

# STATE OF COLORADO

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## Colorado Water Conservation Board

### Department of Natural Resources

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TO: Colorado Water Conservation Board Members

John W. Hickenlooper  
Governor

FROM: Craig Godbout,  
Water Supply Planning Section

Mike King  
DNR Executive Director

DATE: November 8, 2013

James Eklund  
CWCB Director

SUBJECT: **Agenda Item 21, November 19-20, 2013 Board Meeting**  
**Water Supply Reserve Account Program –**  
**Proposed Criteria and Guidelines Revisions**

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#### Staff Recommendation

This decision items includes proposed revisions to the WSRA Criteria and Guidelines reflecting staff recommendations as provided in the attached document. Three (3) revisions are proposed:

- 1) **Grant and Loan Administration, Payment** (page 4): Proposed revision – Increase retention percentage from 5% to 10%. Rational: This is more in keeping with the private sector requirements and increases applicant's incentive to provide CWCB with final deliverables.
- 2) **Part 2, Overview of Account and Fund Management** (page 5): Proposed revision – Elimination of the 64%/36% Statewide/Basin Account split. Proposed wording "Provided that a respective basin balance is below \$400,000 as of July 1, 2015 they will be refreshed up to \$400,000 each fiscal year. Basins with account balances greater than \$400,000 at the end of any fiscal year will be able to carry these balances forward until their balance is below \$400,000. During the fiscal year beginning July 1, 2014 each Basin Roundtable shall receive an allocation of \$400,000 in addition to their account balance at that time, to be divided according to the Tier 2 allocation, which would typically be \$160,000 July 1, \$120,000 January 1, and \$120,000 April 1. Funding available beyond that allocated to the Basin Accounts shall provide funds to the Statewide Account.  
Rational: This provision eliminates Basin Account volatility due to state funding uncertainties. This provides Basin Roundtables a more assured funding expectation, while basins that use their full allocation continue to receive more than their maximum historic annual distribution, encouraging Basin Roundtables to award all available funds.
- 3) **Part 2, Application Process** (page 7): Proposed revision: Grant staff the authority to remand Statewide Account and Basin Account funds to their respective accounts if a grant or loan is not executed within 6 months of award of a grant or a loan based on applicant's lack of due diligence. Relieves the Board of the inconvenience and controversy of taking such action.

**Background**

The proposed revisions presented above are the result of internal staff discussions and staff discussion regarding these and several other proposed revisions with the CWCB/IBCC WSRA Criteria and Guidelines Committee on October 18, 2013 via conference call.

The legislation states that the CWCB, in consultation with the Interbasin Compact Committee (IBCC) created in Section 37-75-105, C.R.S., shall jointly establish criteria and guidelines for allocating moneys by grant or loan from the Account. This document establishes the criteria and guidelines developed jointly by the IBCC and the CWCB which will be used by the CWCB to allocate funds from the Account. Amendments to this document may be proposed at any time by either the IBCC or the CWCB and shall be effective after an annual program review each October and subsequent approval by both bodies.

**WATER SUPPLY RESERVE ACCOUNT  
CRITERIA AND GUIDELINES DEVELOPED JOINTLY BY THE  
COLORADO WATER CONSERVATION BOARD  
AND INTERBASIN COMPACT COMMITTEE FOR THE  
ALLOCATION OF FUNDS FROM THE ACCOUNT  
BY THE COLORADO WATER CONSERVATION BOARD**

**PART 1**

**Background, Introduction, and Administration**

**Background**

Colorado's growth and development as a state has always been intertwined with water. Wise management of this resource is both a trademark of our past and is vital for our future. Development and management of water is complex, controversial, and at times contentious. Over the last few decades decisions regarding water have become increasingly complex as Colorado has experienced both unprecedented population growth and a greater emphasis on multiple uses of this precious resource.

To help ensure that Colorado has an adequate water supply for our citizens and the environment the 2003 Colorado General Assembly authorized the Colorado Water Conservation Board (CWCB) to implement the Statewide Water Supply Initiative (SWSI 1). The SWSI implemented a collaborative approach to water resource issues by establishing SWSI roundtables. Membership in these roundtables represents a broad range of water user interests. The SWSI focused on using a common technical basis for identifying and quantifying water needs and issues. A comprehensive update to the SWSI was performed in 2010, resulting in the SWSI 2010 report. Both reports can be viewed online at <http://cwcb.state.co.us>. The SWSI reports put forth a "picture" of where Colorado water supply and demand may be by the year 2030 (SWSI 1) and 2050 (SWSI 2010). These reports identify a number of important issues and questions regarding how that "picture" of Colorado fits with the values, objectives, and future goals we have for our state.

Based on the findings and recommendations from SWSI 1, the CWCB identified three broad conclusions: 1) there is a need to help expedite the implementation of water management projects for all water needs; 2) projects and planning processes needed to meet Colorado's future water needs must address transfers and development of water in a manner that meets multiple interests and needs; and 3) there is strong desire for the state to provide financial assistance.

In 2005, to further the efforts of the SWSI and to help address water development needs in Colorado, the Colorado General Assembly passed the "Colorado Water for the 21<sup>st</sup> Century Act" (House Bill 05-1177) which in part established permanent water roundtables in 8 river basins and the Denver metro area. It was recognized that a new program would be needed to assist all water users in addressing their critical water supply issues and interests. This understanding led to the passage of Senate Bill 06-179.

Senate Bill 06-179 adopted by the 2006 General Assembly, created the Water Supply Reserve Account (Account). The legislation directs the State Treasurer to annually transfer ten million dollars from the Operational Account of the Severance Tax Trust Fund to the Account. The effective date of the legislation is July 1, 2006. Any balance remaining in the Account at the end of any fiscal year shall remain in the Account. Senate Bill 09-106 removed a sunset provision and provides for continuous appropriation of \$10 million (subject to availability).

As specified in the statute, the monies in the Account are continuously appropriated to the CWCB for water activities identified in Section 39-29-109(1) (a) (III), Colorado Revised Statutes (C.R.S.). The legislation states that the CWCB, in consultation with the Interbasin Compact Committee (IBCC) created in Section 37-75-105, C.R.S., shall jointly establish criteria and guidelines for allocating moneys by grant or loan from the Account. This document establishes the criteria and guidelines developed jointly by the IBCC and the CWCB which will be used by the CWCB to allocate funds from the Account. Amendments to this document may be proposed at any time by either the IBCC or the CWCB and shall be effective after an annual program review each October and subsequent approval by both bodies.

## **Introduction**

Applications will be accepted for grants or loans and these criteria and guidelines are for both grants and loans. In all cases the merits of the water activity itself will be the basis for eligibility and evaluation. It is the goal of the CWCB and IBCC to ensure wise and effective use of monies from the Account

In regard to loans, the CWCB utilizing these jointly developed criteria and guidelines will allocate 0% interest loans from the Account AND offer a match to these loans with low interest loans (at or below the rate of inflation) from the CWCB perpetual base account. SB 09-106 provides that repayments of both the principal and interest on loans from the account shall be credited to the account.

## **Grant and Loan Program Administration**

### **Role of the Interbasin Compact Committee (IBCC):**

- Jointly (with the CWCB) develop criteria and guidelines for allocating funds from the Account.
- Annually review information regarding the Account.
- In October of each year jointly (with the CWCB) consider and make any necessary revisions to these criteria and guidelines.
- Work with Basin Roundtables (BRT) to develop local roundtable criteria and guidelines for approving and recommending water activities that, following recommendations by the respective BRTs, will be eligible to seek funding from the Account.
- Help ensure that data and information from the basin roundtable's consumptive and non-consumptive needs assessments, SWSI and other appropriate sources are used as the technical basis for requesting funding for a water activity.

**Role of the Basin Roundtables (BRT):** The term Basin Roundtable shall mean those roundtables established pursuant to Section 37-75-104 C.R.S.

- Implement outreach and public education regarding the existence and use of the Account.
- Approve water activities that are to be recommended to CWCB for funding. The approving BRT shall be the roundtable for the basin in which the proposed water diversion or nonstructural activity would occur.
- Provide input and comment to the CWCB and IBCC for the annual review of these criteria and guidelines.
- As required under 37-75-104 CRS, develop a consumptive and nonconsumptive needs assessment and forward to the IBCC and other basin roundtables for consideration.

### **Role of the CWCB:**

- Jointly (with the IBCC) develop criteria and guidelines for allocating funds from the Account.
- Annually review information regarding the Account.
- In October of each year jointly (with the IBCC) consider and make any necessary revisions to these criteria and guidelines.
- Implement outreach and public education regarding the existence and use of the Account. The CWCB in conjunction with the IBCC and BRTs will work to ensure a high level of awareness of the existence of the Account and the process to apply for funds. This effort will include but is not limited to: notice and discussion at roundtable meetings; inclusion of relevant information on the CWCB website; press releases; promotion at workshops; public meetings, and conferences.
- Ensure that the Account is managed consistently with state statutes, applicable state fiscal rules, and the IBCC and CWCB jointly developed criteria and guidelines.
- Review applications and allocate monies from the Account based on recommendations from the BRTs in accordance with the IBCC and CWCB jointly developed criteria and guidelines.

- Enter into contracts with the selected entities and ensure that the water activity identified in the application and work plan is implemented within the time and budget identified in the application.
- Ensure that sound fiscal, fiduciary and accounting practices are implemented. CWCB staff will handle the day-to-day administration of the Account. This effort includes but is not limited to: notification to successful and unsuccessful applicants; review of requests for payment, disbursement and tracking of payments, tracking project progress, ensure proper documentation of completed project/water activity; and preparation of an annual report of activities and expenditure from the Account.

**Payment** – Payment will be made based on actual expenditures and invoicing by the water activity sponsor. 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 10~~5~~ percent of the entire water activity budget will be withheld until final project/water activity documentation is completed.

## **PART 2**

### **Grant and Loan Program Eligibility and Application Process**

#### **Overview of the Account and Fund Management**

To help ensure opportunities for BRTs to seek funding in an orderly fashion and at the same time to encourage competitive water activities from every river basin the CWCB will administer two accounts. There will be a Statewide Account that will be used to fund water activities from any roundtable on a competitive basis based on the eligibility requirements in this section and the threshold and evaluation criteria outlined in Part 3 of this document. There will also be Basin Accounts for each of the 9 roundtables. The Basin Accounts will be used to fund water activities from the designated BRTs based on the eligibility requirements in this section and the threshold criteria outlined in Part 3 of this document.

Provided that a respective basin balance account is below \$400,000 as of July 1, 2015, they will be refreshed up to \$400,000 each fiscal year. Basins with account balances greater than \$400,000 at the end of any fiscal year will be able to carry these balances forward until their balance is below \$400,000. During the fiscal year beginning July 1, 2014 each Basin Roundtable shall receive an allocation of \$400,000 in addition to their account balance at that time, to be divided according to the Tier 2 allocation, which would typically be \$160,000 July 1, \$120,000 January 1, and \$120,000 April 1. Funding available beyond that allocated to the basin accounts shall provide funds to the Statewide Account.

~~The Statewide Account will receive 64% of the allocated WSRA funding and the aggregate Basin Accounts will receive 36%.~~ The subcommittee agreed to revisit this item each year. The WSRA is a Severance Tax “Tier II” Program with 40% of allocated funds distributed on July 1<sup>st</sup>, 30% on January 1<sup>st</sup>, and the final 30% on April 1<sup>st</sup>. All fund distribution is subject to availability based on severance tax revenue collections.

A WSRA balance summary table is regularly updated and available on the CWCB website at: <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>

#### **Eligibility Requirements**

Senate Bill 06-179 is very specific regarding eligibility requirements and these criteria and guidelines are developed from the direction provided in the legislation. In order for a water activity to be eligible for funding it must: 1) be approved by a roundtable pursuant to article 75 of title 37, C.R.S. and the approving roundtable shall be the roundtable for the basin in which the proposed water diversion or nonstructural activity would occur; 2) meet the eligibility categories described below; and 3) be approved by the CWCB utilizing the criteria and guidelines jointly developed by the IBCC and CWCB. The legislation also emphasizes that the criteria and guidelines shall help meet the water needs identified by the SWSI and other appropriate sources. Eligible Water Activities, as identified in Senate Bill 06-179, include the following:

- Competitive grants for environmental compliance and feasibility studies;
- Technical assistance regarding permitting, feasibility studies, and environmental compliance;

- Studies or analysis of structural, nonstructural, consumptive, and nonconsumptive water needs, projects, or activities; and
- Structural and nonstructural water projects or activities.

All request(s) for funds will be evaluated by CWCB utilizing the criteria and guidelines jointly developed by the IBCC and CWCB. The evaluation process is described in Part 3.

Eligible entities that may apply for grants or loans from the Account include:

- 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 the proposed project provides significant benefits to Colorado and the federal agency can make a compelling case for why a local non-federal partner cannot be the grant recipient.
- Public (Districts) - authorities, Title 32/special districts, (conservancy, conservation, and irrigation districts, and water activity enterprises)
- Private Incorporated - mutual ditch companies, homeowners associations, and non-profit corporations
- Private - individuals, partnerships, and sole proprietors are eligible for Basin Funds but are not eligible for Statewide Funds.
- Non-governmental organizations - are broadly defined as any organization that is not part of the government. These organizations are typically non-profit but they also include for-profit corporations.
- Covered Entities\* are eligible for grants or loans only if the applicant has adopted a water conservation plan, as defined in Section 37-60-126 C.R.S.

\* "Covered entity," as defined in Section 37-60-126 (1)(b), means each municipality, agency, utility, including any privately owned utility, or other publicly owned entity with a legal obligation to supply, distribute, or otherwise provide water at retail to domestic, commercial, industrial, or public facility customers, and that has a total demand for such customers of two thousand acre-feet or more.

## **Application Process**

To help ensure that water activities move forward in an expedited fashion all eligible applications received will be evaluated and selected based on these criteria and guidelines within the applicable funding cycle. However, to help promote the equitable and competitive allocation of funds it is important to allow sufficient time for applications to be submitted and reviewed. This will allow the greatest opportunity to competitively compare multiple applications and allocate available funds to those water activities that will provide the greatest benefit to Colorado. In preparing the application it is recommended that the applicant include a description of how the water activity meets each element of the criteria that will be used by CWCB to evaluate and select the water activity. The approving roundtable that is seeking funding for a water activity must specify whether the request is for funds from the Statewide Account or for funds from the Basin Account(s).

Applications can be submitted at anytime. For the Statewide Account, the CWCB will make decisions for allocation of funds at its March and September meetings. For the Basin Accounts, the CWCB will make decisions for allocation of funds at its bimonthly Board meetings.



Notification of award will be made in writing within 30 days after the applicable Board meeting and the notification will include a summary of the results of the evaluation process and decision of the CWCB. Notification to unsuccessful applicants will be made in writing within 30 days after the applicable Board meeting and the notification will include a summary of the results of the evaluation process and the decision by the CWCB.

Successful applicants are expected to execute a contract with CWCB within 6 months of award of a loan or grant. If a grant or loan is not executed within this timeframe, staff has the authority to remand funds that have been approved but not contracted to their ~~may recommend to the CWCB that the funds be reverted back to the~~ respective accounts based on applicant's lack of due diligence.

### **Application Submittal Requirements**

To apply for a grant or loan from the Statewide Account a complete, detailed application, including letter from the respective basin roundtable, must be received by the CWCB no later than the first of the month, the month prior to the CWCB's March and September meetings. In other words, applications for March meeting are due February 1<sup>st</sup> and applications to be considered at the September meeting are due August 1<sup>st</sup>. To apply for a grant or loan from the Basin Accounts a complete detailed application, including letter from the respective basin roundtable, must be received by the CWCB no later than the first of the month, the month prior to the Board meeting that the roundtable would like the CWCB to evaluate the applicants funding request. CWCB's review and analysis of the application, utilizing the criteria and guidelines, will form the basis upon which the decisions to fund, partially fund, or not fund the water activity will be made. Therefore, applicants should prepare their application to address these criteria and guidelines.

Application forms are available on the CWCB website at:

<http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>.

For those applicants seeking a loan, a CWCB standard loan application form and loan feasibility study must be completed. In addition, the applicant should include with its loan application a summary of how the applicant's water activity meets the eligibility requirements in Part 2 and the threshold and evaluation criteria in Part 3 of this document. The loan application form and additional information can be found at:

<http://cwcb.state.co.us/LoansGrants/water-project-loan-program/Pages/main.aspx>.

### **PART 3**

#### **Evaluation Process by the CWCB for Allocation of Funds**

Allocation of funds will be dependent on availability of funds and an evaluation of the water activity using the criteria in this section. Applications will be received during each funding cycle. The approving roundtable will specify whether the application for funding is from the Statewide or Basin Accounts. All applications to be considered by the CWCB must be accompanied by a letter of approval from the respective basin roundtable.

**For the Statewide Account** - applications must be received by the 1<sup>st</sup> of the month, the month prior to the March and September Board meetings. In other words, applications for March meeting are due February 1<sup>st</sup> and applications to be considered at the September meeting are due August 1<sup>st</sup>. Applications for funds from the Statewide Account will submit applications consistent with the application submittal requirements and these criteria and guidelines. If the application meets the eligibility requirements and threshold criteria then the application will undergo further evaluation using the evaluation criteria. Meeting the criteria allows for the application to be moved forward first to the appropriate basin roundtable and then to the Board. The Colorado Water Conservation Board retains its discretion to approve or deny any application to the Statewide Account.

**Matching Requirement:** For requests from the Statewide Fund, the applicants will be required to demonstrate a 25 percent (or greater) match of the total grant request from the other sources, including by not limited to Basin Funds. A minimum match of 5% of the total grant amount shall be from Basin funds. A minimum match of 5% of the total grant amount must come from the applicant or 3<sup>rd</sup> party sources. Recognizing the limited resources of some entities, in-kind services will be eligible as matching funds. 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 CWCB.

**For the Basin Account(s)** - applications must be received by the 1<sup>st</sup> of the month, the month prior to the bimonthly Board meetings in which the application will be considered for funding. Applicants for funds from the Basin Account will submit applications consistent with the application submittal requirements and these criteria and guidelines. If the application meets the eligibility requirements and threshold criteria and there are sufficient funds in the Basin Account, then the CWCB will approve the application(s).

CWCB staff will review all eligible applications and provide a written recommendation to the full CWCB Board at their routine applicable Board meetings. CWCB staff will provide a written recommendation to the Board for allocating funding. The written recommendation will provide a summary detailing how the applicant met the eligibility requirements and evaluation criteria described in this document. The CWCB staff and Board will also provide a summary of why each application is being funded, partially funded or not funded. The following threshold criteria are not provided in any order of preference.

**Threshold Criteria – the following criteria must be met in order for an application to be funded out of a Basin Account or to undergo further evaluation from the Statewide Account.**

1. The water activity meets the eligibility requirements outlined in Part 2 of these criteria and guidelines.
2. The water activity is consistent with Section 37-75-102 C.R.S.<sup>1</sup>
3. The water activity underwent an evaluation and approval process and was approved by the 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.
4. The water activity meets the provisions of Section 37-75-104 (2) (c), C.R.S.<sup>2</sup> The Basin Roundtable Chairs shall include in their approval letters for each WSRA application a description of how the water activity will assist in meeting the water supply needs identified in the basin roundtable's consumptive and/or non-consumptive needs assessments.

<sup>1</sup> 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.

<sup>2</sup> 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.

**Evaluation Criteria** – the following criteria will be utilized to further evaluate the merits of the water activity proposed for funding from the Statewide Account. In evaluation of proposed water activities, preference will be given to projects that meet one or more criteria from each of the three “tiers” or categories. Each “tier” is grouped in level of importance. For instance, projects that meet Tier 1 criteria will outweigh projects that only meet Tier 3 criteria.

WSRA grant requests for projects that may qualify for loans through the CWCB loan program will receive preference in the Statewide Evaluation Criteria if the grant request is part of a CWCB loan/WSRA grant package. For these CWCB loan/WSRA grant packages, the applicant must have a CWCB loan/WSRA grant ratio of 1:1 or higher. Preference will be given to those with a higher loan/grant ratio.

**Tier 1: Promoting Collaboration/Cooperation and Meeting Water Management Goals and Identified Water Needs**

- a. The water activity addresses multiple needs or issues, including consumptive and/or non-consumptive needs, or the needs and issues of multiple interests or multiple basins. This can be demonstrated by obtaining letters of support from other basin roundtables (in addition to an approval letter from the sponsoring basin).
- b. The number and types of entities represented in the application and the degree to which the activity will promote cooperation and collaboration among traditional consumptive water interests and/or non-consumptive interests, and if applicable, the degree to which the water activity is effective in addressing intrabasin or interbasin needs or issues.
- c. The water activity helps implement projects and processes identified as helping meet Colorado’s future water needs, and/or addresses the gap areas between available water supply and future need as identified in SWSI or a roundtable’s basin-wide water needs assessment.

**Tier 2: Facilitating Water Activity Implementation**

- d. Funding from this Account will reduce the uncertainty that the water activity will be implemented. For this criterion the applicant should discuss how receiving funding from the Account will make a significant difference in the implementation of the water activity (i.e., how will receiving funding enable the water activity to move forward or the inability obtaining funding elsewhere).
- e. The amount of matching funds provided by the applicant via direct contributions, demonstrable in-kind contributions, and/or other sources demonstrates a significant and appropriate commitment to the project.

Tier 3: The Water Activity Addresses Other Issues of Statewide Value and Maximizes Benefits

- f. The water activity helps sustain agriculture, and open space, or meets environmental or recreational needs.
- g. The water activity assists in the administration of compact-entitled waters or addresses problems related to compact entitled waters and compact compliance and the degree to which the activity promotes maximum utilization of state waters.
- h. The water activity assists in the recovery of threatened and endangered wildlife species or Colorado State species of concern.
- i. The water activity provides a high level of benefit to Colorado in relationship to the amount of funds requested.
- j. The water activity is complimentary to or assists in the implementation of other CWCB programs, for example water made available to the CWCB for the Stream and Lake Protection Program or compact compliance purposes.

For additional information, questions or assistance please contact Craig Godbout, Water Supply Planning Section (Colorado Water Conservation Board), at 303-866-3441 ext. 3210, [craig.godbout@state.co.us](mailto:craig.godbout@state.co.us).