

**Water Supply Reserve Account – Grant and Loan Program**  
**Water Activity Summary Sheet**  
**September 24, 2013**  
**Agenda Item 18(y)**

**Applicant:** Harris Water Engineering, Inc.

**Water Activity Name:** Southwest Basin Implementation Plan

**Water Activity Purpose:** All inclusive

**River Basin:** Southwest

**Water Source:** Southwest rivers and tributaries

**Amount Requested:** \$25,127 (Statewide Account), \$51,015 (Southwest Basin Account)

**Matching Funds:** none

<b>Staff Recommendation:</b>
Staff recommends approval of up to \$25,127 from the Statewide Account, and \$51,127 from the Southwest Basin Account to help complete the project titled: Southwest Basin Implementation Plan

**Water Activity Summary:** WSRA funds will be expended to draft a Southwest Basin Implementation Plan that conforms to the Basin Implementation Plan Guidance Document to include Sections 1-6 to be authored by Harris Water Consultants, and acting as the applicant and fiscal agent on behalf of the Southwest River Basin Roundtable.

*Threshold and Evaluation Criteria:*

The application meets all four Threshold Criteria.

*Statewide Evaluation Criteria:*

The application meets all three Tiered Evaluation Criteria.

**Discussion:**

No additional discussion is needed.

**Issues/Additional Needs:**

No additional issues or needs were identified.

**Staff Recommendation:**

Staff recommends approval of up to \$25,127 from the Statewide Account, and \$51,015 from the Southwest Basin Account for project titled: Southwest Basin Implementation Plan.

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 will help promote the development of a common technical platform. In accordance with the revised WSRA Criteria and Guidelines, staff would like to highlight additional reporting and final deliverable requirements. The specific requirements are provided below.

**Reporting and Final Deliverable:** 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 scope of work including a description of any major issues that have occurred and any corrective action taken to address these issues. 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.

**Engineering:** All engineering work (as defined in the Engineers Practice Act (§12-25-102(10) C.R.S.)) performed under this grant shall be performed by or under the responsible charge of professional engineer licensed by the State of Colorado to practice Engineering.

**SOUTHWEST BASINS ROUNDTABLE**

**Michael Preston, Chair**

**c/o Dolores Water Conservancy District**

**P.O. Box 1150**

**Cortez, Colorado 81321**

**970-565-7562**

August 13, 2013

Rebecca Mitchell  
Section Chief, Water Supply Management Section  
Colorado Water Conservation Board  
1580 Logan Street, Suite 200  
Denver, Colorado 80203  
Via E-mail

SUBJECT: Implementation Plan Grant Application

Dear Rebecca,

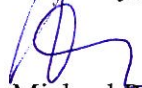
On July 10, 2013 the Southwest Basin Roundtable conducted a workshop to review direction provided by CWCB for preparing a Basin Implementation Plan. The Workshop included a review of Basin IPPs published in SWSI 2010, as well as discussion of M&I, Irrigation and Non-Consumptive Supply gaps. The workshop also included discussion of a proposed schedule and work plan.

At the full Roundtable the afternoon of July 10, with a quorum of Roundtable members present, the discussion from the Workshop was brought forward and the Roundtable reached consensus on having the subcommittee that had organized the workshop oversee the development of a funding proposal to CWCB to support the development of the SWBRT Implementation Plan as discussed by the Roundtable. It was also decided that Harris Water Engineering would serve as the applicant.

The application you will receive was crafted in conformance with Roundtable direction and circulated to Roundtable members and everyone else on the SWBRT e-mail list for comment. A number of comments were received, all in support of the application that will be e-mailed directly to you by the applicant.

If you have questions or need additional information, please contact the applicant directly or me at 970-565-7562, [mpreston@frontier.net](mailto:mpreston@frontier.net).

Sincerely,



Michael Preston

Southwest Basin Roundtable Chair

Cc. Jacob Bornstein



# WATER SUPPLY RESERVE ACCOUNT APPLICATION FORM FOR BASIN IMPLEMENTATION PLANS



Southwest Basin

Harris Water Engineering, Inc.

**Basin**

**Applicant/Fiscal Agent**

Amount from Statewide Account: \$25,127

**Roundtable Approval Date**

Amount from Basin Account: \$51,015

Total WSRA Funds Requested: \$76,142

**Applicant Mailing  
Address:**

954 E. 2<sup>nd</sup> Ave, Suite 202  
Durango, Colorado 81301

**Taxpayer ID#:**

84-1159510

**Primary Contact:**

Carrie Lile

**Position/Title:**

Associate Engineer

**Email: -**

carrie@durangowater.com

**Phone Numbers:**

**Cell:**

970-759-9842

**Office:**

970-259-5322

The Colorado Water Conservation Board (CWCB) has requested that each basin roundtable complete a Basin Implementation Plan as a fundamental component of the forthcoming update to the Statewide Water Supply Initiative and the Colorado Water Plan requested by Governor Hickenlooper's Executive Order D 2013-005. The CWCB's technical team will be available to help with the creation of these plans. In addition, resources of the Colorado River Water Availability Study Continuation will be available to west slope basins to help with more detailed modeling analyses in the plans. Basins are also encouraged to use Water Supply Reserve Account (WSRA) funds to complete all or a portion of their plans.

Since the plans meet the intent and criteria of the WSRA program, fund requests for this purpose should use this streamlined WSRA application form. In addition, staff has determined that Basin Implementation Plans meet the WSRA evaluation criteria for funds from the Statewide WSRA Account, however, applications that seek more than 33% of funds from the Statewide Account must provide a separate sheet justifying the request.

Along with this completed form, the applicant must submit a **detailed scope of work as Exhibit A**, including a budget and schedule. The scope should closely follow the items set forth in the Basin Implementation Plan Guidance Descriptive Outline available on the CWCB website, including the following components:

		Included in this Application (Y or N)?
<b>Executive Summary</b>		
<b>Section 1: Basin Goals and Measurable Outcomes</b>		<b>Yes</b>
<b>Section 2: Evaluate Consumptive and Nonconsumptive Needs</b>		<b>Yes</b>
2.1	Nonconsumptive Needs	<b>Yes</b>
2.2	Consumptive Needs	<b>Yes</b>
<b>Section 3: Evaluate Consumptive &amp; Nonconsumptive Constraints and Opportunities</b>		<b>Yes</b>
3.1	Current Basin Water Operations and Hydrology	<b>Yes</b>
3.2	Water Management and Water Administration (Optional)	No
3.3	Hydrologic Modeling (Optional)	No
3.4	Shortages Analysis	<b>Yes</b>
<b>Section 4: Projects and Methods</b>		<b>Yes</b>
4.1	Education, Participation & Outreach	<b>Yes</b>
4.2	New Multi-Purpose, Cooperative, and Regional Projects and Methods	<b>Yes</b>
4.3	M&I Projects and Methods (i.e. projects, conservation, reuse, drought planning)	<b>Yes</b>
4.4	Agricultural Projects & Methods	<b>Yes</b>
4.5	Non-consumptive Projects and Methods	<b>Yes</b>
4.6	Interbasin Projects and Methods (optional)	No
<b>Section 5: Implementation Strategies for the Projects and Methods</b>		<b>Yes</b>
<b>Section 6: How the plan meets the Roundtables' Goals and Measurable Outcomes</b>		<b>Yes</b>

The application must also be accompanied by the roundtable's letter of approval, required for all WSRA applications. In addition, the applicant must: coordinate plan development with CWCB's staff and technical team; meet all the WSRA eligibility criteria detailed in the WSRA Criteria and Guidelines document; be able to use the standard contract; address any TABOR issues; provide a W-9 form; and provide proof of required insurance. Other WSRA reference material is available on the CWCB website. Applications must be approved by the CWCB board, but the CWCB approval process may be expedited to accommodate aggressive timelines.

Signature of Applicant:



Print Applicant's Name: Carrie Lile

Date:

01/01/13

**Return an electronic version of all application materials to:**

WSRA Application – Basin Implementation Plans  
Colorado Water Conservation Board  
1580 Logan Street, Suite 200  
Denver, CO 80203  
rebecca.mitchell@state.co.us

**Please note that costs incurred prior to execution of a contract or purchase order are not subject to reimbursement.** All WSRA funds are disbursed on a reimbursement basis after review of invoices and appropriate backup material from the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The invoice must include: a description of the work accomplished by major task, an estimate of the percent completed by individual tasks and the entire project 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 project budget will be withheld until final plan 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.

**Exhibit A**  
**Statement of Work**

**WATER ACTIVITY NAME – Southwest Basins Roundtable Implementation Planning Project**

**GRANT RECIPIENT –Harris Water Engineering, Inc.**

**FUNDING SOURCE – Water Supply Reserve Account**

**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)

The Southwest Basins Roundtable Implementation Planning Project will allow the Southwest Basin Roundtable (SWBRT) to engage local technical planning support to provide the coordination between the Roundtable's sub-basins, the Roundtable, CWCB and CDM, as well as the up-to-date information necessary to produce a timely and useful plan, grounded in the needs, values and gaps of the Roundtable's sub-basins. The plan will identify the ways in which the Southwest Basin Roundtable, working with the area's sub-basins, intends to close the existing consumptive and non-consumptive water supply gaps.

**OBJECTIVES**

The Objectives of this project are to produce a Southwest Basin's Implementation Plan that:

- A. Consolidates and updates the Southwest Basin Roundtable's list of Identified Projects and Processes, by sub-basin.
- B. Identifies and Addresses gaps in Agricultural, Municipal and Industrial and Non-Consumptive water supplies for the sub-basins represented in the Southwest Basin Roundtable.
- C. Identifies the Goals, Objectives and IPPs that the sub-basins and Roundtable will pursue in order to address identified gaps.
- D. Has the consensus support of the Southwest Basin Roundtable.
- E. Is consistent with and integrates the work of CWCB and CDM.



## **TASKS**

Provide a detailed description of each task using the following format

### **TASK 1 – Update and Organize Data**

#### Description of Task

The purpose of this Task is to consolidate existing information and gather updates on the Needs and Values; Identified, Projects and Processes (IPPs); and the current Gaps for both consumptive and non-consumptive water supplies in each of the sub-basins represented by the Southwest Basin Roundtable. Those sub-basins include: San Juan, Piedra, Pine, Animas, La Plata, Mancos, McElmo, Dolores, San Miguel. To the extent possible, efforts will be made to develop data structures in common with CWCB in order to facilitate data sharing.

#### Method/Procedure

1. Coordinate with CWCB, CDM, and others for past products and GIS mapping files, clarifications and updates on state expectations for roundtable Implementation Plan, and identification of available services.
2. Restructure IPP spreadsheet and populate with currently listed IPPs.
3. Draft criteria for identifying "top tier" IPPs.
4. Schedule, advertise and convene meetings with roundtable reps and others from each sub-basin; to update IPPs, discuss criteria, and identify new contacts (1mtg/sub-basin)
5. Meet with or call new contacts (estimated at ~5/sub-basin).
6. Retrieve consumptive needs maps and non-consumptive values maps from CWCB, Jim Siscoe, CDM, etc. into local ARCVIEW.
7. Map updated IPPs in ARCVIEW.
8. Overlay IPPs on Consumptive Needs and Non-Consumptive Values Maps to identify spatial Gaps in addressing Ag, M&I and Non-Consumptive needs/values. (assumption: Gap = Needs or Values – IPPs )
9. Present proposed process, solicit IPPs, schedule sub-basin meetings for the San Juan, Piedra and Pine rivers at September SWBRT meeting.
10. Present outcomes of the first three sub-basin meetings at the November SWBRT meeting. Schedule the next three sub-basin meetings for the Animas, La Plata, and Mancos rivers.
11. Present outcomes of the second set of sub-basin meeting at the January SWBRT meeting. Schedule the final three sub-basin meetings for the Dolores, McElmo and San Miguel.
12. Present outcomes of final sub-basin meeting at the March SWBRT. Present final IPP list and completed map at meeting as well.

#### Deliverables

1. Consolidated and Updated IPP List for each Sub-basin.
2. Draft criteria for identifying "top tier" IPPs.
3. Consumptive Needs and Non-Consumptive Values maps retrieved and archived.
4. New IPP map (Consumptive and Non-Consumptive).
5. Gaps for Ag, M&I and Non-consumptive values, by Sub-basin.
6. Information needs and any non-spatial gaps identified.

## **TASK 2 – Roundtable Review of Data and Development of Goals**

### Description of Task

The purpose of this task is to obtain review and develop consensus from the SWBRT on the following Task 1 Deliverables: Consolidated and updated IPP List, Draft Criteria for “top tier” IPPs, Needs and Values Maps, IPP Map. In addition, the SWBRT will draft and develop consensus around Basin Implementation Goals for addressing Ag, M&I, and Non-Consumptive gaps.

### Method/Procedure

1. Nov. SWBRT Mtg: present Updated IPPs to Roundtable and proposed criteria for identifying "top tier" IPPs
2. Jan. SWBRT Mtg: Present Maps, Identify any further refinements desired, Develop Ag, M&I and Non-Consumptive Goals
3. Mar. SWBRT Mtg: Present Maps, Identify any further refinements desired, Develop Ag, M&I and Non-Consumptive Goals
4. Incorporate deliverables into draft document

### Deliverable

1. Consensus updated IPP table
2. Consensus Maps: Consumptive Needs, Non-Consumptive Values and IPP
3. Consensus Implementation Goals for Ag, M&I, NC
4. Consensus criteria for identifying "top tier" IPPs.

## **TASK 3 – Identify Gaps and Potential Tools**

### Description of Task

The purpose of this task is to develop SWBRT consensus around Ag, M&I and Non-Consumptive Gap Maps (developed under Task 1), to identify any additional information needs and to discuss and problem solve around Gaps. Newly identified information needs and problem solving discussions may result in the development of new IPPs. Based on the consensus Implementation Goals developed in Task 2 and on the final list of IPPs, the planning support team will draft Measureable Implementation Outcomes for Roundtable review and discussion.

### Method/Procedure

1. March SWBRT Mtg: present gap for Ag, M&I and Non-Consumptive
2. March SWBRT Workshop: Discuss and problem solve around toolbox and "4 legs of the stool".
3. Draft Measureable Implementation Objectives for each Roundtable Implementation Goal.
4. Incorporate deliverables into draft document.

### Deliverable

1. Consensus gap
2. New IPPs to address Gaps identified
3. Draft Measureable Implementation Objectives



## **TASK 4 – Draft and Approve SWBRT Implementation Plan**

### Description of Task

The purpose of this task is for the Southwest Basin Roundtable to agree on the Roundtable's Measureable Implementation Objectives and to come to consensus on and approve the final version of the Southwest Basins Implementation Plan.

### Method/Procedure

1. Complete and circulate draft plan and draft Measureable Implementation Objectives.
2. May SWBRT Workshop: Present and discuss straw Measureable Implementation Objectives and Draft Plan.
3. May SWBRT Mtg: Present and discuss draft plan and draft implementation outcomes.
4. Incorporate edits/comments. Complete and circulate "Final" Plan.
5. July SWBRT Mtg: Approve Final Plan

### Deliverable

1. Consensus Measureable Implementation Objectives
2. Final Consensus SWBRT Implementation Plan

## **TASK 5 – Integrate SWBRT Plan with CDM and CWCB Work and Products**

### Description of Task

The purpose of this task is to ensure that the SWBRT Implementation Plan is consistent with and complimentary to the work and products being carried out at the state level by CWCB and CDM.

### Method/Procedure

1. Request review and feedback on draft SWBRT Implementation Plan from CWCB staff and CDM.
2. Obtain and integrate feedback into final SWBRT Implementation Plan

### Deliverable

Final SWBRT Implementation Plan that is consistent with and complimentary to the work and products produced by the CWCB and CDM.

## **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.

**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.

Please see the attached Budget. The budget itemizes each Task's portion of the total WSRA funding.

**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.

Please see the attached task completion schedule depicting work items associated to Tasks One through Five, as described above.

**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.

8/6/2013

**Basin Implementation Plan Budget**

WSRA Grant

		Technical	
Labor Distribution		\$70 per hour	Subtotal
			Subtotals
Task 1	Update and Organize Data (IPPs, Needs, Gaps)	350	\$24,500
Task 2	Roundtable Review and Goal Development	165	\$11,550
Task 3	Identify Gaps (Ag, M&I and Non-Consumptive) and Potential Tools	240	\$16,800
Task 4	Draft and Approve SWBRT Implementation Plan	150	\$10,500
Task 5	Integrate SWBRT Plan with CWCB and CDM work and Products	135	\$9,450
Associated Miscellaneous Expenses			\$3,342

**Grand Total      \$76,142**

**Other Direct Costs**  
**Associated Miscellaneous Expenses**

	Cost	Quantity	Subtotal
Photocopies	\$0.15	3520	\$528
Color Copies	\$1.00	1772	\$1,772
Mileage	\$0.55	1895	\$1,042
<b>Total</b>			<b><u>\$3,342</u></b>

**Task Completion Schedule**

		Completion Date
Task 1	Update and Organize Data (IPPs, Needs, Gaps)	Mar-14
Task 2	Roundtable Review and Goal Development	Jun-14
Task 3	Identify Gaps (Ag, M&I and Non-Consumptive) and Potential Tools	May-14
Task 4	Draft and Approve SWBRT Implementation Plan	Jul-14
Task 5	Integrate SWBRT Plan with CWCB and CDM work and Products	Dec-14

## **Appendix 1**

### **Reference Information**

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

- Water Supply Reserve Account main webpage:
  - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>
- Water Supply Reserve Account – Basin Fund Application Details:
  - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/BasinWaterSupplyReserveAccountGrants.aspx>
- Water Supply Reserve Account – Statewide Fund Application Details:
  - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/StatewideWaterSupplyReserveAccountGrants.aspx>
- Colorado Water Conservation Board main website:
  - <http://cwcb.state.co.us/>
- Interbasin Compact Committee and Basin Roundtables:
  - <http://cwcb.state.co.us/about-us/about-the-ibcc-brts/Pages/main.aspx/Templates/BasinHome.aspx>
- House Bill 05-1177 – (Also known as the Water for the 21<sup>st</sup> 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 2010:
  - <http://cwcb.state.co.us/water-management/water-supply-planning/Pages/SWSI2010.aspx>

## **Appendix 2**

### **Insurance Requirements**

NOTE: The following insurance requirements taken from the standard contract apply to WSRA projects that exceed \$25,000 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.

###### **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.



### **Appendix 3**

#### **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.