



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources
1313 Sherman Street, Room 718
Denver, CO 80203

October 3, 2017

Huerfano County Water Conservancy District
Attn: Mr. Scott King, Board of Directors Chairman
P.O. Box 1213
La Veta, Co 81055

RE: Notice to Proceed – WSRF Grant Modification – **POGG1 2017-541 – Arkansas Basin Roundtable BIP
Coordinator (Year 3) in the Arkansas River Basin**

Dear Scott,

This letter is to inform you that purchase order to assist in the above WSRF grant project has been approved. The email notice and attachments serve as your original contract documents.

With the executed purchase order you are now able to proceed with the project and invoice the State of Colorado for costs incurred through November 1, 2018 according to the schedule in **Exhibit A**. An additional 8 months has been added to the purchase order to allow for final reporting and invoicing details. Please provide the project name, POGG1 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.

According to the State records, the address of P.O. Box 442, La Veta, CO 81055 is listed as the Districts official address which differs from the address listed on the original application for this particular grant. The payments for this grant will be mailed to P.O. Box 442, La Veta, CO 81055. If this address needs to be updated, please complete the attached W-9 and return to our office as soon as possible.

Please refer to the WSRF Criteria & Guidelines for reporting requirements for the six month progress report and final deliverable requirements in order to avoid a delay in payment.

If you have any questions or concerns regarding the project, please contact Ben Wade, Project Manager at 303-866-3441 x238 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.com

Cc: Carol Dunn, District Administrator
Attachments





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 201700000541		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 10/03/17						
Description: PDAA 2500 WSRF BIP COORD YR 1, 2 & 3 IN THE ARK RIV BASIN		BILL TO COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 07/21/16 Expiration Date: 06/30/19						
BUYER		SHIP TO				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718				
		DENVER, CO 80203				
VENDOR		SHIPPING INSTRUCTIONS				
HUERFANO COUNTY WATER		Delivery/Install Date:				
PO BOX 442		F.O.B: FOB Dest, Freight Allowed				
LA VETA, CO 81055-0442		VENDOR INSTRUCTIONS:				
Contact: .						
Phone: .						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$20,267.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF BIP COORD YR 1 & 2 IN THE ARK RIV BASIN					(CLOSED)	
Service From: 07/21/16		Service To: 11/30/17				
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$100,153.59	<input type="checkbox"/>
Description: PDAA 2500 WSRF BIP COORD YR 1, 2 & 3 IN THE ARK RIV BASIN					(\$75,000 + \$25,000 NEW SW)	
Service From: 07/21/16		Service To: 06/30/19				
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
3	G1000		0	0.00	\$50,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF BIP COORD YR 3 ARP					(NEW BASIN)	
Service From: 07/21/16		Service To: 06/30/19				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
REASONS FOR MODIFICATION						
Change Order No: 1						
Add'l funding approved at September 2017 Board & extension of time						
DOCUMENT TOTAL = \$170,420.59						



Last Update: May 19, 2017

Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	August 25, 2017
Water Activity Name:	Arkansas Basin Implementation Plan Coordinator, Year 3
Grant Recipient:	Huerfano County Water Conservancy District
Funding Source:	Arkansas Basin Account & Statewide Account
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.)	
<p>This request is a continuation of the Arkansas Basin Implementation Plan Coordinator for a third consecutive year.</p>	
Objectives: (List the objectives of the project)	
<ol style="list-style-type: none">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 Master Needs List.5. Support the Ark Roundtable in the implementation of its Basin Plan by accomplishing non-administrative tasks, and by coordinating with the Arkansas River Watershed Collaborative, the Arkansas River Basin Water Forum, and the PEPO Working Group.	



Last Update: May 19, 2017

Tasks
Provide a detailed description of each task using the following format:
<u>Task 1 - (Name) Funding Alternatives</u>
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: 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. D. Track the status of funding sources related to water resources, particularly those like Go Colorado (GOCO) that have riparian grant opportunities. (<i>GOCO 2015 Strategic Plan, Goal 1, Priority A: Protect Our Land, Water and Wildlife</i>) E. Coordinate with PEPO on potential funding sources.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Funding strategies, grant applications and local funding commitments for 3-6 project scopes of work.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Monthly Progress Reports to the Executive Committee



Last Update: May 19, 2017

Tasks
Provide a detailed description of each task using the following format:
<u>Task 2 - (Name) Facilitate and Develop Scopes of Work</u>
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.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) 3-5 grant and/or loan applications including scopes of work with multi-purpose benefits.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) 3-5 grant and/or loan applications including scopes of work with multi-purpose benefits.

Repeat for Task 3, Task 4, Task 5, etc.



Last Update: May 19, 2017

Tasks
Provide a detailed description of each task using the following format:
Task 3 - (Name) 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.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) Maintain the BIP page, database and grant information on 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 work with PEPO work group in engaging in other outreach or educational activities, including presentations to legislators, elected officials, policy makers, community organizations or others.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) Project summary reports and budget tracking sheet every 6 months.



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Tasks
Provide a detailed description of each task using the following format:
Task 4 - (Name) Convene and 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 Support the Arkansas River Watershed Basin Forum in planning and executing the annual Forum event.
Method/Procedure: A. Identify. Identify prospective beneficiaries of subregional solutions to subregional challenges as identified in the Ark BIP. Needs or Challenges on the Projects Needs List (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 which 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. Working with PEPO to educate 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. Working with PEPO to 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.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Meeting agendas, meeting notes, attendance rosters, descriptions and consensus on potential projects for development under the Ark BIP
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)



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Tasks
Project summary reports and budget tracking sheet every 6 months.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 5 - (Name) Administration and Management of Roundtable Implementation Activities</u>
Description of Task:
There are two aspects to this task: (1) Administration of the grant and (2) Management of Implementation Tasks as articulated by the Arkansas Basin Roundtable Executive Committee to the Secretary.
Method/Procedure:
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. 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 Arkansas Basin Roundtable Secretary will support the Executive Committee in its implementation of the Basin Implementation Plan by supporting the website: www.arkansasbasin.com , and carrying out the directives of the Executive Committee to implement the projects and processes articulated in the BIP.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Effective management of the Coordinator together with timely and accurate financial operations and reports under the grant. Timely response to directives of the Arkansas Basin Roundtable Executive committee for those activities that implement the Basin Plan.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Project summary reports and budget tracking sheet every 6 months. Up to date website.

Budget and Schedule
<u>Budget:</u> This Statement of Work and Schedule shall be accompanied by a Budget (link?) that reflects the Tasks identified in the Statement of Work and Schedule and shall be submitted to CWCB in an excel format.
<u>Schedule:</u> This Statement of Work and Budget shall be accompanied by a Schedule (link?) that reflects the Tasks identified in the Statement of Work and Budget and shall be submitted to CWCB in an excel format.

Reporting Requirements
<u>Reporting:</u> The grantee shall provide their respective Roundtable(s) and the CWCB a Progress Report every 6 months, beginning from the date of executed contract. The Progress Report shall describe the status of the water activity, the completion or partial completion of the tasks identified in the Statement of



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Reporting Requirements

Work including a description of any major issues that have occurred and any corrective action to address these issues. The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.

Final Deliverable: At the completion of the water activity, the grantee shall provide their respective Roundtable(s) and the CWCB a final report on the grantee's letterhead that:

- Summarizes the water activity and how the water activity was completed
- Describes any obstacles encountered, and how these obstacles were overcome
- Explains the Proposed Budget versus the Actual Budget
- Confirms that all matching commitments have been fulfilled
- Includes photographs, summaries of meeting and engineering reports/design, if appropriate

The CWCB will withhold the last 10% of the entire water activity budget until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Last Update: May 19, 2017



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund

Exhibit A - BUDGET AND SCHEDULE

Date: June 13, 2017

Water Activity Name: Arkansas Basin Implementation Plan Coordinator

Grantee Name: Huerfano County Water Conservancy District

<u>Task No.</u>	<u>Description</u>	<u>Start Date</u> ⁽¹⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽²⁾	<u>WSRF Funds</u> (Basin & Statewide combined) ⁽²⁾	<u>Total</u>
1	Funding Alternatives	11/15/2017	11/15/2018	\$0	\$20,000	\$20,000
2	Facilitate and Develop Scopes of Work	11/15/2017	11/15/2018	\$0	\$20,000	\$20,000
3	Project Management/Roundtable Support	11/15/2017	11/15/2018	\$0	\$18,000	\$18,000
4	Convene and Educate	11/15/2017	11/15/2018	\$0	\$5,000	\$5,000
5	Admin/Manage Ark RT Implementation	11/15/2017	11/15/2018	\$0	\$8,600	\$8,600
6	Direct Costs	11/15/2017	11/15/2018	\$0	\$3,400	\$3,400
	Final Reporting & Invoicing	11/15/17	06/30/19			
TOTAL GRANT FUNDING FOR YEAR 3						\$75,000

(1) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(2) Round values up to the nearest hundred dollars.

Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal NTP if prior to the listed "Start Date"

CWCB will withhold the last 10% of the entire grant budget until the Final Report (Deliverable) is completed and accepted (2016 WSRF Criteria & Guidelines).

Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution