

**Water Supply Reserve Account – Grant and Loan Program**  
**Water Activity Summary Sheet**  
**September 21-22, 2016**  
**Agenda Item 19(c)**

**Applicant & Fiscal Agent:** Huerfano County Water Conservancy District

**Water Activity Name:** Arkansas Roundtable BIP Coordinator - Phase 2

**Water Activity Purpose:** Educational & Multipurpose

**County:** All Counties w/in Arkansas Basin

**Drainage Basin:** Arkansas

**Water Source:** Arkansas River and all tributaries

**Amount Requested/Source of Funds:** \$20,267 Arkansas Basin Account  
\$40,533 Statewide Account  
\$60,800 Total Grant Request

**Matching Funds:** Basin Account Match (\$20,267) = 33.3% of total grant request;  
This is an ABRT initiated BIP effort, as such no matching funds are required.  
(refer to *Funding Summary/Matching Funds* section)

<b>Staff Recommendation:</b>
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Staff recommends approval of up to \$20,267 from the Arkansas Basin Account; and \$40,533 from the Statewide Account to help fund the project titled: Arkansas Roundtable BIP Coordinator - Phase 2.
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**Water Activity Summary:** The Arkansas Basin Roundtable's 2015 Basin Implementation Plan identified over 500 individual needs throughout the basin which were generated from Roundtable members, 17 public meetings around the basin as well as from state and federal agencies. About 300 projects are conceptual or planned and 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. A BIP Coordinator has proven to be a position which can proactively bring parties together in support of feasible solutions in order to move identified needs and concepts forward through planning, financing and construction to completion. At the direction of the Arkansas Basin Roundtable Executive Committee the objectives of continuing the BIP Coordinator position are:

Conduct outreach to entities with identified needs but which lack the capacity for project development and/or coordination with state and federal agencies. Bring projects forward on behalf of small or challenged project proponents and regional collaborations.

Identify and coordinate WSRA and non-WSRA funding alternatives for project feasibility, planning, permitting, design and construction.

Maintain and update the Basin Needs Database, identifying opportunities for regional collaboration and multi-purpose projects to address identified and future basin needs.

Recommend projects for phased development to the Arkansas Basin Roundtable Executive Committee for addition to the Major Needs List.

Support the Arkansas Basin Roundtable in the implementation of its Basin Plan by accomplishing designated administrative and non-administrative tasks, and by coordinating with the Arkansas River Watershed Collaborative, the Arkansas River Basin Water Forum, and the PEPO Working Group.

**Discussion:** This grant is consistent with the next steps for implementation identified by the roundtables, the IBCC, and the CWCB, as well as in Colorado's Water Plan. The coordinator will be focused on small entities within the basin which are unable to develop strategies to address local water resources issues without assistance. The grant will also sustain and increase momentum for meeting the needs of the Arkansas Basin through the roundtable through specific tasks, such as keeping the Needs Database current on the Roundtable website.

**Issues/Additional Needs:** No issues or additional needs have been identified.

**Threshold and Evaluation Criteria:**

The application meets all four Threshold Criteria.

**Tier 1-3 Evaluation Criteria:**

This activity has undergone review and evaluation and staff has determined that it satisfies the Evaluation Criteria. Please refer to WSRA Application for applicant's detailed response.

**Funding Summary/Matching Funds:**

<u>Funding Source</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>
WSRA Arkansas Basin Account	\$20,267	n/a	\$20,267
WSRA Statewide Account	\$40,533	n/a	\$40,533
<b>Total Project Costs</b>	<b>\$60,800</b>	<b>n/a</b>	<b>\$60,800</b>

**CWCB Project Manager (interim):** Craig Godbout

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 will help promote the development of a common technical platform. In accordance with the revised WSRA Criteria and Guidelines, staff would like to highlight additional reporting and final deliverable requirements. The specific requirements are provided below.

**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 scope 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.

**Engineering:** All engineering work (as defined in the Engineers Practice Act (§12-25-102(10) C.R.S.)) performed under this grant shall be performed by or under the responsible charge of professional engineer licensed by the State of Colorado to practice Engineering.

# Arkansas Basin Roundtable

July 13, 2016

Via Electronic Mail: [craig.godbout@state.co.us](mailto:craig.godbout@state.co.us)

Mr. Craig Godbout  
Colorado Water Conservation Board  
1313 Sherman Street, Room 721  
Denver, CO 80203

Re: Water Supply Reserve Account Grant Application: Arkansas Basin Roundtable Basin Implementation Plan ("BIP") Coordinator – Year 2

Dear Craig:

At its July 13, 2016 meeting, the Arkansas Roundtable approved the Arkansas Basin Roundtable BIP Coordinator – Year 2 grant application for \$20,267 in Basin Funds and \$40,533 in Statewide Funds. There were no dissenting opinions expressed in the consensus decision.

For Year 2, the Scope of Work was revised to place increased emphasis on the funding task. With respect to the Colorado Water Plan, this project directly supports Objective G. Funding: *Develop near-term funding opportunities whereby the smallest amount of funding possible has the greatest benefit to implementing Colorado's Water Plan.* From the perspective of the Arkansas Basin Roundtable, this Year 2 continuation of the BIP Coordinator also supports Objective E. Storage: *Assess and promote opportunities for multipurpose and multi-partner storage projects that address strategic needs.*

As Vice Chairman of the Arkansas Basin Roundtable, I am providing you with this approval letter because our Chairman, Mr. Sandy White, is also Chair of the fiscal agent of the grant, Huerfano County Water Conservancy District. Should you have any questions or concerns, please feel free to contact me either by telephone, 719-584-0233, or by email, [tbook@pueblowater.org](mailto:tbook@pueblowater.org).

Sincerely,



Terry R. Book  
Vice Chair

Copy via email:

Applicant  
ABRT Executive Committee



# COLORADO WATER CONSERVATION BOARD



## WATER SUPPLY RESERVE ACCOUNT APPLICATION FORM

**Today's Date:** June 29, 2016

Arkansas Basin Roundtable BIP Coordinator (year 2)

### Name of Water Activity/Project

Huerfano County Water Conservancy District

### Name of Applicant

Arkansas Basin

**Amount from Statewide Account:**

\$40,533

**Amount from Basin Account(s):**

20,267 [1/3]

**Total WSRA Funds Requested:**

\$60,800

### Approving Basin Roundtable(s)

*(If multiple basins specify amounts in parentheses.)*

**FEIN: 84-0935026**

### Application Content

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### Required Exhibits

- A. Statement of Work, Budget, and Schedule
- B. Project Map
- C. As Needed (i.e. letters of support, photos, maps, etc.)

### Appendices – Reference Material

- 1. Program Information
- 2. Insurance Requirements
- 3. WSRA Standard Contract Information (Required for Projects Over \$100,000)
- 4. W-9 Form (Required for All Projects Prior to Contracting)
- 5. Synopsis of BIP Coordinator Activities, October 2015 through April 2016.
- 6. Emails commending BIP work

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Revised October 2013

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### **Instructions**

To receive funding from the Water Supply Reserve Account (WSRA), a proposed water activity must be approved by the local Basin Roundtable **AND** the Colorado Water Conservation Board (CWCBC). The process for Basin Roundtable consideration and approval is outlined in materials in Appendix 1.

Once approved by the local Basin Roundtable, the applicant should submit this application **with a detailed statement of work including budget and schedule as Exhibit A** to CWCBC staff by the application deadline.

WSRA applications are due with the roundtable letter of support 60 calendar days prior to the bi-monthly Board meeting at which it will be considered. Board meetings are held in January, March, May, July, September, and November. Meeting details, including scheduled dates, agendas, etc. are posted on the CWCBC website at: <http://cwcb.state.co.us> Applications to the WSRA Basin Account are considered at every board meeting, while applications to the WSRA Statewide Account are only considered at the March and September board meetings.

When completing this application, the applicant should refer to the WSRA Criteria and Guidelines available at: <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Documents/WSRACriteriaGuidelines.pdf>. In addition, the applicant should also refer to the [Supplemental Scoring Matrix](#) applied to Evaluation Criteria Tiers 1-3 for Statewide Account requests .

The application, statement of work, budget, and schedule **must be submitted in electronic format** (Microsoft Word or text-enabled PDF are preferred) and can be emailed or mailed on a disk to:

Craig Godbout - WSRA Application  
Colorado Water Conservation Board  
1313 Sherman St., Room 721  
Denver, CO 80203  
[Craig.godbout@state.co.us](mailto:Craig.godbout@state.co.us)

If you have questions or need additional assistance, please contact Craig Godbout at: 303-866-3441 x3210 or [craig.godbout@state.co.us](mailto:craig.godbout@state.co.us).

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### Part I. - Description of the Applicant (Project Sponsor or Owner);

1.	Applicant Name(s):	Huerfano County Water Conservancy District (HCWCD)		
	Mailing address:	P.O. Box 442 La Veta, CO 81055		
	FEIN #:	84-0935026		
	Primary Contact:	Michael D. (Sandy) White	Position/Title:	President
	Email:	<a href="mailto:sandy@white-jankowski.com">sandy@white-jankowski.com</a>		
	Phone Numbers:	Cell: 720-635-9403	Office:	719-742-6164
	Alternate Contact:	Carol Dunn	Position/Title:	District Administrator
	Email:	<a href="mailto:cdunn@cad-1.com">cdunn@cad-1.com</a> or <a href="mailto:hcwcdistrict@gmail.com">hcwcdistrict@gmail.com</a>		
	Phone Numbers:	Cell: 719-989-7259	Office:	719-742-3597

### 2. Eligible entities for WSRA funds include the following. What type of entity is the Applicant?

- ☐ Public (Government) – municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities and the local entity should be the grant recipient. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
- ☒ Public (Districts) – authorities, Title 32/special districts, (conservancy, conservation, and irrigation districts), and water activity enterprises.
- ☐ Private Incorporated – mutual ditch companies, homeowners associations, corporations.
- ☐ Private individuals, partnerships, and sole proprietors are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
- ☐ Non-governmental organizations – broadly defined as any organization that is not part of the government.

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3. Provide a brief description of your organization

The Huerfano County Water Conservancy District (HCWCD or District), formed by court decree in 1971, responds to local and regional needs by protecting and stabilizing the county's water resources, including the Huerfano and Cucharas Rivers, tributary streams and groundwater. The District actively participates in the Arkansas Basin Roundtable (ABRT) and is pleased to be able to act as the applicant and fiscal agent for this grant to fund the ABRT's BIP Coordinator. While other Roundtable members may be of much wider influence, the HCWCD has the good fortune to have been de-Bruced, making it an ideal fiscal agent, i.e. one without TABOR limitations.

4. If the Contracting Entity is different then the Applicant (Project Sponsor or Owner) please describe the Contracting Entity here. N/A
5. Successful applicants will have to execute a contract with the CWCB prior to beginning work on the portion of the project funded by the WSRA grant. In order to expedite the contracting process the CWCB has established a standard contract with provisions the applicant must adhere to. A link to this standard contract is included in Appendix 3. Please review this contract and check the appropriate box.

☒ The Applicant will be able to contract with the CWCB using the Standard Contract

☐ The Applicant has reviewed the standard contract and has some questions/issues/concerns. Please be aware that any deviation from the standard contract could result in a significant delay between grant approval and the funds being available.

6. The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

There are no relevant TABOR issues affecting the applicant.



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### Part II. - Description of the Water Activity/Project

1. What is the primary purpose of this grant application? (Please check only one)

☐ Nonconsumptive (Environmental or Recreational)

☐ Agricultural

☐ Municipal/Industrial

☐ Needs Assessment

☒ Education

☒ Other      Explain:

2. If you feel this project addresses multiple purposes please explain.

Now in its second year, this project will continue to implement solutions to basin needs as identified in the 2015 Arkansas Basin Implementation Plan, to educate basin citizens on the Ark BIP and to expand the potential for funding of projects.

3. Is this project primarily a study or implementation of a water activity/project? (Please check only one)

☐ Study

☒ Implementation

4. To catalog measurable results achieved with WSRA funds can you provide any of the following numbers?

New Storage Created (acre-feet)

New Annual Water Supplies Developed, Consumptive or Nonconsumptive (acre-feet)

Existing Storage Preserved or Enhanced (acre-feet)

Length of Stream Restored or Protected (linear feet)

Length of Pipe/Canal Built or Improved (linear feet)

Efficiency Savings (acre-feet/year OR dollars/year – **circle one**)

Area of Restored or Preserved Habitat (acres)

☒ Other -- Explain:

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4. To help us map WSRA projects please include a map (Exhibit B) and provide the general coordinates below:

Latitude: 38.2544° N

Longitude: 104.6091° W

5. Please provide an overview/summary of the proposed water activity (no more than one page). Include a description of the overall water activity and specifically what the WSRA funding will be used for. A full **Statement of Work** with a detailed budget and schedule is required as **Exhibit A** of this application.

With modifications born of experience, this activity continues the ABRT's BIP Coordinator's position for a second year. Engaged and supervised by the roundtable's Executive Committee, that part-time position carries out the 2015 Arkansas BIP by facilitating Identified Projects and Processes contained in the BIP Master Needs List established and updated by the Roundtable. Special emphasis is given to assisting disadvantaged communities, typically small, rural, and poor communities which have a significant need but lack the institutional capacity to define and manage projects and, frequently, do not have the financial ability to retain grant writers and project managers.

During the position's initial year, the Coordinator's charge was to move 3-6 subregional projects forward to funding and implementation together with outreach functions. In doing so, as shown more specifically in **Appendix 5**, the Coordinator participated in the preparation of the following projects, *inter alia*: Fort Lyons Tail Water Study, Upper Ark Multi-Use Project, East Otero County Phreatophyte Control Project; North La Junta Flood Mitigation Project, McClave Water Line Repair, Purgatoire Ditch Infrastructure Repair, and Fountain Creek Transit Loss Software Update. In addition, the Coordinator updated the ABRT's data base and provided support to the AWRC Coordinator, the CWCB Finance Committee regarding funding options, the PEPO working group, and the Arkansas River Basin Water Forum. Notes of commendation are included in **Appendix 6**.

During the second year, BIP Coordinator will support the Roundtable and manage projects in moving an additional 3-6 projects to funding and implementation. As during the first year, the Coordinator will be supervised by the ABRT's Executive Committee. This year, however, one committee member will be designated as the Coordinator's "Point of Contact" (POC) and will be charged with addressing issues raised by the Coordinator that must be taken care of between monthly committee meetings.

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### Part III. – Threshold and Evaluation Criteria

1. Describe how the water activity meets these **Threshold Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines.)

- a) The water activity is consistent with Section 37-75-102 Colorado Revised Statutes.<sup>1</sup>

The project will not supersede, abrogate, or otherwise impair the State's current system of allocating water within Colorado nor does it in any manner repeal or amend the existing water rights adjudication system. The project does not affect the State Constitution's recognition of water rights as a private usufructuary property right nor is it intended to restrict the ability of the holder of a water right to use or to dispose of that water right in any manner permitted under Colorado law.

- b) The water activity underwent an evaluation and approval process and was approved by the Basin Roundtable (BRT) and the application includes a description of the results of the BRT's evaluation and approval of the activity. At a minimum, the description must include the level of agreement reached by the roundtable, including any minority opinion(s) if there was not general agreement for the activity. The description must also include reasons why general agreement was not reached (if it was not), including who opposed the activity and why they opposed it. Note- If this information is included in the letter from the roundtable chair simply reference that letter.

Chairman's letter under separate cover.

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<sup>1</sup> 37-75-102. Water rights - protections. (1) It is the policy of the General Assembly that the current system of allocating water within Colorado shall not be superseded, abrogated, or otherwise impaired by this article. Nothing in this article shall be interpreted to repeal or in any manner amend the existing water rights adjudication system. The General Assembly affirms the state constitution's recognition of water rights as a private usufructuary property right, and this article is not intended to restrict the ability of the holder of a water right to use or to dispose of that water right in any manner permitted under Colorado law. (2) The General Assembly affirms the protections for contractual and property rights recognized by the contract and takings protections under the state constitution and related statutes. This article shall not be implemented in any way that would diminish, impair, or cause injury to any property or contractual right created by intergovernmental agreements, contracts, stipulations among parties to water cases, terms and conditions in water decrees, or any other similar document related to the allocation or use of water. This article shall not be construed to supersede, abrogate, or cause injury to vested water rights or decreed conditional water rights. The General Assembly affirms that this article does not impair, limit, or otherwise affect the rights of persons or entities to enter into agreements, contracts, or memoranda of understanding with other persons or entities relating to the appropriation, movement, or use of water under other provisions of law.

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- c) The water activity meets the provisions of Section 37-75-104(2), Colorado Revised Statutes.<sup>2</sup> The Basin Roundtable Chairs shall include in their approval letters for particular WSRA grant applications a description of how the water activity will assist in meeting the water supply needs identified in the basin roundtable's consumptive and/or non-consumptive needs assessments.
- d) Matching Requirement: For requests from the **Statewide Fund**, the applicants will be required to demonstrate a **25 percent** (or greater) match of the total grant request from the other sources, including by not limited to Basin Funds. A minimum match of 5% of the total grant amount shall be from Basin funds. A minimum match of 5% of the total grant amount must come from the applicant or 3rd party sources. Sources of matching funds include but are not limited to Basin Funds, in-kind services, funding from other sources, and/or direct cash match. Past expenditures directly related to the project may be considered as matching funds if the expenditures occurred within 9 months of the date the contract or purchase order between the applicant and the State of Colorado is executed. Please describe the source(s) of matching funds. (NOTE: These matching funds should also be reflected in your Detailed Budget in **Exhibit A** of this application)

Matching requirements are met by the 33-1/3% requested from Basin Funds and the \$4,500 of in-kind match represented by the ABRT's Executive Committee's engagement and supervision of the Coordinator.

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<sup>2</sup> 37-75-104 (2)(c). Using data and information from the Statewide Water Supply Initiative and other appropriate sources and in cooperation with the on-going Statewide Water Supply Initiative, develop a basin-wide consumptive and nonconsumptive water supply needs assessment, conduct an analysis of available unappropriated waters within the basin, and propose projects or methods, both structural and nonstructural, for meeting those needs and utilizing those unappropriated waters where appropriate. Basin Roundtables shall actively seek the input and advice of affected local governments, water providers, and other interested stakeholders and persons in establishing its needs assessment, and shall propose projects or methods for meeting those needs. Recommendations from this assessment shall be forwarded to the Interbasin Compact Committee and other basin roundtables for analysis and consideration after the General Assembly has approved the Interbasin Compact Charter.

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2. For Applications that include a request for funds from the **Statewide Account**, describe how the water activity/project meets all applicable **Evaluation Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines and repeated below.) Projects will be assessed on how well they meet the Evaluation Criteria. **Please attach additional pages as necessary.**

**Evaluation Criteria** – the following criteria will be utilized to further evaluate the merits of the water activity proposed for funding from the Statewide Account. In evaluation of proposed water activities, preference will be given to projects that meet one or more criteria from each of the three “tiers” or categories. Each “tier” is grouped in level of importance. For instance, projects that meet Tier 1 criteria will outweigh projects that only meet Tier 3 criteria. The applicant should also refer to the Supplemental Scoring Matrix applied to Evaluation Criteria Tiers 1-3 for Statewide Account requests. WSRA grant requests for projects that may qualify for loans through the CWCB loan program will receive preference in the Statewide Evaluation Criteria if the grant request is part of a CWCB loan/WSRA grant package. For these CWCB loan/WSRA grant packages, the applicant must have a CWCB loan/WSRA grant ratio of 1:1 or higher. Preference will be given to those with a higher loan/grant ratio.

### Tier 1: Promoting Collaboration/Cooperation and Meeting Water Management Goals and Identified Water Needs

- a. The water activity addresses multiple needs or issues, including consumptive and/or non-consumptive needs, or the needs and issues of multiple interests or multiple basins. This can be demonstrated by obtaining letters of support from other basin roundtables (in addition to an approval letter from the sponsoring basin).

In its second year, this activity will continue to foster greater cooperation by and between the Arkansas Basin Roundtable and other public bodies (especially local governments including municipalities and districts), non-governmental organizations, and state and federal agencies in implementing projects to meet the needs of the basin.

- b. The number and types of entities represented in the application and the degree to which the activity will promote cooperation and collaboration among traditional consumptive water interests and/or non-consumptive interests, and if applicable, the degree to which the water activity is effective in addressing intrabasin or interbasin needs or issues.

This activity will continue to move multi-benefit projects forward from the Concept or Planning stage to project implementation. By convening and educating Arkansas basin stakeholders about the 2015 Arkansas Basin Implementation Plan, traditional and non-traditional water interests will meet in person to collaborate on addressing existing basin needs.

- c. The water activity helps implement projects and processes identified as helping meet Colorado’s future water needs, and/or addresses the gap areas between available water supply and future need as identified in SWSI or a roundtable’s basin-wide water needs assessment.

This activity will continue existing processes which result in project identification and implementation: (1) to maintain and update the Arkansas Basin Projects Database, and (2) to coordinate this water activity with the process underway by the Arkansas River Watershed Collaborative, the ABRT PEPO Working Group, and the Arkansas River Basin Water Foundation. All projects will originate from the Preliminary Needs List as developed in the 2015 Ark BIP, as it may be from time-to-time revised by the Roundtable.

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### Tier 2: Facilitating Water Activity Implementation

- d. Funding from this Account will reduce the uncertainty that the water activity will be implemented. For this criterion the applicant should discuss how receiving funding from the Account will make a significant difference in the implementation of the water activity (i.e., how will receiving funding enable the water activity to move forward or the inability obtaining funding elsewhere).

This water activity is focused exclusively on moving projects into an implementation phase. Absent an Implementation Coordinator, the volunteer cadre of Arkansas Basin Roundtable members is unable to drive projects forward in a regional or collaborative model particularly when disadvantaged communities are involved.

- e. The amount of matching funds provided by the applicant via direct contributions, demonstrable in-kind contributions, and/or other sources demonstrates a significant & appropriate commitment to the project.

From the basin account, the Roundtable will provide one-third of the cash funding for this position. Because the BIP is a portion of the Colorado Water Plan, it is appropriate that two-thirds of the cash funding will come from the state-wide account. In addition, an in-kind match of \$4,500 will come from the members of the ABRT Executive Committee, particularly its point of contact, in the supervision of the Coordinator.

### Tier 3: The Water Activity Addresses Other Issues of Statewide Value and Maximizes Benefits

- f. The water activity helps sustain agriculture & open space, or meets environmental or recreational needs.

This water activity targets agricultural, environmental and recreational needs via multi-purpose projects implemented on a regional basis – all as described in the 2015 Arkansas BIP.

- g. The water activity assists in the administration of compact-entitled waters or addresses problems related to compact entitled waters and compact compliance and the degree to which the activity promotes maximum utilization of state waters.

This water activity will bring regional approaches to regional challenges like restoration and preservation of storage. Many historic water storage vessels that pre-date the Arkansas River Compact are in jeopardy of losing decreed storage capacity. Regional collaboration in developing cost effective solutions that preserve pre-compact water rights is fundamental to promoting maximum utilization of state waters.

- h. The water activity assists in the recovery of threatened and endangered wildlife species or Colorado State species of concern.

This water activity is specifically targeted at inclusive problem solving and implementation of multi-purpose solutions that encompass threatened or endangered species like the Greenback Cutthroat Trout or the Arkansas Darter on Fountain Creek.

- i. The water activity provides a high level of benefit to Colorado in relationship to the amount of funds requested.

The targeted activity is focused on small entities which are unable to develop and execute strategies to address local water resource issues without assistance. Addressing local and

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regional challenges prior to potential catastrophic consequences provides a substantial benefit well in excess of the funds requests. This water activity also sustains and increase momentum for meeting the needs of the Arkansas Basin through the Roundtable by supporting roundtable activities, like keeping the Needs Data Base current on the Roundtable's website.

- j. The water activity is complimentary to or assists in the implementation of other CWCB programs.

The Educate and Convene task is intended to meet the Roundtable's statutory charge to: "Serve as a forum for education and debate regarding methods for meeting water supply needs," hence supporting the CWCB Public Education and Public Outreach program. The project management component is intended to further the goals and objectives of the Environmental Section of CWCB. The roundtable-to-roundtable outreach is intended to support the roll-out of Colorado's Water Plan by making the Needs Data Base and Report Generator methodology available to other roundtables at their discretion.

Continued: Explanation of how the water activity/project meets all applicable **Evaluation Criteria**.

**Please attach additional pages as necessary.**

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### Part IV. – Required Supporting Material

1. **Water Rights, Availability, and Sustainability** – This information is needed to assess the viability of the water project or activity. Please provide a description of the water supply source to be utilized, or the water body to be affected by, the water activity. This should include a description of applicable water rights, and water rights issues, and the name/location of water bodies affected by the water activity.

This water activity is a basin-wide approach to meeting local or regional challenges. Individual project activities will identify specific water bodies and permitting issues.

2. Please provide a brief narrative of any related studies or permitting issues.

2015 Arkansas Basin Implementation Plan

3. Statement of Work, Detailed Budget, and Project Schedule

The statement of work will form the basis for the contract between the Applicant and the State of Colorado. In short, the Applicant is agreeing to undertake the work for the compensation outlined in the statement of work and budget, and in return, the State of Colorado is receiving the deliverables/products specified. **Please note that costs incurred prior to execution of a contract or purchase order are not subject to reimbursement.** All WSRA funds are disbursed on a reimbursement basis after review invoices and appropriate backup material.

**Please provide a detailed statement of work using the template in Exhibit A.** Additional sections or modifications may be included as necessary. Please define all acronyms and include page numbers.



## **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.

## **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 10 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.

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The above statements are true to the best of my knowledge:

**Signature of Applicant:**

  
Michael D. (Sandy) White, President

**Print Applicant's Name:** Huerfano County Water Conservation District

**Project Title:** ABRT BIP Coordinator Position

**Return an electronic version (hardcopy may also be submitted) of this application to:**

Craig Godbout – WSRA Application  
Colorado Water Conservation Board  
1313 Sherman St., Room 721  
Denver, CO 80203  
303-866-3441, ext. 3210 (office)  
303-547-8061 (cell)  
[craig.godbout@state.co.us](mailto:craig.godbout@state.co.us)

**Exhibit A**  
**Statement of Work**  
**Date: June 29, 2016**

**WATER ACTIVITY NAME -**      **Arkansas Roundtable BIP Coordinator (year 2)**

**GRANT RECIPIENT –**            **Huerfano County Water Conservancy District**

**FUNDING SOURCE -**            **Water Supply Reserve 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)

The Arkansas Basin Roundtable's 2015 Basin Implementation Plan (BIP) identified over 500 individual needs throughout the basin. Projects to address those needs were generated from Roundtable members and 17 public meetings around the basin, as well as from state and Federal agencies. About 300 projects are conceptual or planned and 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 BIP Coordinator has proved to be a position which 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**

List the objectives of the project

At the direction of the ABRT Executive Committee:

1. Conduct outreach to entities with identified needs but which lack capacity for project development and/or coordination with state and federal agencies. Bring projects forward on behalf of small or challenged project proponents and regional collaborations.
2. Identify and coordinate WSRA and non-WSRA funding alternatives for project feasibility, planning, permitting, design and constructions.
3. Maintain and update the Basin Needs Database, identifying opportunities for regional collaboration and multi-purpose projects to address identified and future basin needs.
4. Recommend projects for phased development to the Arkansas Basin Executive Committee for addition to the Major Needs List.
5. Support the Ark Roundtable in the implementation of its Basin Plan by accomplishing designated administrative and non-administrative tasks, and by coordinating with the Arkansas River Watershed Collaborative, the Arkansas River Basin Water Forum, and the PEPO Working Group.

**TASKS**

Provide a detailed description of each task using the following format

## **GENERAL**

Based on ABRT operational experience and emerging needs within the Arkansas Basin, the tasks below have been revised and reordered from those funded during the first year of the BIP Coordinator. More specifically (1) an increased emphasis is given to finding funding sources, both WSRA and non-WSRA and (2) project development, including grant writing, for disadvantaged communities.

Organizationally, the ABRT Executive Committee has learned the obvious – using a committee to manage or supervise the BIP Coordinator can be unwieldy and frustrating. Consequently, the committee will appoint one member as the Coordinator’s “Point of Contact” to provide direction between monthly committee meetings. In the enumeration of Objectives and Tasks, elsewhere, reference to the Executive Committee includes the Point of Contact.

Finally, flexibility is essential to the Coordinator’s success. There is no way to precisely predict work over the course of a year; even over a month has proved to be a stretch. It is anticipated that the committee will take advantage of the necessary flexibility inherent in the following tasks to meet current needs as they become apparent.

## **TASK 1 – Funding Alternatives**

### Description of Task

As authorized and directed by the ABRT Executive Committee, 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 and other funding entities (Federal, State, and private) 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 Colorado (GOCO) that have riparian grant opportunities. (GOCO 2015 Strategic Plan, Goal 1, Priority A: Protect Our Land, Water and Wildlife)

### Deliverable

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

## **TASK 2 – Facilitate & Develop Scopes of Work**

### Description of Task

As authorized and directed by the ABRT Executive Committee, facilitate 6-10 subregional or project specific meetings to develop Scope(s) of Work for multi-purpose projects.

### Method/Procedure

For each such project, 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

3-5 grant and/or loan applications including scopes of work with multi-purpose benefits.

## **TASK 3 – Project Management/Roundtable Support**

### Description of Task

As authorized and directed by the ABRT Executive Committee, manage the Ark BIP Project Database, keep current with newly identified Needs, cooperate and support SWSI 2016-17 consultants. Coordinate and support activities of the Arkansas Basin Roundtable as directed by the Executive Committee.

### Method/Procedure

Attend regularly scheduled meetings of the Arkansas Basin Roundtable and its 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. Regularly report on agenda items for the ABRT and its Executive Committee, update memoranda on specific projects as appropriate or requested, attend project funding presentations and water resource conferences or work group meetings, and engage in other outreach or educational activities, including presentations to legislators, elected officials, policy makers, community organizations or others.

## **TASK 4 – Convene & Educate**

### Description of Task

As authorized and directed by the ABRT Executive Committee, convene 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. Organize 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 2016-17 about to begin, broadening awareness of the Ark BIP will encourage greater participation in SWSI 2016-17.

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.

Deliverable

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

## **TASK 5 – Administration and Management**

Description of Task

There are two aspects to this task: (1) Management of the Coordinator's work and (2) Administration of the grant.

Method/Procedure

Management will be conducted by the ABRT Executive Committee at its regular meetings and by the committee's designated Point of Contact between meetings; the time spent by the committee and POC will constitute an in-kind match. The grant will be administered by the HCWCD's part-time salaried Administrator who will be compensated under the grant at her normal hourly rate.

Deliverable

Effective management of the Coordinator together with timely and accurate financial operations and reports under the grant.

**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 – Funding	\$25,000			
Task 2 – Scopes of Work	\$20,000			
Task 3 – RT Support	\$5,000			
Task 4 – Convene/Educate	\$4,000			
Tasks 1-4	\$54,000	\$5,000		\$59,000
Task 5 - Administration	\$1,800			\$1,800
Total Costs:	\$55,800	\$5,000		\$60,800

Labor Costs			
Project Personnel:	ABRT Coordinator	HCWCD Administrator	Total Costs
Hourly Rate:	\$75	\$30	
Task 1	175-250		
Task 2	270-350		
Task 3	10-15		
Task 4	20-25		
Task 5 -	0	60	
Total Hours:	720 max	60	
Cost:	\$54,000	\$1,800	\$55,800

Other Direct Costs						
Item:	Copies	Materials	Equipment/ Supplies/ Rentals/ Conferences/ Misc	Mileage, 2860 mi @ \$0.49		Total
Task 1 - 4	\$1,100	\$900	\$1,600	\$1400		\$5,000
Total Cost:	\$1,100	\$900	\$1,600	\$1400		\$5,000



## **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.

<b>Task</b>	<b>Start Date</b>	<b>Finish Date</b>
1	Upon NTP	NTP + 365 days
2	Upon NTP	NTP + 365 days
3	Upon NTP	NTP + 365 days
4	Upon NTP	NTP + 365 days
5	NTP + 60 days	NTP + 365 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.