



COLORADO WATER CONSERVATION BOARD



WATER SUPPLY RESERVE ACCOUNT 2009-2010 GRANT APPLICATION FORM

Development and Implementation of Water Forums, Workshops and/or Tours

Name of Water Activity/Project	Approving Basin
\$10,000	0
Total Amount of Funds Requested	Amount from Basin Account
	\$10,000

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Instructions

To receive funding from the Water Supply Reserve Account (WSRA), a proposed water activity must be approved by the local Basin Roundtable AND the Colorado Water Conservation Board (CWCB). The process for Basin Roundtable consideration/approval is outlined in Attachment 1.

Once approved by the local Basin Roundtable, the applicant should submit this application, a detailed statement of work, detailed project budget, and project schedule to the CWCB staff by the application deadline.

The application deadlines are:

- Basin Account – 60 days prior to the bi-monthly Board meeting
- Statewide Account – 60 days prior to the March and September Board meeting

Board Meeting Dates	Basin Account Deadlines	Statewide Account Deadlines
3/17 - 3/18/2009	1/16/2009	1/16/2009
5/19 - 5/20/2009	3/19/2009	n/a
7/21 - 7/22/2009	5/21/2009	n/a
9/15 - 9/16/2009	7/15/2009	7/15/2009
11/17 - 11/18/2009	9/17/2009	n/a
January 2010	11/15/2010	n/a
March 2010	1/15/2010	1/15/2010
May 2010	3/15/2010	n/a

When completing this application, the applicant should refer to the WSRA Criteria and Guidelines available at: <http://cwcb.state.co.us/IWMD>.

The application, statement of work, budget, and schedule must be submitted in electronic format (Microsoft Word or text-enabled PDF are preferred) and can be emailed or mailed on a disk to:

Mr. Todd Doherty
Colorado Water Conservation Board
Intrastate Water Management and Development Section
WSRA Application
1580 Logan Street, Suite 600
Denver, CO 80203
Todd.Doherty@state.co.us

If you have questions or need additional assistance, please contact Todd Doherty of the IWMD Section at 303-866-3441 x3210 or todd.doherty@state.co.us.

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Part A. - Description of the Applicant (Project Sponsor or Owner);

1.	Applicant Name(s):	Community Agriculture Alliance Inc		
	Mailing address:	PO Box 774134 Steamboat Springs CO 80477		
	Taxpayer ID#:	84-15026246	Email address:	marshad@communityagalliance.org
	Phone Numbers: Business:	970-879-4370		
	Home:	970-879-1820		
	Fax:	970-879-3916		

2. Person to contact regarding this application if different from above:

Name:	Marsha Daughenbaugh
Position/Title	Executive Director

3. Eligible entities that may apply for grants from the WSRA include the following. What type of entity is the Applicant?

	Public (Government) – municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities and the local entity should be the grant recipient. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts) – special, water and sanitation, conservancy, conservation, irrigation, or water activity enterprises.
	Private Incorporated – mutual ditch companies, homeowners associations, corporations.
	Private individuals, partnerships, and sole proprietors are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
<input checked="" type="checkbox"/>	Non-governmental organizations – broadly defined as any organization that is not part of the government.

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4. Provide a brief description of your organization

In 1999 a diverse group of community members who were concerned about the long-term viability of the environment, agriculture lands, opens spaces and heritage of the Yampa Valley created the COMMUNITY AGRICULTURE ALLIANCE. Partnering with business, community and resort interests the COMMUNITY AGRICULTURE ALLIANCE has implemented a variety of programs to increase the awareness of agriculture's vital role in our community.

The mission of the COMMUNITY AGRICULTURE ALLIANCE is to preserve the agricultural heritage of the Yampa Valley by initiating, supporting and encouraging actions, programs and policies that mutually benefit and connect agricultural, business and resort interests in the Valley. The driving philosophy of our non-profit organization is that the working landscapes and cultural lifestyles must be protected.

The Over Arching Goals of the COMMUNITY AGRICULTURE ALLIANCE are to:

- Unite the residents of our Community
- Provide Education and Awareness of Agricultural Issues
- Preserve and Protect Agricultural Heritage
- Develop Agricultural Business Activities

The COMMUNITY AGRICULTURE ALLIANCE is legally registered as a 501(c)3 with the state of Colorado and the IRS. The organization carries insurance for general liability, director liability and worker compensation.

The By-laws of the COMMUNITY AGRICULTURE ALLIANCE require that the Board of Directors and Advisors be recruited from agriculture, business, community and resort interests with a geographic balance, a diversity of age and a mix of men and women. We maintain a Board of approximately 15 Directors and 15 Advisors who meet quarterly. All Board members are active with the organization's programs and projects.

COMMUNITY AGRICULTURE ALLIANCE has over 175 paying members from a variety of interests and backgrounds. Our volunteer base of well over 150 works diligently on our numerous programs including Land Stewardship Courses, Water Forums, North Western Colorado Bull Sale, Northwest Colorado Products Program, Northwest Colorado Cultural Heritage Tourism Program, Deep Roots Local Food Trust, Ranch Rendezvous and Cayuse Classic. We have developed a strong partnership base with numerous non-profit organizations, governmental agencies and local businesses.

COMMUNITY AGRICULTURE ALLIANCE has one full time employee, one ¾ time employee and one part-time administrative assistant.

5. If the Contracting Entity is different then the Applicant (Project Sponsor or Owner) please describe the Contracting Entity here.

Not Applicable

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6. Successful applicants will have to execute a contract with the CWCB prior to beginning work on the portion of the project funded by the WSRA grant. In order to expedite the contracting process the CWCB has established a standard contract with provisions the applicant must adhere to. A copy of this standard contract is included in Attachment 3. Please review this contract and check the appropriate box.

<input checked="checked" type="checkbox"/>	The Applicant will be able to contract with the CWCB using the Standard Contract
<input type="checkbox"/>	The Applicant has reviewed the standard contract and has some questions/issues/concerns.

7. Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please indicate any relevant TABOR issues that may affect the applicant.

<input type="checkbox"/>	Not Applicable
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Part B. - Description of the Water Activity

1. Name of the Water Activity/Project:

Development and Implementation of Water Forums, Workshops and/or Tours

These forums, workshops and/or tours will be developed under the guidance of the Yampa-White-Green Roundtable and will be designed to meet the educational needs of the residents of Northwest Colorado

2. What is the purpose of this grant application? (Please check all that apply.)

☐

Environmental compliance and feasibility study

☐

Technical Assistance regarding permitting, feasibility studies, and environmental compliance

☐

Studies or analysis of structural, nonstructural, consumptive, nonconsumptive water needs, projects

Study or Analysis of:

☐

Structural project or activity

☐

Nonstructural project or activity

☐

Consumptive project or activity

☐

Nonconsumptive project or activity

☒

Structural and/ or nonstructural water project or activity

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3. Please provide an overview/summary of the proposed water activity (no more than one page). Include a description of the overall water activity and specifically what the WSRA funding will be used for.

This proposal requests \$10,000 to allow the COMMUNITY AGRICULTURE ALLIANCE the means to develop and implement a series of educational forums, workshops and tours.

WSRA funding will be utilized by the COMMUNITY AGRICULTURE ALLIANCE to develop and implement a series of forums, workshops and/or tours that will help residents, organizations and agencies better understand the water issues of Northwest Colorado.

With guidance from the Yampa-White-Green Roundtable and collaboration with area water-interest groups we will offer educational presentations and discussions that will be informative, thought provoking and action oriented.

The COMMUNITY AGRICULTURE ALLIANCE was the coordinating force behind Northwest Colorado Water Forums held in 2003, 2004, 2006 and planning partner with a 2008 forum. In addition, our Executive Director was heavily involved with Vision 2030 - a two-year community project funded by Routt County and the City of Steamboat Springs. Throughout all of the discussions for both the forums and Vision 2030, it was increasingly apparent that misconception and misinformation exists about:

1. Water quantity, quality and future needs
2. Water usage and conservation
3. Legal issues governing our water
4. Water-related groups, organizations and agencies
5. The Yampa-White-Green Roundtable and the work that is being done by the group

The COMMUNITY AGRICULTURE ALLIANCE will be the coordinating force behind the development and implementation of these projects. We will seek input from the Yampa-White-Green Roundtable regarding program substance and will work with the Roundtable to assure that the programs present accurate and complete information. Some of the potential topics include:

- Northwest Colorado Water 101: What do all these terms mean? What is our basin? Where does our water come from? Where does it go?
- Compact Requirements, Interbasin Transfers, Legal Issues
- Agricultural, Municipal, Energy, Recreational and Environmental Water Rights and Needs
- Conservation Techniques
- Who does what? Which agency/organization is responsible for what? What projects are being done/have been completed?
- Alternative Water Options: What is being tried in other areas?
- Demands on our Water and the Future of our Basin
- Tours of Local and/or Regional Water Systems and Uses

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COMMUNITY AGRICULTURE ALLIANCE commits to providing the following to the Roundtable:

1. Full cooperation and disclosure with the Yampa-White-Green Roundtable
2. Development of a minimum of four forums, workshops and/or tours, each open and accessible to the public
3. Full implementation of the programs, including but not limited to contracting speakers, facilities, sponsors, volunteers, advertising and agenda development
4. Full utilization of partnership opportunities with other water-interest and civic groups
5. Use of timely, up-to-date and accurate resources, including the edition of the Headwaters Magazine that focuses on the Yampa River
6. Development of a data-base which contains individuals and organizations/agencies that attend or assist with the programs

Part C. – Threshold and Evaluation Criteria

1. Describe how the water activity meets these **Threshold Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines.)

- a) The water activity is consistent with Section 37-75-102 Colorado Revised Statutes.¹

This proposal will help residents and water stakeholders better understand the current demands and future needs of the water in the Yampa-White-Green Basin. It will encourage informed and rational discussions and decision-making regarding our local water usage.

It is consistent with CRS Section 37-75-102 as it does not impact or impede the current system of water rights allocation nor impair or impede any contractual or property rights

¹ 37-75-102. Water rights - protections. (1) It is the policy of the General Assembly that the current system of allocating water within Colorado shall not be superseded, abrogated, or otherwise impaired by this article. Nothing in this article shall be interpreted to repeal or in any manner amend the existing water rights adjudication system. The General Assembly affirms the state constitution's recognition of water rights as a private usufructuary property right, and this article is not intended to restrict the ability of the holder of a water right to use or to dispose of that water right in any manner permitted under Colorado law. (2) The General Assembly affirms the protections for contractual and property rights recognized by the contract and takings protections under the state constitution and related statutes. This article shall not be implemented in any way that would diminish, impair, or cause injury to any property or contractual right created by intergovernmental agreements, contracts, stipulations among parties to water cases, terms and conditions in water decrees, or any other similar document related to the allocation or use of water. This article shall not be construed to supersede, abrogate, or cause injury to vested water rights or decreed conditional water rights. The General Assembly affirms that this article does not impair, limit, or otherwise affect the rights of persons or entities to enter into agreements, contracts, or memoranda of understanding with other persons or entities relating to the appropriation, movement, or use of water under other provisions of law.

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- b) The water activity underwent an evaluation and approval process and was approved by the Basin Roundtable (BRT) and the application includes a description of the results of the BRTs evaluation and approval of the activity. At a minimum, the description must include the level of agreement reached by the roundtable, including any minority opinion(s) if there was not general agreement for the activity. The description must also include reasons why general agreement was not reached (if it was not), including who opposed the activity and why they opposed it. Note- If this information is included in the letter from the roundtable chair simply reference that letter.

The Yampa-White-Green Roundtable will consider this application at its July 15, 2009 meeting.

- c) The water activity meets the provisions of Section 37-75-104(2), Colorado Revised Statutes.² Specifically describe how the water activity either furthers the Roundtable's basin-wide water needs assessment or meets a consumptive or non-consumptive water supply need identified in the Roundtable's working needs assessment.

CRS Section 37-75-104(2) requires that "Basin Roundtables shall actively seek the input and advice of affected local governments, water providers and other interested stakeholders and persons in establishing its needs assessment, and shall propose projects or methods for meeting those needs."

This proposal will help the Roundtable encourage the stakeholders to:

- Better educate themselves about general water issues
- Better understand the work of the Roundtable
- Familiarize themselves with other projects and studies
- Provide informed input
- Become involved

Because the COMMUNITY AGRICULTURE ALLIANCE has strong proven experience in developing and implementing programs we know that we will be able to work with the Yampa-White-Green Roundtable to provide educational and thought provoking forums, workshops and/or tours. Throughout our ten years we have cultivated partnerships to maximize local resources and knowledge for programs about water, land stewardship, agricultural issues, local food production, cultural heritage tourism, local product promotion and community building. We have also successfully utilized regional, state and nationally recognized experts for a number of our programs.

² 37-75-104 (2)(c). Using data and information from the Statewide Water Supply Initiative and other appropriate sources and in cooperation with the on-going Statewide Water Supply Initiative, develop a basin-wide consumptive and nonconsumptive water supply needs assessment, conduct an analysis of available unappropriated waters within the basin, and propose projects or methods, both structural and nonstructural, for meeting those needs and utilizing those unappropriated waters where appropriate. Basin Roundtables shall actively seek the input and advice of affected local governments, water providers, and other interested stakeholders and persons in establishing its needs assessment, and shall propose projects or methods for meeting those needs. Recommendations from this assessment shall be forwarded to the Interbasin Compact Committee and other basin roundtables for analysis and consideration after the General Assembly has approved the Interbasin Compact Charter.

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We also anticipate that the edition of the Headwaters Magazine featuring the Yampa-White-Green Basins will be an extremely valuable tool in our educational process.

d) Matching Requirement: For requests from the Statewide Fund, the applicants is required to demonstrate a 20 percent (or greater) match of the request from the Statewide Account. Sources of matching funds include but are not limited to Basin Funds, in-kind services, funding from other sources, and/or direct cash match. Past expenditures directly related to the project may be considered as matching funds if the expenditures occurred within 9 months of the date the application was submitted to the CWCBC. Please describe the source(s) of matching funds. (NOTE: These matching funds should also be reflected in your Detailed Budget in Part D of this application)

Although not required, COMMUNITY AGRICULTURE ALLIANCE anticipates that matching in-kind services will be provided by government agencies, civic organizations, businesses and individuals who wish to participate and/or sponsor the forums, workshops and/or tours.

The Board of Directors and Advisors for the COMMUNITY AGRICULTURE ALLIANCE recognize the importance of water to Northwest Colorado and have instructed their Executive Director to be informed and involved with water issues and discussions.

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2. For Applications that include a request for funds from the Statewide Account, describe how the water activity meets the **Evaluation Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines.)

All documentation and financial records relative to the forums, workshops and/or tours will be made available to the Yampa-White-Green Roundtable and the CWCB upon request.

The COMMUNITY AGRICULTURE ALLIANCE will work with the Roundtable to assure that the evaluation derived from the forums, workshops and/or tours will be of benefit to the Roundtable for future planning.

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1. Water Rights, Availability, and Sustainability

This information is needed to assess the viability of the water project or activity. Please provide a description of the water supply source to be utilized, or the water body to be affected by, the water activity. This should include a description of applicable water rights and the name/location of water bodies affected by the water activity.

Not Applicable

2. Please provide a brief narrative of any related or relevant previous studies.

The COMMUNITY AGRICULTURE ALLIANCE was the coordinating force behind Northwest Colorado Water Forums held in 2003, 2004, 2006 and a planning partner with a 2008 forum.

Date	Topic	Number of Presenters	Attendance
June 5, 2003	The Yampa River Basin	15	Not On Record
June 3, 2004	Challenges to Our Water Future	9	77
June 1, 2006	Challenges to Our Water Future: Look What's Here Plus a Tour to Elk Head Reservoir	11	74
June 6, 2008	Challenges to Our Water Future: Are We Ready? Plus a Tour on the Banks of the Yampa River	10	88

All four of the forums and the two attached tours were well received by the participants. The evaluations indicated that stakeholders wish to be better informed about local and regional water issues and that they would like to be more involved in protecting the river basin systems.

It was quite apparent to COMMUNITY AGRICULTURE ALLIANCE and the rest of the organizers that the knowledge level of the stakeholders ranges from extremely well versed about water issues to having little or no understanding of the responsibilities of the Yampa-White-Green Basin.

3. Statement of Work, Detailed Budget, and Project Schedule

The statement of work will form the basis for the contract between the Applicant and the State of Colorado. In short, the Applicant is agreeing to undertake the work for the compensation outlined in the statement of work and budget, and in return, the State of Colorado is receiving the deliverables/products

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specified. Please note that costs incurred prior to execution of a contract or purchase order are not subject to reimbursement.

Please provide a detailed statement of work using the following template. Additional sections or modifications may be included as necessary. Please define all acronyms. If a grant is awarded an independent statement of work document will be required with correct page numbers.

Statement of Work

WATER ACTIVITY NAME - Development and Implementation of Water Forums, Workshops and/or Tours

GRANT RECIPIENT – COMMUNITY AGRICULTURE ALLIANCE, INC

FUNDING SOURCE - Yampa-White-Green Roundtable funds

INTRODUCTION AND BACKGROUND

Provide a brief description of the project. (Please limit to no more than 200 words; this will be used to inform reviewers and the public about your proposal)

For this proposal, the COMMUNITY AGRICULTURE ALLIANCE will be the coordinating force behind the development and implementation of a minimum of four forums, workshops and/or tours. We will seek input from the Yampa-White-Green Roundtable regarding program substance and will work with the Roundtable to assure that the programs present accurate and complete information.

COMMUNITY AGRICULTURE ALLIANCE commits to providing the following to the Roundtable:

- Full cooperation and disclosure with the Yampa-White-Green Roundtable
- Development of a minimum of four forums or workshops, each open and accessible to the public
- Full implementation of the programs, including but not limited to contracting speakers, facilities, sponsors, volunteers, advertising and agenda development
- Full utilization of partnership opportunities with other water-interest and civic groups
- Use of timely, up-to-date and accurate resources, including the edition of the Headwaters Magazine that focuses on the Yampa River
- Development of a data-base which contains individuals and organizations/agencies that attend or assist with the programs

OBJECTIVES

List the objectives of the project

This proposal will help the Roundtable encourage the Basin Stakeholders to:

- Better educate themselves about general water issues
- Better understand the work of the Yampa-White-Green Roundtable
- Familiarize themselves with other water projects and studies

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- Provide informed input about water issues
- Become involved with water issues and decisions

TASKS

Provide a detailed description of each task using the following format

TASK 1 – The process will be utilized for each of the forums/workshops and/or tours

Description of Task

1. Develop a working relationship with designated members of the Roundtable to determine topic, dates, locations and agendas
2. Develop an organizational committee to work with the Executive Director of Community Agriculture Alliance to help identify speakers, facilities, sponsors, advertising, etc. This proposed committee will include designated members of the Roundtable, partners from the previous water forums and “new” partners
3. Develop program time line and format
4. Contact and contract with potential speakers, panel members, moderators
5. Contact potential sponsors
6. Arrange lodging and travel arrangements
7. Coordinate facility needs, including meals
8. Coordinate tour needs, including transportation
9. Develop an advertising schedule and coordinate with newspapers, radios and TV stations
10. Develop and print programs
11. Develop an evaluation
12. Facilitate the event, including registration, set-up and clean-up
13. Send thank-you acknowledgements to speakers and sponsors on behalf of Community Agriculture Alliance and the Roundtable, if desired
14. Maintain all financial records, collect sponsorships and fees, pay all invoices
15. Think of all the small details not listed here!

Method/Procedure

1. Network with designated Roundtable members via email, telephone and face-to-face contact
2. Network with partners via email, telephone and face-to-face contact
3. Contact sponsors, speakers and panel members via telephone with follow-up mail or email, depending on their preference
4. Communicate with the media per their specified method of contact
5. Develop a “to-do” list and stick with it

Deliverable

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Each of the forums, workshops and/or tours will be designed to be of substantive value, highly educational and worthwhile. The COMMUNITY AGRICULTURE ALLIANCE will assure that the programs will represent both the Roundtable and our organization in a positive manner, cognizant of the communities in Northwest Colorado. The evaluations will accurately assess the success of the forum and the earlier programs will be utilized to improve later programs.

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the statement of work including a description of any major issues that have occurred and any corrective action taken to address these issues.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

THE COMMUNITY AGRICULTURE ALLIANCE agrees to the above requirements.

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BUDGET

Provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, \$/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State's contracting and purchase order processes. Sample budget tables are provided below.

Please note that these budget tables are examples and will need to be adapted to fit each individual application.

Tasks should correspond to the tasks described above.

Task	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	200 Hours @ \$25	5000	1800	3200
Mileage	550 Miles @ \$.505	275	275	0
Advertising	Local Newspapers	2400	0	2400
Speaker Fees/Per Diem		1000	0	1000
Facility Rental		600	0	600
Forum Expenses	Supplies, Meals, Etc	1600	200	1400
Printing	Programs, Flyers	800	400	400
Transportation (2 Tours)		1000	0	1000
Total		\$12,675	\$2,675	\$10,000

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SCHEDULE

Provide a project schedule including key milestones for each task and the completion dates or time period from the Notice to Proceed (NTP). This dating method allows flexibility in the event of potential delays from the procurement process. Sample schedules are provided below. Please note that these schedules are examples and will need to be adapted to fit each individual application.

Program	Start Date	Finish Date
Forum #1	Upon NTP	Fall of 2009
Forum #2	Upon NTP	Winter of 2009/2010
Forum #3 & Tour	Upon NTP	Fall of 2010
Forum #4 & Tour	Upon NTP	Fall of 2010

NTP = Notice to Proceed

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PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.

The above statements are true to the best of my knowledge:

Signature of Applicant:

Print Applicant's Name: Marsha Daughenbaugh

Project Title: Development and Implementation of Water Forums, Workshops and/or Tours

Return this application to:

Mr. Todd Doherty
Intrastate Water Management and Development Section
COLORADO WATER CONSERVATION BOARD
1580 Logan Street, Suite 600
Denver, CO 80203

To submit applications by Email, send to: todd.doherty@state.co.us

Attachment 1
Reference Information

The following information is available via the internet. The reference information provides additional detail and background information.

Colorado Water Conservation Board (<http://cwcb.state.co.us/>)

Loan and Grant policies and information are available at – <http://cwcb.state.co.us/Finance/>

Interbasin Compact Committee and Basin Roundtables (<http://ibcc.state.co.us/>)

Interbasin Compact Committee By-laws and Charter (under Helpful Links section) –

<http://ibcc.state.co.us/Basins/IBCC/>

Legislation

House Bill 05-1177 - Also known as the Water for the 21st Century Act –

<http://cwcbweblink.state.co.us/DocView.aspx?id=105662&searchhandle=28318>

House Bill 06-1400 – Adopted the Interbasin Compact Committee Charter –

<http://cwcbweblink.state.co.us/DocView.aspx?id=21291&searchhandle=12911>

Senate Bill 06-179 – Created the Water Supply Reserve Account –

<http://cwcbweblink.state.co.us/DocView.aspx?id=21379&searchhandle=12911>

Statewide Water Supply Initiative

General Information – <http://cwcb.state.co.us/IWMD/>

Phase 1 Report – <http://cwcb.state.co.us/IWMD/SWSITechnicalResources/SWSIPhaseIReport/>

Attachment 2
Insurance Requirements

NOTE: The following insurance requirements taken from the standard contract apply to WSRA projects that exceed \$100,000 in accordance with the policies of the State Controller's Office. Proof of insurance as stated below is necessary prior to the execution of a contract.

13. INSURANCE

Grantee and its Sub-grantees shall obtain and maintain insurance as specified in this section at all times during the term of this Grant: All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Grantee and the State.

A. Grantee

i. Public Entities

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Grantee shall show proof of such insurance satisfactory to the State, if requested by the State. Grantee shall require each Grant with Sub-grantees that are public entities, providing Goods or Services hereunder, to include the insurance requirements necessary to meet Sub-grantee's liabilities under the GIA.

ii. Non-Public Entities

If Grantee is not a "public entity" within the meaning of the GIA, Grantee shall obtain and maintain during the term of this Grant insurance coverage and policies meeting the same requirements set forth in §13(B) with respect to sub-Grantees that are not "public entities".

B. Sub-Grantees

Grantee shall require each Grant with Sub-grantees, other than those that are public entities, providing Goods or Services in connection with this Grant, to include insurance requirements substantially similar to the following:

i. Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Grantee and Sub-grantee employees acting within the course and scope of their employment.

ii. General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Grantees, products and completed operations, blanket Grantual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Sub-grantee shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Grantee a certificate or other document satisfactory to Grantee showing compliance with this provision.

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iii. Automobile Liability

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

iv. Additional Insured

Grantee and the State shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction Grants require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent).

v. Primacy of Coverage

Coverage required of Grantee and Sub-grantees shall be primary over any insurance or self-insurance program carried by Grantee or the State.

vi. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the Grantee and the State by certified mail.

vii. Subrogation Waiver

All insurance policies in any way related to this Grant and secured and maintained by Grantee or its Sub-grantees as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

C. Certificates

Grantee and all Sub-grantees shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Grant. No later than 15 days prior to the expiration date of any such coverage, Grantee and each Sub-grantee shall deliver to the State or Grantee certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Grant or any sub-grant, Grantee and each Sub-grantee shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this §13.

Attachment 3
Water Supply Reserve Account Standard Contract

NOTE: The following contract is required for WSRA projects that exceed \$100,000. (Projects under this amount will normally be funded through a purchase order process.) Applicants are encouraged to review the standard contract to understand the terms and conditions required by the State in the event a WSRA grant is awarded. Significant changes to the standard contract require approval of the State Controller's Office and often prolong the contracting process.

It should also be noted that grant funds to be used for the purchase of real property (e.g. water rights, land, conservation easements, etc.) will require additional review and approval. In such cases applicants should expect the grant contracting process to take approximately 3 to 6 months from the date of CWCB approval.

Attachment 4
W-9 Form

NOTE: A completed W-9 form is required for all WSRA projects prior execution of a contract or purchase order. Please submit this form with the completed application.