



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

April 6, 2016

City of Greeley  
Attn: Rebecca Safarik, Assistant City Manager  
1000 10<sup>th</sup> Street  
Greeley, CO 80631

RE: Notice to Proceed – WSRA Grant – **POGG1 2016-798** - Greeley Area Cache la  
Poudre Greenway Corridor Project in the South Platte River Basin

Dear Rebecca,

This letter is to inform you that the purchase order (PO) to assist in the above WSRA grant project was approved on April 6, 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 from April 7, 2016 through April 30, 2017. 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 **30 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 Brent Newman, Project Manager at [303-866-3441 x3222](tel:303-866-3441) or at [brent.newman@state.co.us](mailto:brent.newman@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](tel:303-866-3441)  
1313 Sherman Street, Rm. 719  
Denver, CO 80203  
[Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.us](http://cwcb.state.co.us)

Attachments





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 20160000000000000798		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 03/21/16						
Description: WSRA GRANT PDAA 2500 City of Greeley, Greeley Area Cache LP		<b>BILL TO</b> COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 04/07/16      Expiration Date: 04/30/17						
<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>				
CITY OF GREELEY 1000 10TH ST GREELEY, CO 80631-3808		Delivery/Install Date: F.O.B: FOB Dest, Freight Allowed				
Contact: Rebecca Safarik		<b>VENDOR INSTRUCTIONS:</b>				
Phone: 970-350-9785						
<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	\$40,000.00	<input type="checkbox"/>
Description: WSRA GRANT PDAA 2500 City of Greeley, Greeley Area Cache LP						
Service From: 04/07/16      Service To: 04/30/17						
<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 = \$40,000.00</b>						

**Exhibit A**  
**Statement of Work**  
**Date: October 31, 2015**

**WATER ACTIVITY NAME** – Greeley Area Cache la Poudre Greenway Corridor Project

**GRANT RECIPIENT** – City of Greeley

**FUNDING SOURCE** - **Water Supply Reserve Account**  
**(City of Greeley, CWCB State Account, CWCB Basin 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)

This project will complete a Cache la Poudre Greenway Corridor Master Plan in the Greeley/Windsor Reach of the river to align and blend a number of existing studies, guides and plans into a single corridor and water activity planning tool. Over recent years, a number of river plans and studies have collected considerable and useful data and information but with limited scope, resulting in projects that may unintentionally be at cross purpose or that, conversely, do not realize their full potential. With limited resources, and especially using public funds, it is critical to provide good stewardship of such resources and to support creative and innovative approaches to achieve imaginative, beneficial, and supported water activities. This Plan will overlay information from a variety of existing resources to create a single reference framework and common language to describe the river corridor and leverage objectives defined for flood hazard mitigation, agricultural, recreational, environmental, land use, educational, water quality and storage, transportation, and preservation to form the basis of a coordinated and complementary approach to its future development and use.

**OBJECTIVES**

List the objectives of the project

Key objectives of this study:

- A. Recognition of the comprehensive range of entities engaging with the Cache la Poudre corridor and their respective roles;
- B. Development of a common platform/dashboard from which to share information about the river corridor to leverage beneficial research, information and land use and limit supply shortages;
- C. Complete a Cache la Poudre Greenway Corridor Master Plan to guide the use and development of the corridor for perpetually beneficial purposes, aligned with the partnership entities.

This will be accomplished with the following action steps, using the Poudre Initiative Partnership Team (20+ member, multi-jurisdictional and inter-agency group described in the application):

## **TASKS**

Provide a detailed description of each task using the following format

### **TASK 1 – [Inventory]**

#### Description of Task

Inventory all relevant Cache la Poudre –related plans, studies, and projects

#### Method/Procedure

1. Define the scope of work to be collected (studies, data, projects based on geographic area of influence, time frame/completion date of work, contact agency/representative, purpose of work, outcomes, implementation actions)
2. Contact all Poudre Initiative Partners to obtain copies of their work products, do literature and study search, review state and other agency records.

#### Deliverable

Collection of document descriptions

### **TASK 2 – [Matrix/Dashboard]**

#### Description of Task

Develop a master matrix/dashboard of the plans, studies & projects

#### Method/Procedure

1. Catalogue, categorize, and describe the scope, information/purpose, data, mapping, and related components of the various plans, studies & projects
2. Cross reference areas of common or complementary purpose by geographic area
3. Identify the objectives and action steps with each work product

#### Deliverable

Completed matrix/dashboard depicting Cache la Poudre work products, interface components, goals and objectives, and schedule of action steps by work area

### **TASK 3 – [Greenway Corridor Master Plan]**

#### Description of Task

Identify the optimal range of land and water use activities for each property contained within the Cache la Poudre river corridor, as reflected by the partnership matrix

#### Method/Procedure

1. Use the Matrix/Dashboard to describe and graphically depict optimal land and water use activities in the Greenway River Corridor;

2. Engage a public review process (open house, web info, land owner contact) to invite review, comment, and discussion about the suggested land and water use alternatives
3. Synthesizing the matrix/dashboard and public comment, complete a proposed land and water use Cache la Poudre Greenway River Corridor Master Plan, including important opportunity driven action steps;
4. Present the plan for formal review/acceptance by the area governmental entities and related groups as a common framework policy and action plan guidance document;
5. Identify priority or timely objectives and action steps for follow-up and develop a common work program for such items

**Deliverable**

Comprehensive Cache la Poudre Greenway Master Plan for the Greeley/Windsor reach to the river's confluence with the South Platte River

**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 - Inventory	\$12,000	\$ 3,000	\$ 3,448	\$15,000
Task 2 - Matrix	\$18,000	\$ 4,500	\$ 5,172	\$22,500
Task 3 - Plan	\$30,000	\$ 7,500	\$ 8,620	\$37,500
In-Kind Contributions*	(\$14,208)*	(\$ 3,552)*		(\$17,760)*
Total Costs:	\$60,000	\$15,000	\$17,240**	\$75,000

\* distributed between and included in the totals for each column

\*\* distributed between and included in the totals for each column

### Example Titles

Example Project Personnel:	Project Manager	Consultant (research, data synthesis)	Project Team member participation	Community promotion & engagement	Graphics/ Designer (consultant)	Clerical & admin support		Total Costs
Hourly Rate:	\$40	\$75	\$30	\$30	\$60	\$16		
Task 1 - Inventory	\$ 1,600	\$ 7,232	\$ 2,880			\$ 288		\$12,000
Task 2 - Matrix	\$ 2,400	\$11,244	\$ 2,880		\$ 900	\$ 576		\$18,000
Task 3 - Plan	\$ 4,000	\$12,084	\$ 4,000	\$ 1,200	\$ 8,140	\$ 576		\$30,000
Total Hours:	200	410	320*	40	150	90		
Cost:	\$ 8,000	\$30,720**	\$ 9,600	\$1,200	\$ 9,040	\$1,440		\$60,000

\* divided among 10 team members

\*\* difference of \$160 due to rounding

### Other Direct Costs

Item:	Copies	Maps	Communication	Out of pocket		Total
Units: Unit Cost*:	No.	No.	Flyers, Ads	Mileage		
Task 1 -Inventory	\$ 1,500	\$ 1,000		\$ 500		\$ 3,000
Task 2 - Matrix	\$ 2,500	\$ 1,500		\$ 500		\$ 4,500
Task 3 - Plan	\$ 1,425	\$ 3,325	\$ 2,000	\$ 750		\$ 7,500
Total Units:						
Total Cost:	\$ 5,425	\$ 5,825	\$ 2,000	\$1,750		\$15,000

\* Not estimated on per unit basis but based on other contracts/experience; can estimate further upon request

In-Kind Contributions (If Applicable)				
Project Personnel:				Total
Hourly Rate:				
Task 1 - Inventory				
Task 2 - Matrix				
Task 3 - Plan				
Total Hours:				
Total Cost:				

\* In kind donations (personnel costs) of \$14, 208) and in kind (\$3,552) for a total of \$17,760 have been built into the schedule as noted in the first table for the project manager and project team participation as a conservative estimate

## 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 + 90 days
2	Upon NTP	NTP + 180 days
3	Upon NTP	NTP + 365 days

NTP = Notice to Proceed

### Example 2

Task	First 6 Months						Second 6 Months					
	2016 – 1 <sup>st</sup> Qtr			2016 – 2 <sup>nd</sup> Qtr			2016 – 3 <sup>rd</sup> Qtr			2016 – 4 <sup>th</sup> Qtr		
1 - Inventory												
2 - Matrix												
3 - Plan												
Final Reports												

## 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 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**

#### **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.