



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

March 30, 2016

Mancos Conservation District
Attn: Gretchen Rank, Manager
P.O.Box 694
Mancos, CO 81328

RE: Notice to Proceed – WSRA Grant – **POGG1 2016-795** - Mancos River Habitat & Diversion Project Phase III in the Southwest River Basin

Dear Gretchen,

This letter is to inform you that the purchase order (PO) to assist in the above WSRA grant project was approved on March 30, 2016. The attachments will serve as your original grant contracting documents.

With the executed PO, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through September 30, 2017. As a courtesy, an additional 90 days has been added to the PO end date for completion. Please provide the project name, PO number, and basin when corresponding with or invoicing 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 of the project manager.

If an extension to the project is necessary, a formal letter of request must be submitted to the project manager along with a proposed completion date **60 days** prior to the current expiration date. There will be no prior notice from the CWCB grant manager informing the grantee that the project is approaching its deadline, therefore the grantee must monitor the completion progress accordingly.

If you have any questions or concerns regarding the project, please contact Craig Godbout, Project Manager at [303-866-3441 x3210](tel:303-866-3441) or at craig.godbout@state.co.us. You can contact me at 303-866-3441 ext. 3250 for invoicing and payment disbursement questions.

Thank you.

Sincerely,

//s//

Doriann Vigil
Program Assistant II
O 303-866-3441 ext. 3250
1313 Sherman Street, Rm. 719
Denver, CO 80203
Dori.vigil@state.co.us / cwcb.state.co.us

cc: Ann Oliver
Craig Godbout, CWCB Project Manager
Attachments





STATE OF COLORADO
Department of Natural Resources

ORDER
Number: POGG1 PDAA 2016000000000000795
Date: 03/21/16
Description: PDAA 2500 WSRA GRANT Mancos Conservation District
Effective Date: 03/29/16 Expiration Date: 09/30/17
BUYER
Buyer:
Email:
VENDOR
MANCOS CONSERVATION DISTRICT
PO BOX 694
MANCOS, CO 81328-0694
Contact:
Phone:
** IMPORTANT **
The order number and line number must appear on all invoices, packing slips, cartons and correspondence
BILL TO
COLORADO WATER BOARD CONSERVATION
1313 SHERMAN STREET, ROOM 718
DENVER, CO 80203
SHIP TO
COLORADO WATER BOARD CONSERVATION
1313 SHERMAN STREET, ROOM 718
DENVER, CO 80203
SHIPPING INSTRUCTIONS
Delivery/Install Date:
F.O.B: FOB Dest, Freight Allowed
VENDOR INSTRUCTIONS:
Line Item Commodity/Item Code UOM QTY Unit Cost Total Cost MSDS Req.
1 G1000 0 0.00 \$59,000.00
Description: PDAA 2500 WSRA GRANT Mancos Conservation District
Service From: 03/29/16 Service To: 09/30/17
TERMS AND CONDITIONS
https://www.colorado.gov/osc/purchase-order-terms-conditions
DOCUMENT TOTAL = \$59,000.00

Exhibit A
Statement of Work
Date: January 4, 2015

WATER ACTIVITY NAME – Mancos River Habitat and Diversion Project Phase III

GRANT RECIPIENT – Mancos Conservation District

FUNDING SOURCE – Water Supply Reserve Account Basin Fund (proposed)

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 Mancos River Habitat and Diversion Project – Phase III is a multipurpose project building on and integrating the products of Phases I and II. Phase III will continue to implement the findings developed in the Mancos River Diversion Project- Phase I to improve the ecological and agricultural function of an additional 1.5-mile reach of the lower East Mancos River. In addition, Phase III will integrate existing data into an assessment of the resiliency of the Mancos River to support multiple values and uses, in light of a changing climate.

This multi-purpose project will complete two simultaneous efforts. One effort will physically improve the agricultural and ecological function of a 2-mile reach of the East Mancos River, by installing improved diversion structures at 3 irrigation ditch headings. The improved structures will save irrigators annual maintenance costs, while also allowing fish and sediment passage at higher flows, and promoting channel stability. The other effort will convene a collaborative process to integrate existing data into an assessment of the resiliency of the Mancos River in light of a changing climate. This stakeholder assessment will be useful to land owners and managers interested in where/how to invest resources to maintain/improve the value of the Mancos River for multiple uses into the future.

Many partners have already collaborated with and supported the Mancos Conservation District to lay the foundations for accomplishing these objectives. Among them are the Southwestern Water Conservation District, Mountain Studies Institute, Mesa Verde National Park, Trout Unlimited, the Ute Mountain Ute Tribe, the San Juan National Forest, the Samson, Giles and Graybeal Ditches, MCD board members and staff, private landowners along the Mancos River (see Exhibit C for letters of support), and local volunteers. Objective 1 will implement designs produced with support from the Southwestern Water Conservation District under the Mancos Diversion Project grant to the Mancos Conservation District. Work on Objective 2 has already begun with a series of five Mancos River Restoration meetings facilitated by Mountain Studies Institute staff with Mancos Valley Watershed Group stakeholders between April and October 2015.

OBJECTIVES

List the objectives of the project

The objectives of the Mancos River Habitat and Diversion Project – Phase III are:

- 1) To further the efforts begun in the Mancos River Habitat and Diversion Project – Phases I and II to decrease the time and costs incurred in diverting irrigation water at 3 irrigation diversions, while also*

improving channel function and fish passage on the reach of East Mancos River stretching from the West Fork upstream to just above the Middle Fork.

- 2) *To complete the effort begun by the Mancos Conservation District, Mountain Studies Institute and the Mancos River Watershed Group in 2015 to integrate existing data into an assessment of the resilience of the Mancos River to continue to meet multiple uses and values in the face of changing climate conditions.*

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Complete Mancos River Resiliency Assessment

Develop a Mancos River Resilience Report publication for stakeholder and public use. The Assessment, in a report card format, will outline current conditions and existing data on the Mancos River and identify areas of needed data and information. The purpose of this collaborative Mancos River Resilience Assessment is two-fold: 1) to compile the wealth of Mancos River data that currently exists within various entities and forms into one usable reference, and 2) assess the overall functional condition of the Mancos River through the lens of climate resiliency to inform future restoration strategies in light of a changing climate. The Assessment will be helpful in addressing private and public land managers concerns regarding where and how effort and resources can be invested in order to maintain or improve the resilience and value of the Mancos River for multiple uses (environmental, agricultural, municipal, industrial) into the future.

Method/Procedure

- *Host a full-day science workshop to
 - *Complete follow-up of the October 1 data sharing meeting*
 - *Agree on Mancos River Resilience metrics**
- *Develop a Mancos River Resilience Report
 - *complete an assessment of the current conditions based on existing data*
 - *develop a list of further information needed to assess resilience metrics*
 - *design, edit and publish a “Mancos River Resilience Report”**
- *Host a 2-hour stakeholder meeting in Mancos to share draft Mancos River Resilience Report to the public and invite feedback (1 hour presentation, with discussion)*

Deliverables

One science workshop with notes summarizing results shared online; Mancos River Resilience Report publication (official title TBD) shared online, and 1 public community meeting hosted by Mancos River Watershed Group and Mancos Conservation District.

TASK 2 – Design Diversion Improvements.

Design improved diversion structures for the Graybeal, Giles and Samson Ditches.

Method/Procedure

- *Southwester Water Conservation District funded the Mancos Conservation District Mancos Diversion Project grant request in 2015.*
- *Mancos Conservation District contracted Russell Klatt in September 2015 to produce construction ready designs in AutoCad for the Graybeal, Giles and Samson Ditches.*
- *Mancos Conservation District received and payed for the final designs in November 2015.*

Deliverables

Construction-ready design drawings for new diversion structures at the Graybeal, Giles and Samson Ditches.

TASK 3 – Install Diversion Improvements.

Installation of 3 diversion structures as designed in Task 2.

Method/Procedure

1. *Purchase construction materials.*
2. *Hire local trucking company to transport materials from source to project site.*
3. *Provide construction staking and construction oversight*
4. *Hire large track excavator to install structures.*
5. *Site clean-up (smooth grade disturbed areas and excavated materials).*

Deliverable

Three irrigation diversion structures installed at the Graybeal, Giles and Samson Ditches on the East Mancos River.

TASK 4 – Administer, coordinate, manage and report on the project.

Coordinate completion of tasks 1-4 by various partners, funders and Mancos Conservation District, as well as writing and circulating progress reports and final project report. Provide fiscal administration of the grant.

Method/Procedure

Arrange meetings, liaison with funding agencies, track and document project progress, track match and invoices, prepare reimbursement requests, administer grant, write and circulate progress reports to funding agencies and MCD Board, liaison with watershed partners and stakeholders, contractors, ditch companies.

Deliverable

Coordination of Tasks 1-4, progress reports every 6 months, and a final report documenting the methods, costs and outcomes of the project, including pre- and post-project photographs, and deliverables for each task.

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.

| Task | Description | CWCB Funds | | Other Funding Cash | | Other Funding In-Kind^ | | | |
|------|-----------------------------------------------------------|---------------------|-------------------------|---------------------|---------------------|------------------------|--------------------|------------------|-------------------------------|
| | | Labor* | Materials and Equipment | MCD | NPS | MCD | MSI | NPS | Other Entities and Volunteers |
| 1 | Complete Mancos River Resilience Assessment | \$ 10,430.00 | \$ - | \$ - | \$ 2,500.00 | \$ 848.00 | \$ 2,148.00 | \$ 877.00 | \$ 3,935.00 |
| 2 | Design diversion structures. | \$ - | \$ - | \$ 2,800.00 | \$ - | \$ 500.00 | \$ - | \$ - | \$ 138.42 |
| 3 | Install diversion structures. | \$ 25,760.00 | \$ 14,910.00 | \$ 12,200.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4 | Administer, coordinate, manage and report on the project. | \$ 7,900.00 | \$ - | \$ 700.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | TOTALS | \$ 44,090.00 | \$ 14,910.00 | \$ 15,700.00 | \$ 2,500.00 | \$ 1,348.00 | \$ 2,148.00 | \$ 877.00 | \$ 4,073.42 |
| | TOTAL MATCH | | | | \$ 18,200.00 | | | | \$ 8,446.42 |
| | TOTAL REQUEST | | \$ 59,000.00 | | | | | | |

| *Labor Costs | | | | | | | |
|---------------------|-----------------------------------------------------------|--------------------|--------------------|--------------------|----------------------|-----------------------------------------------|---------------------|
| Task | Description | Project Personnel: | Project Manager | MCD Fiscal Admin. | Project Installation | Science Facilitation and Document Preparation | Total |
| | | Rate: | 70/hr | 5% | By job | 45-55/hr | |
| 1 | Complete Mancos Watershed Resilience Assessment | | \$ - | \$ - | \$ - | \$ 10,430.00 | \$ 10,430.00 |
| 2 | Design diversion structures. | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 3 | Install diversion structures. | | \$ - | \$ - | \$ 25,760.00 | \$ - | \$ 25,760.00 |
| 4 | Administer, coordinate, manage and report on the project. | | \$ 4,950.00 | \$ 2,950.00 | \$ - | \$ - | \$ 7,900.00 |
| | TOTALS | | \$ 4,950.00 | \$ 2,950.00 | \$ 25,760.00 | \$ 10,430.00 | \$ 44,090.00 |

BUDGET (continued)

| In-Kind Contributions | | | | | | | | | | | | | | | | | |
|------------------------------|-------------------|-------------------|-------------|-------------------|------------------------|-------------------------|----------|-------------------|-------------------|-------------------|----------|--------------------|----------------------------------|-------------------|----------|-----------|-------------------------|
| Task | Project Personnel | MCD Board Members | MCD Manager | Total MCD In-Kind | Landowner Field Visits | MSI Staff and Resources | NPS | Peter Stacey, UNM | Wild Utah Project | TU Staff and Vols | USFS | Colorado Extension | Professional Pro-bono Volunteers | Ute Mtn Ute Staff | CNHP | DRMS | Total In-Kind (minimum) |
| | Rate: | \$ 25.00 | \$ 20.00 | | \$ 23.07 | . | \$ 23.07 | 800/day | \$ 23.07 | \$ 23.07 | \$ 23.07 | \$ 23.07 | Varied | \$ 23.07 | \$ 23.07 | \$ 23.07 | |
| 1 | | \$ 688.00 | \$ 160.00 | \$ 848.00 | \$ - | \$2,148.00 | \$877.00 | \$ 400.00 | \$ 185.00 | \$ 81.00 | \$ 46.00 | \$ 46.00 | \$ 2,576.00 | \$ 358.00 | \$ 58.00 | \$ 185.00 | \$ 7,808.00 |
| 2 | | \$ 500.00 | \$ - | \$ 500.00 | \$ 138.42 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 638.42 |
| 3 | | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4 | | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$1,188.00 | \$ 160.00 | \$1,348.00 | \$ 138.42 | \$2,148.00 | \$877.00 | \$ 400.00 | \$ 185.00 | \$ 81.00 | \$ 46.00 | \$ 46.00 | \$ 2,576.00 | \$ 358.00 | \$ 58.00 | \$ 185.00 | \$ 8,446.42 |

~ This row reflects in-kind contributions of professional time. Where the pay rate of a professional is not known, their time is valued at the Independent Sector Estimated Value of Volunteer Time (\$23.07/hr). Time and mileage contributed to attend meetings are not included.

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.

| Schedule | | | |
|-----------------|----------------------------------------------------------|-------------------|-------------------|
| Task | Description | Target Start Date | Target Completion |
| 1 | Complete Mancos Watershed Resilience Assessment | NTP | 6/30/2017 |
| 2 | Design diversion structures. | . | 11/30/2015 |
| 3 | Install diversion structures. | NTP | 12/31/2016 |
| 4 | Administer, Coordinate, manage and report on the project | NTP | 6/30/2017 |
| | TOTALS | | |