



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

September 28, 2015

Mr. Jay Winner, General Manger  
Lower Arkansas Valley Water Conservancy District  
801 Swink Avenue  
Rocky Ford, CO 81067

RE: Official **Notice to Proceed** - WSRA Grant – POGG1 2016-402 Arkansas BIP  
Coordinator in the Arkansas River Basin

Dear Jay,

This letter is to inform you that the contract to assist in the above WSRA grant project was approved on September 28, 2015. This email documentation serves as the original contracting documents.

With the executed purchase order, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through December 1, 2016 according to the Schedule in Exhibit A.

Please provide the project name, 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//

**Brent Newman, Program Manager**  
**Water Supply Planning Section**

1313 Sherman Street, Suite 723, Denver, CO 80203

O 303.866.3441 x3222 | C 303.681.8420

[Brent.newman@state.co.us](mailto:Brent.newman@state.co.us)

[www.cwcb.state.co.us](http://www.cwcb.state.co.us) | [www.coloradowaterplan.com](http://www.coloradowaterplan.com)

Attachments





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 20160000000000000402		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 10/05/15						
Description: PDAA 2500 WSRA ARK BIP Coordinator		<b>BILL TO</b>				
Effective Date:                      Expiration Date:		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
LOWER ARKANSAS VALLEY WATR CNSRVNCY 801 SWINK AVE ROCKY FORD, CO 81067-1237		Delivery/Install Date:				
Contact: J. Winner		F.O.B:				
Phone: .		<b>VENDOR INSTRUCTIONS:</b>				
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$27,880.00	<input type="checkbox"/>
Description: PDAA 2500 WSRA ARK BIP Coordinator						
Service From: 09/28/15                      Service To: 12/01/16						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
2	G1000		0	0.00	\$70,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRA ARK BIP Coordinator						
Service From: 09/28/15                      Service To: 12/01/16						
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$97,880.00</b>						

**Exhibit A**  
**Statement of Work**  
**Date: May 27, 2015**

**WATER ACTIVITY NAME - Arkansas Roundtable Basin Implementation Plan Coordinator**

**GRANT RECIPIENT – Lower Arkansas Valley Water Conservancy District Water Activity Enterprise**

**FUNDING SOURCE – Water Supply Reserve Account**

**INTRODUCTION AND BACKGROUND**

The Arkansas Basin Roundtable structured its 2015 Basin Implementation Plan using a “Need, Solution, Plan of Action” model that identified over 500 individual needs throughout the basin. Projects to address those needs were generated from Roundtable members, 17 public meetings specifically targeted at obtaining input and state and federal agencies with jurisdictions in the Arkansas Basin.

The projects were assigned a status using four categories: Concept, Planned, Implementation On-going or Completed. About 300 projects are currently identified as Concepts, Planned or On-going. Many of the conceptual or planned projects could benefit from regional solutions to regional challenges. Similarly, a wider perspective that integrates environmental and recreational benefits with agricultural and municipal projects offers the potential for multi-benefit projects. Organization of regional collaborative efforts or multi-purpose dialogue is further complicated by the disparate capacity of project proponents. A Basin Implementation Plan Coordinator is conceived as an individual who can proactively bring parties together in support of feasible solutions in order to move identified needs and concepts forward through planning, finance and construction to completion.

The historic structure of water resource financing in Colorado has been to individual entities. A project orientation, particularly for regional or multi-purpose projects with diverse participants, requires creativity in funding at all stages of project development. The Coordinator will be tasked to develop alternatives and participate in the wider dialogue on financing solutions to Colorado’s challenges.

**OBJECTIVES**

1. Maintain and update the Basin Needs Database, identifying opportunities for regional collaboration and multi-purpose projects to address identified and future basin needs.
2. Recommend projects for phased development to the Arkansas Basin Executive Committee for selection.
3. Identify and coordinate funding alternatives for project feasibility, planning, permitting, design and constructions.
4. Conduct outreach to entities with identified needs that may lack capacity for project development and/or coordination with state and federal agencies. Bring projects forward on behalf of small or

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challenged project proponents and regional collaborations.

5. Engage other roundtables, the IBCC and CWCB initiative to identify basin-to-basin coordination opportunities and creative funding options.

6. Support the Ark Roundtable as directed by the Executive Committee exclusive of administrative tasks, for example, providing presentations to public policy makers regarding implementation of the BIP.

7. Coordinate activities with the Arkansas River Watershed Collaborative and the Arkansas Roundtable Watershed Health subcommittee.

### TASKS

Provide a detailed description of each task using the following format

#### TASK 1 – Convene & Educate

##### Description of Task

The purpose of this task is to convene 3-4 subregional meetings of prospective project proponents and stakeholders using the 2015 Arkansas Basin Implementation Plan (Ark BIP) Preliminary Needs List (PNL) as a source of potential projects. Three subtasks are to be accomplished:

A. Identify. Identify prospective beneficiaries of subregional solutions to subregional challenges as identified in the Ark BIP. Needs or Challenges on the PNL include potential projects shown as “Concepts” in the Project Status category. Some of these Concepts could be integrated into Needs carried forward onto the Ark BIP Master Needs List (MNL). Master Needs List items have a status of “Planned” or “Implementation On-going.” Often local stakeholders are well informed about organizations or individuals who can contribute knowledge and experience in formulating a project scope of work (SOW).

B. Organize. Organizing stakeholders, elected officials and project proponents into a cooperative core committee about project solutions sets up development of a detailed scope of work and project budget estimate. The core committee may also provide funding options not readily apparent at the commencement of implementing the basin plan.

C. Educate Basin Citizens. Educating local constituents about the Ark BIP will broaden the prospects for identifying additional needs within subregions. With SWSI 2016 about to begin, broadening awareness of the Ark BIP will encourage greater participation in SWSI 2016.

D. Educate Basin and State/Federal Policy Makers and Elected Officials. Prepare presentations on the progress of implementation of the Basin Plan elements, including the Interim Water Resources Committee hearings or other state or federal bodies requesting information on the Arkansas Basin Implementation Plan. Respond to request from Boards of County Commissioners or City/Town Councils for presentations and updates on the Basin Plan and Colorado’s Water Plan.

##### Method/Procedure

Working with Roundtable Members and local entities, including Water Conservancy Districts, identify venues, timing and schedule for 3-4 subregional meetings. The goal is to have a minimum of one meeting each in the Upper Arkansas subregion, Huerfano-Purgatoire subregions and the Lower Arkansas Valley subregion.

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### Deliverable

Meeting agendas, meeting notes, attendance rosters, descriptions and consensus on potential projects for development under the Ark BIP.

## **TASK 2 – Facilitate & Develop Scope(s) of Work**

### Description of Task

Facilitate 18-24 subregional or project specific meeting to develop Scope(s) of Work for multi-purpose projects. An example would be MNL Project ID# Ark-2015-007:

ARK-2015-0007	Collaborative Storage Study: Huerfano and Cucharas Basins	Resolution of redundant, perhaps conflicting, aspirations for increased storage via repair of existing and construction of new vessels. On the Cucharas alone, there are 10 instances involving six entities.	Identify needs and opportunities for collaborative repair, construction, and operation of selected vessels to meet all needs.	Planned	HCWCD, DEO	Huerfano River, Cucharas River
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Development of a Scope of Work and estimated project budget for a collaborative storage solution in the Cucharas basin could require 6-8 meeting of water conservancy board members, elected officials, private owners of storage vessels, stakeholders and public agencies.

### Method/Procedure

Establish a time line for a core committee to agree on fundamentals of a scope of work. Identify multi-purpose benefits, including environmental, recreational and water quality benefits, for inclusion in a project scope of work.

### Deliverable

3-6 project scopes of work with multi-purpose benefits.

## **TASK 3 – Funding Alternatives**

### Description of Task

Investigate and identify funding alternatives for project design, permitting and construction.

### Method/Procedure

The method includes several approaches:

A. Develop individual project budgets and revenue sources for design, permitting and construction. There may be different sources for specific phases of project development.

B. Work directly with staff at CWCB to track funding availability, timing and loan/grant options for identified projects. Present project funding alternatives for consideration by CWCB for the annual “Projects Bill.”

C. Track the status of water resources funding programs at both the state and federal level. Attend water resource conference(s) where funding is a major topic. If possible, attend as a member of the faculty or as a presenter.

D. Track the status of funding sources related to water resources, particularly those like Go

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Colorado (GOCO) that have riparian grant opportunities. (GOCO 2015 Strategic Plan, Goal 1, Priority A: Protect Our Land, Water and Wildlife, see below)

GOCO will continue to respond to proposals through existing grant and investment programs that protect open space of local and statewide importance, including agricultural land and critical wildlife habitat. We will also pursue new strategic opportunities, including protecting large, connected landscapes, protecting Colorado's waterways, protecting urban open space, and improving the standards and sustainability of land trusts and open space programs to ensure the long-term stewardship of protected lands.

### Deliverable

Funding strategies, grant applications and local funding commitments for 3-6 project scopes of work.

## **TASK 4 – Project Management/Roundtable Support**

### Description of Task

Manage the Ark BIP Project Database, keep current with newly identified Needs, cooperate and support SWSI 2016 consultants. Coordinate and support activities of the Arkansas Basin Roundtable as directed by the Executive Committee, exclusive of administrative tasks.

### Method/Procedure

Attend regularly scheduled meetings of the Arkansas Basin Roundtable and Ark RT Executive Committee as directed. Monitor progress of identified projects through design, permitting and construction start. Coordinate regularly with Arkansas Roundtable members and CWCB staff.

### Deliverable

Maintain the Arkansas Basin Roundtable website, keeping it up to date with meeting information and scheduled activities. Regular reports on agenda items for the Ark RT and Executive Committee, update memoranda on specific projects as appropriate or requested. Attendance at project funding presentations. Attendance at water resource conferences or work group meeting as directed by the Executive Committee. Other outreach or educational activities, including presentations to legislators, elected officials, policy makers, community organizations or others as directed by the Executive Committee.

## **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.

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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.

Arkansas Roundtable Basin Implementation Plan Coordination						
Budget						
	Task 1	Task 2	Task 3	Task 4	Total	Total
	Convene & Educate (Basin Citizens and Policy Makers)	Facilitate & Develop SOW	Funding Alternatives	Project Management/ Roundtable Support	Hours	Cost
Combined Staff Hours	90	186	124	220	620	\$ 89,900
<b>Total Staff Hours</b>	<b>90</b>	<b>186</b>	<b>124</b>	<b>220</b>	<b>620</b>	<b>\$ 89,900</b>
<b>Direct Costs</b>						
Materials	\$ 80	\$ 720	\$ 640	\$ 540		\$ 1,980
Facility Rental (in-kind)	\$ 200	\$ 1,800	\$ 1,600	\$ 1,400		\$ 5,000
Printing/Copies	\$ 300	\$ 300	\$ 300	\$ 500		\$ 1,400
Conference attendance	\$ -	\$ -	\$ 600	\$ 600		\$ 1,200
<b>Total Direct Cost</b>	<b>\$ 580</b>	<b>\$ 2,520</b>	<b>\$ 2,240</b>	<b>\$ 1,940</b>		<b>\$ 9,580</b>
<b>Travel Costs</b>						
Travel Costs	\$ 600	\$ 1,000	\$ 600	\$ 600		\$ 2,800
<b>Total Travel Costs</b>	<b>\$ 600</b>	<b>\$ 1,000</b>	<b>\$ 600</b>	<b>\$ 600</b>		<b>\$ 2,800</b>
<b>TOTAL BASE COSTS</b>						<b>\$ 102,280</b>
				In-kind Facilities		<b>\$ 4,400</b>
				WSRA Grant Request		<b>\$ 97,880</b>

**In kind contribution of facilities by water conservancy districts or municipalities equals 5.1% of grant funds requested.**

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## SCHEDULE

Arkansas Roundtable Basin Implementation Plan Coordinator Schedule					
<b>Task 1 Convene &amp; Educate</b>	Convene 3-4 subregional meetings, identify priority projects for development and funding				
<b>Task 2 Facilitate &amp; Develop SOW</b>	Facilitate 18-24 project specific meetings to develop Scope of Work & Project Team				
<b>Task 3 Funding Alternatives</b>	Prepare and implement funding strategies for 3-6 projects within the Arkansas BIP				
<b>Task 4 Project Management</b>	Support Ark RT & Ark RT Executive Committee, facilitate project development, track progress				
<b>Schedule</b>	NTP + 3 months	NTP + 6 months	NTP + 9 months	NTP + 12 months	
<b>Task 1</b>					
<b>Task 2</b>					
<b>Task 3</b>					
<b>Task 4</b>					