



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

May 26, 2016

Colorado Livestock Association
Dba Colorado Agricultural Water Alliance
c/o Greg Peterson
2425 35th Ave, #202
Greeley, CO 80634-4171

RE: Notice to Proceed – WSRA Grant – **POGG1 2016-943** – CAWA Agricultural Water Workshop

Dear Greg,

This letter is to inform you that the purchase order (PO) to assist in the above WSRA grant project was approved on May 26, 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 August 31, 2016. 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 or at 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
1313 Sherman Street, Rm. 719
Denver, CO 80203
Dori.vigil@state.co.us / cwcb.state.co.us

cc: William Hammerich, CEO
Attachments





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 20160000000000000943		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 05/26/16						
Description: WSRAPDAA2500 CAWA Agricultural Water Workshop		BILL TO COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 05/26/16 Expiration Date: 08/31/16						
BUYER		SHIP TO				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
VENDOR		SHIPPING INSTRUCTIONS				
COLORADO LIVESTOCK ASSOCIATION		Delivery/Install Date:				
2425 35TH AVE #202		F.O.B: FOB Dest, Freight Allowed				
GREELEY, CO 80634-4171		VENDOR INSTRUCTIONS:				
Contact: .						
Phone: .						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$2,250.00	<input type="checkbox"/>
Description: WSRAPDAA2500 CAWA Agricultural Water Workshop						
Service From: 05/26/16 Service To: 08/31/16						
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$2,250.00						

Exhibit A
Statement of Work
Date:

WATER ACTIVITY NAME – CAWA Agricultural Water Workshop

GRANT RECIPIENT – CLA dba Colorado Ag Water Alliance

FUNDING SOURCE - \$2,550 South Platte Basin Account (No Statewide funds requested)

INTRODUCTION AND BACKGROUND

The Colorado Ag Water Alliance (CAWA), is an association of agricultural organizations that represent a variety of producers across the state and in the South Platte Basin. CAWA aims to disseminate information so that producers can make better choices in regard to Colorado’s water resources. CAWA has worked to advance knowledge concerning water issues facing the agricultural sector in Colorado. A lot of attention has been devoted to water conservation and increasing irrigation efficiency. We have worked to better communicate the legal, physical, and economic factors that constrain farmers who are trying to conserve water to be transferred for other uses. It is necessary to specify what agricultural water can be conserved and transferred and what cannot, especially when there is a significant water supply gap to be met.

This request for funding seeks \$2,550 to run a day-long workshop in the South Platte Basin for agricultural producers and professionals interested in agricultural water conservation. The focus of his meeting will be about the finalized Colorado Water Plan and a “Use it or lose it” component that discusses misconceptions and issues about the implications of agricultural water conservation in Colorado. This project will require an event coordinator to organize and implement a day-long workshop at Morgan County Fairgrounds in Brush. The budget will include food, event materials, and accommodations for speakers.

OBJECTIVES

The project objectives are:

1. Further the involvement and learning for all South Platte Basin/Colorado citizens as we move towards 2050.
2. Implement a day-long workshop to further understanding of water conservation and irrigation efficiency in the agricultural sector, and disseminate information from the finalized Colorado Water Plan. It is CAWA’s long-term goal to implement this same workshop throughout the state.
3. Work to support the future of Ag in Colorado and close the “Ag water gap” through water-use efficiency improvement.

The funds will support:

1. Administration costs to design and implement the workshop.
2. Provide a venue (Morgan County Fairgrounds), food, and materials for people participating in the conference. Also, provide accommodations and assistance to speakers attending the workshop.
3. CAWA is asking for \$2,550 from WSRA basin account funds. WSRA funds are 50% of the total workshop cost of \$5,100. Matching funds are as follows: \$2,550 from the Colorado Ag Water Alliance.

TASKS

TASK 1 – Ag Water Workshop

Description of Task

Outreach and discussion meeting in the South Platte Basin.

Method/Procedure

The event coordinator will supervise the development, implementation, and administration of this event.

Deliverable

The deliverable for this task will be the completion of this meeting and dissemination of information.

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 - (Specify name of task)	800	4,300		5,100
In-Kind Contributions		2,550		2,550
Total Costs:	800	4,300		

Example Titles

Example Project Personnel: Hourly Rate:	Coordinator							Total Costs
Task 1 -	40							
Total Hours:	20							
Cost:	800							800

Other Direct Costs

Item:	Copies	Catering	Venue	Speakers' Accommodations		Total
Units: Unit Cost:						
Task 1 - Workshop	\$3	\$13	\$650	\$150		
Total Units:	200	200	1	3		
Total Cost:	600	2,600	650	450		4,300

In-Kind Contributions (If Applicable)

Project Personnel: Hourly Rate:				Total
Task 1 -				
Total Hours:				
Total Cost:				

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 - Workshop	Upon NTP	NTP + 60 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.