at least **two weeks** before the scheduled presentation:
  - [Project Preview Sheet](#)
  - Presentation materials

**Step 4: Final Roundtable Presentation & Vote**

- The applicant will complete a 10-minute presentation with 5 minutes for questions (15 minutes total) for further Roundtable discussion and a final vote on the project.
- Final project presentations will occur on the second Tuesday of September and May at the regular Roundtable meeting.
- The applicant submits the following to the Roundtable Chair at least **two weeks** before the scheduled presentation:
  - Final presentation materials
  - Fully prepared draft WSRF application ([Exhibit A](#) and [Exhibit B](#))
  - Draft letter of support for the Roundtable Chair (sample letter [here](#))
- Following discussion, the Roundtable will vote on whether to recommend the project for WSRF funding.
- If approved:
  - The applicant submits the WSRF application through the CWCB Portal
  - The Roundtable Chair submits the signed RGBRT letter of support and approves the RGBRT funding through the CWCB Portal.

**CWCB Application Timelines**

**Applicants must follow the RGBRT process before submitting an application to CWCB.**

- RGBRT supported WSRF applications will be reviewed by the CWCB Board at the January and September Board meetings.
- Final applications, including the RGBRT letter of support, must be submitted through the [CWCB Grants and Loans Portal](#) by the following deadlines:

<b>WSRF Application Deadline</b>	<b>CWCB Board Review</b>
October 1	January CWCB Board Meeting
June 1	September CWCB Board Meeting

**CWCB Approval and Contracting**

- CWCB reviews RGBRT supported WSRF applications at its January and September Board meetings.

- If approved, applicants should anticipate 45–60 days to complete contracting with CWCB
  - **Costs incurred prior to an executed contract and Notice to Proceed are not reimbursable.**
- Reporting and project completion:
  - Awarded applicants are solely responsible for meeting all CWCB grant requirements.
  - RGBRT requests updates when:
    - Project scope or conditions change during implementation, and/or
    - Projects funded through RGBRT are completed.
  - Applicants are responsible for requesting agenda time, updating contact information, and preparing reports or presentations to the RGBRT.

### RGBRT & CWCB WSRF Application Timeline

**Note: There will be two cycles of RGBRT WSRF funding per year. Funding is not reserved for each cycle. Failure to meet the outlined deadlines will result in disqualification of your application during the funding cycle to ensure fairness, consistency, and transparency in the review process.**

<b>RGBRT WSRF Grant Application Steps</b>	<b>Cycle 1 Funding Deadlines</b>	<b>Cycle 2 Funding Deadlines</b>
Contact Roundtable Chair with proposal	ASAP but no later than February 1st	ASAP but no later than June 1st
Submit materials to Grant Committee for preview	1 week before	1 week before
Grant Committee preview	March	July
Submit materials for RGBRT preview presentation	2 weeks before meeting	2 weeks before meeting
RGBRT preview presentation	2 <sup>nd</sup> Tuesday of April	2 <sup>nd</sup> Tuesday of August
Submit materials for final presentation to RGBRT	2 weeks before meeting	2 weeks before meeting
Final presentation and RGBRT vote	2 <sup>nd</sup> Tuesday of May	2 <sup>nd</sup> Tuesday of September
Submit application to CWCB Portal	by June 1st	by October 1st
CWCB Board Meeting	September	January
CWCB contracting	45-60 days	45-60 days
RGBRT final report presentation (Contact RGBRT Chair for date)	At completion of Project	At completion of Project