



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

August 18, 2015

Routt County Conservation District
Attn: Jackie Brown, District Manager
1475 Pine Grove Road, Suite 201A
Steamboat Springs, CO 80487-8803

RE: Notice to Proceed - WSRA Grant – POGG1 206-244 YWG Basin Roundtable
Phase II Agricultural Needs/Return Flow Preliminary Assessment Project

Dear Jackie,

This letter is to inform you that the purchase order to assist in the above WSRA grant project was approved on August 14, 2015. This email serves as the original documentation for your records.

With the executed purchase order, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through January 31, 2016 according to the schedule in Exhibit A. Please provide the project name, contract or purchase order number, and basin when corresponding with or invoicing the State of Colorado for your project. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval by the project manager. I wish you much success in your project.

If you have any questions or concerns regarding the project, please contact me. You can contact Dori Vigil at 303-866-3441 ext. 3250 for invoicing and payment disbursement questions.

Sincerely,

//s//

Craig Godbout
Program Manager
Colorado Water Conservation Board
Water Supply Planning Section
1313 Sherman Street, Suite 718
Denver CO 80203
 [\(303\) 866-3441, ext 3210 \(office\)](tel:3038663441)
 [\(303\) 547-8061 \(cell\)](tel:3035478061)
craig.godbout@state.co.us





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 20160000000000000244		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 08/14/15						
Description: PDAA 2500 WSRA RCCD Phase II Ag Needs/Return in YWG Basin		BILL TO				
Effective Date: 08/12/15 Expiration Date: 01/31/16		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
BUYER		SHIP TO				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
VENDOR		SHIPPING INSTRUCTIONS				
ROUTT COUNTY CONSERVATION DISTRICT 1475 PINE GROVE RD # 201A STEAMBOAT SPRINGS, CO 80487-8803		Delivery/Install Date: F.O.B: VENDOR INSTRUCTIONS:				
Contact: .						
Phone: .						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$13,250.00	<input type="checkbox"/>
Description: PDAA 2500 WSRA Phase II Ag Needs/Return in YWG Basin						
Service From: 08/14/15		Service To: 01/31/16				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$13,250.00						

Exhibit A
Statement of Work
Date: June 25, 2015

WATER ACTIVITY NAME –Yampa White Green Phase II Agricultural Needs/ Return Flow Preliminary Assessment

GRANT RECIPIENT –Routt County Conservation District

FUNDING SOURCE – Yampa White Green Basin Roundtable

INTRODUCTION AND BACKGROUND

The Yampa/White/ Green Basin Roundtable has expressed interest in better understanding the current magnitude and patterns of return flows from irrigation to Colorado's Yampa and White River Basins and in predicting changes in return flows that are likely to occur under altered irrigation practices. Such alterations might include:

- (1) Increased application efficiency on existing irrigated lands (through adoption of sprinklers or improved surface irrigation techniques),
- (2) Reduced canal seepage through sealing and/or lining,
- (3) Retirement of irrigated land,
- (4) Rotational fallowing of irrigated land, and
- (5) Expansion of irrigated land.

The associated characteristics and effects on groundwater levels and related conditions (e.g. alteration of hydraulic gradients affecting return flow rates, reduced non-beneficial consumptive use, decrease in soil salinization and waterlogging, reduced extent of wetland and riparian areas) under irrigated alluvial land are also of concern.

In March 2015, YWG Basin Roundtable members contacted Colorado State University to discuss these matters. Conversations between CSU Professors Timothy Gates and Ryan Bailey and Roundtable members occurred on 27 March, 6 April, and 9 April 2015. It was decided that a reconnaissance and scoping effort is needed to clarify the required extent and level of detail for a prospective project aimed at addressing the return flow and groundwater issues. Professor Gates was requested to submit this preliminary proposal for such a reconnaissance and scoping effort.

OBJECTIVES

The objectives of the reconnaissance and scoping effort are (1) to evaluate the need for and (2) to define the nature of a project aimed at assessing the impact of current and altered irrigation practices on groundwater conditions and return flows in Colorado's Yampa and White River Basins. The effort, to be conducted by CSU personnel in interaction with YWB Roundtable members and other stakeholders, will include the following tasks:

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Assessment

Description of Task

Complete all phases of the assessment process inclusive of research, meetings, communication, and data review.

Method/Procedure

Review pertinent reports, maps, databases, and modeling efforts that have addressed irrigation practices, groundwater conditions, return flows, and related properties in the Yampa and White Rivers and major tributaries;
Visit and inspect representative irrigated regions within the Yampa and White River valleys (one or two trips by Professor Gates and a graduate assistant);
Discuss (by telephone and/or in person) irrigation-related groundwater and return flow concerns with selected YWB Roundtable members and other key stakeholders; and

Deliverable

A brief written assessment of the need for and general nature of a project to describe and predict groundwater conditions and return flows under current and altered irrigation practices. The potential need to appraise changes in in-stream flows and impacts on water diversions will be addressed. Consideration will be given to a project encompassing the compilation and organization of existing data, field data collection, and development of computational models. The report would address issues that the YWB Roundtable would need to consider in defining and funding such a project. These issues would be associated with desired outcomes, geographic extent, basic methodology, level of detail, and duration.

TASK 2 – Administration

Description of Task

Administration of grant.

Method/Procedure

Provide point of contact for contractor. Prepare reimbursements and reporting.

Deliverable

Successfully administer the project.

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.

Total Costs				
	Labor	Other Direct Costs	Matching Funds (If Applicable)	Total Project Costs
Task 1 - Assessment	11100.00	1300.00	0.00	12300.00
Task 2 -Administration		950.00		950.00
In-Kind Contributions				
Total Costs:				13250.00

Example Titles

Example Project Personnel: Hourly Rate:	Dr. Gates	Dr. Bailey	Grad. Assistant	Undergrad. Assistant				Total Costs
Task 1 -	6670.00	1460.00	2220.00	650.00				11050.00
Task 2 -								
Total Hours:								
Cost:	6670.00	1460.00	2220.00	650.00				

Other Direct Costs						
Item:	Copies	Materials	Fee to admin contract 8%	Travel		Total
Units: Unit Cost:	No.			Miles		
Task 1 - Assess				1300.00		1300.00
Task 2 -Admin			950.00			950.00
Total Units:						
Total Cost:			950.00	1300.00		2250.00

In-Kind Contributions (If Applicable) N/a

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.

Example 1

Task	Start Date	Finish Date
1	Upon NTP	NTP + 120 days
2	Upon NTP	NTP + 120 days

NTP = Notice to Proceed

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.

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 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 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

Water Supply Reserve Account Standard Contract Information

NOTE: The standard 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.

The standard contract is available here under the header "Additional Resources" on the right side:

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

Appendix 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.