

Metro Roundtable

Criteria for Requests for Letters of Support for Water Plan Grants

Objective: Water Plan Grant guidelines encourage applicants to seek letters of support from the appropriate Basin Roundtable. This document outlines the process for applicants to follow to request letters of support from the Metro Roundtable (MRT), and guidance for the MRT to follow in evaluating requests for letters of support.

Applicants:

- The MRT will consider requests for letters of support at each regularly scheduled MRT meeting.
- Applicants are responsible for ensuring that the timing of their request for a letter of support meets their desired CWCB application round.
- Applicants should contact Emily Hunt, the MRT WSRF Contact, by email in advance (ideally 3 weeks) of the MRT meeting at which the request will be considered to begin the process.
- At least 10 days prior to the MRT meeting at which the request will be considered, applicants should submit a one-page Project Summary of the Water Plan Grant request that includes:
 1. a description of the project
 2. clear statement of which MRT priority(ies) the project addresses, and how the project addresses the identified priority(ies)
 3. clear statement of how the project meets the Goals and Measurable Outcomes of the South Platte Basin Implementation Plan
 4. project budget including total funding requested from CWCB, and other funding sources
- Applicants are requested to attend the MRT meeting where the request will be considered to present a three-minute summary of the project to the MRT board and to answer questions.
- The applicant will be introduced by either the MRT Chair or the WSRF Committee representative who conducted the review.
- The applicant will provide a 3 minute review of the project, and MRT members may ask questions.
- After hearing the presentation and reviewing the summary, a MRT must recommend to the board and there must be general consensus amongst the MRT that a letter of support be submitted.
- If the MRT elects to send a letter of support, Applicants will provide a draft letter of support to the MRT Chair no later than two weeks following approval by the MRT. At a minimum, the MRT Chair will need at least 2 days to finalize the letter of support and submit it to the CWCB; it is the applicant's responsibility to plan accordingly for timely submission to the CWCB.

WSRF Committee (or designee)

The one-page Project Summary will be reviewed by a member of the WSRF Committee prior to the MRT meeting at which the request will be considered to determine that the criteria above are met. If criteria are met, the WSRF Committee member will submit the Project Summary for inclusion in the Board packet, and will coordinate with the applicant to attend the meeting.

If the criteria are not met, the WSRF Committee member will review the project with the MRT Chair to confirm the decision not to bring the request to the MRT.