



Steps to Financial Assistance (FA) Agreements for Projects

1. Local Sponsor submits project scope and budget to CWCB

- Must be in line with Damage Survey Report (DSR)
- Submit for each project, even if combined FA



~ 0-2 days

2. CWCB submits FA application to NRCS

- Statement of Work agreement
- SF 424 application for federal assistance



~2-4 weeks



4. NRCS returns Notice of Award (NOA) to CWCB



NRCS requires timely turnaround

5. CWCB sends signed NOA/FA agreement to NRCS



~1 week

6. NRCS signs NOA/FA agreement



~1-2 weeks

Starts 220-day clock for all construction activities.

7. CWCB signs Sub-Recipient Grant Agreement with Local Sponsor

- Construction should not start before the signed agreement.
- CWCB will not pay an invoice for work completed before the agreement is signed or after the 220-day end date.

3. Local Sponsor submits signed Sub-Recipient Grant Agreement with exhibits to CWCB

Local Sponsors should submit the contract agreement as early as possible so that once the NRCS signs the NOA/FA agreement (Step 6), starting the 220-day clock, the CWCB can immediately process the local agreement.

Exhibits to Agreement

- ✓ **Scope of Work***
- ✓ **Budget*** (must include breakdown of costs per unit so CWCB can establish a fair and reasonable cost comparison)
- ✓ **Operations and Maintenance Plan** (included in design plan set)
- ✓ **Quality Assurance Plan** (included in design plan set)
- ✓ **ADS 78 Form and Attorney Letter***

*template available

Required exhibits must be submitted to [Jeff Conboy](mailto:Jeff.Conboy@state.co.us) and uploaded to [Egnyte](https://coloradoewp.com/document/cwcb-local-project-sponsor-contract-ewp-financial-assistance).

Find a copy of the agreement template at: <https://coloradoewp.com/document/cwcb-local-project-sponsor-contract-ewp-financial-assistance>.



Contact Jeff Conboy, CWCB Contract Specialist at Jeff.Conboy@state.co.us or 303-866-3441 x3245 with questions.