



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

Contract CORE No. POGG1 2018-918  
CMS #

May 9, 2018

Town of Poncha Springs  
Attn: Chelsey Nutter, Project Manager  
P.O. Box 190  
Poncha Springs, CO 81242

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your application for funding pursuant to the WSRF Grant Program ("Program") in the amount of \$64,500.00. This letter authorizes you to proceed with the Poncha Springs Water Infrastructure Improvement Project- Well Development Project ("Project") in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions, as they are requirements of this Grant to which you Town of Poncha Springs, agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information.

If you have any questions or concerns regarding the project, please contact Ben Wade, Project Manager at 303-866-3441 or at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us). Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at [Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us).

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](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.com](http://cwcb.state.co.com)

Attachments



**STATE OF COLORADO**  
Department of Natural Resources

Page 1 of 2

**ORDER**

\*\*\*\*\*IMPORTANT\*\*\*\*\*

**Number:** POGG1,PDAA,201800000918

**Date:** 5/8/18

**Description:**

PDAA 2500 WSRF INFRASTRUCT IMPROVE\_ARK  
BASIN

**Effective Date:** 05/08/18

**Expiration Date:** 12/31/19

The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. Please review each line for its corresponding shipping/billing address and delivery instructions.

**BUYER**

**Buyer:**

**Email:**

**VENDOR**

TOWN OF PONCHA SPRINGS

PO BOX 190

PONCHA SPRINGS, CO 81242-0190

**Contact:** .

**Phone:** .

**EXTENDED DESCRIPTION**

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$6,000.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF INFRASTRUCT IMPROVE\_ARK BASIN

Service From: 05/08/18

Service To: 12/31/19

**Delivery Instructions**

FOB: FOB Dest, Freight Allowed

Delivery Date: -

**Ship To:**

**Bill To:**

COLORADO WATER BOARD  
CONSERVATION

COLORADO WATER BOARD CONSERVATION

1313 SHERMAN STREET, ROOM 718

1313 SHERMAN STREET, ROOM 718

DENVER, CO 80203

DENVER, CO 80203

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$58,500.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF INFRASTRUCT IMPROVE\_ARK BASIN

Service From: 05/08/18

Service To: 12/31/19

**Delivery Instructions**

FOB: FOB Dest, Freight Allowed

Delivery Date: -

**Ship To:**

**Bill To:**



**STATE OF COLORADO**  
Department of Natural Resources

COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203
<b>TERMS AND CONDITIONS</b> <a href="https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions">https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions</a>	
<b>DOCUMENT TOTAL = \$64,500.00</b>	



Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
<b>Date:</b>	
<b>Water Activity Name:</b>	<b>Poncha Springs Water Infrastructure Improvement Project</b>
<b>Grant Recipient:</b>	<b>Town of Poncha Springs</b>
<b>Funding Source:</b>	<b>Water Supply Reserve Fund- State &amp; Basin Funds</b>
<b>Water Activity Overview:</b> (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>The purpose of the proposed project is to enlarge the Town of Poncha Springs' (Poncha) public water system to meet current demands for domestic supply and fire suppression. The population of Poncha has tripled since the water system first went online in 1983. The ability to supply sufficient demand and sustain proper fire suppression levels has become increasingly difficult. The full scope of the project includes: a new truck line distribution system, two new wells, contact chambers, treatment facilities, and an additional water tank. The full project will cost approximately 2.3 million dollars of which 65% will be provided by Poncha, a huge undertaking for a municipality of this size.</p> <p>For the purposes of this grant application, WSRFs are requested to assist with the implementation of the two high-capacity wells. Poncha's current distribution system has insufficient well production to meet peak demand. Over the last several years, the wells have barely been able to keep storage above the minimum fire flow levels required. The current system has no form of redundancies, and if one of the wells were to go down, the system would not be able to meet demand.</p> <p>Poncha has worked diligently to secure a substantial portion of funding needed, but has come up short to fund the project in its entirety. If approved, WSRFs would be utilized to fund the development of the high-capacity wells, a critical component. WSRFs would greatly improve Poncha's ability to develop and provide a reliable source of water for its constituents and for fire protection.</p>	
<b>Objectives:</b> (List the objectives of the project)	
<ul style="list-style-type: none"><li>• <b>Improve and enlarge Poncha's water infrastructure to meet current demands</b></li><li>• <b>Increase storage, delivery systems, and supplies</b></li><li>• <b>Increase the reliability of Poncha's water supply for domestic and fire suppression purposes</b></li><li>• <b>Successfully develop, construct, augment, and deliver water supplies to new storage facilities to meet current demands for domestic use and fire suppression.</b></li><li>• <b>Develop integrated water management partnerships to better utilize and manage water supplies in the Upper Arkansas Valley.</b></li><li>• <b>Leverage multiple funding sources</b></li></ul>	



Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 1 – Well Drilling</u></b>
Description of Task: Well Drilling and Casing
Drilling and casing of two new high capacity wells (well #6 and well #7), an advertisement for bids will be published with bids considered and final selection coming from the Town of Poncha Springs Board of Trustees.
Method/Procedure:
<ul style="list-style-type: none"><li>• Work with local drilling company to drill wells (200 L.F.)</li><li>• Construct 8-10inch casing</li><li>• Maintain a detailed driller's log while drilling down to 200'</li><li>• Full process includes oversight by a CDPHE professional.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Well drilling and casing complete
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Completion of this task will be documented in the final report with accompanying photos. The well drilling and casing of well #6 will be reflected in the matching budget and the drilling and casing for well #7 will be reflected in the WSRF budget with accompanying reimbursement invoicing.



Tasks	
Provide a detailed description of each task using the following format:	
<b><u>Task 2 – Johnson Screen Installation</u></b>	
Description of Task:	
Stainless steel Johnson Screens will be used to provide long-term sustainable increased well production for both wells. This type of screening prevents the introduction of sediment into the well and possible clogging associated with a simple perforated casing.	
Method/Procedure:	
<ul style="list-style-type: none"><li>Using the driller's log to determine which intervals contain the best water producing geological layers to install the screening, the well driller installs the stainless-steel Johnson Screens after driving the casing to the preferred depth (140'-200').</li></ul>	
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	
Johnson screens constructed	
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	
Completion of this task will be documented in the final report with accompanying photos. The construction of the Johnson Screen for well #6 will be reflected in the matching budget and the Johnson Screen for well #7 will be reflected in the WSRF budget with accompanying reimbursement invoicing.	



Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 3 – Well Pump and Controller</u></b>
Description of Task: Pump Selection and Installation
Once the well is drilled and developed the appropriate pump will be selected to meet the desired capacity and pump against the calculated head pressure, this will be connected to the controller to start and stop the pump as needed
Method/Procedure:
<ul style="list-style-type: none"><li>A submersible pump and motor will be lowered to the desired depth of the well using a specialized pump installation truck. Once installed it will be pump tested for a 72-hour period with regularly recorded measures, including drawdown, turbidity, temperature, production rate and PH levels. The pump is then hardwired to the controller which communicates with the integrated SCADA system. The SCADA system measures real time tank/storage levels and triggers the activation and deactivation of the well. As demand increases and tank levels drop the wells are kicked on until the storage levels are “toped off” and then the wells are kicked off.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Well pump and controller installed and properly functioning.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Completion of this task will be documented in the final report with accompanying photos. The installation of the well pump and controller for well #6 will be reflected in the matching budget and the installation of the well pump and controller for well #7 will be reflected in the WSRF budget with accompanying reimbursement invoicing.



Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 4 – Water Quality Tests</u></b>
Description of Task:
Water quality test will be conducted on both wells.
Method/Procedure:
<ul style="list-style-type: none"><li>During the 72-hour pump test, a full panel of water quality samples are taken by the applicants Certified Water Operator and sent to CDPHE certified labs for testing. The tests will validate clean, clear, quality water through sampling total coliform bacteria, TTHMs and HAA5s, nitrate, fluoride, inorganics, synthetic organics, volatile organics, combined uranium, gross alpha, combined radium, and nitrate.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Water quality tests complete and analyzed.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Completion of this task will be documented in the final report with results. Water quality testing for both wells will be reflected in the WSRF budget with accompanying reimbursement invoicing.





Tasks	
Provide a detailed description of each task using the following format:	
<b><u>Task 5 – Grant Administration</u></b>	
Description of Task:	
Project Manager Chelsey Nutter of the Upper Arkansas Water Conservancy District will provide grant administration for the Town of Poncha Springs WSRF grant.	
Method/Procedure:	
<ul style="list-style-type: none"><li>• Project management of all tasks in the WSRF grant application</li><li>• Documentation of task completion</li><li>• Schedule and Budget administration</li><li>• Final reporting and reimbursement documentation</li></ul>	
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	
Successful administration of all tasks and delivery of grant requirements.	
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	
The final deliverable will include a final report and all reimbursement documentation delivered to the CWCB by the contract date. Grant administration will be reflected in the matching budget.	



### Budget and Schedule

**Exhibit B - Budget and Schedule:** This Statement of Work shall be accompanied by a combined [Budget and Schedule](#) that reflects the Tasks identified in the Statement of Work and shall be submitted to CWCB in excel format. A separate excel formatted Budget is required for engineering costs to include rate and unit costs.

### Reporting Requirements

**Progress Reports:** The grantee shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

**Final Report:** At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

### Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for individual tasks and the entire Project in relation to the percentage of budget spent, identification of any major issues, and proposed or implemented corrective actions.

The CWCB will pay the last 10% of the entire water activity budget when 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.

### Performance Requirements

Performance measures for this contract shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the Grant Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per the Grant Guidelines, Progress Reports must be submitted at least once every 6 months. A Final Report must be submitted and approved before final project payment.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the Grant Agreement.





Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
<b>Date:</b>	
<b>Water Activity Name:</b>	<b>Poncha Springs Water Infrastructure Improvement Project</b>
<b>Grant Recipient:</b>	<b>Town of Poncha Springs</b>
<b>Funding Source:</b>	<b>Water Supply Reserve Fund- State &amp; Basin Funds</b>
<b>Water Activity Overview:</b> (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>The purpose of the proposed project is to enlarge the Town of Poncha Springs' (Poncha) public water system to meet current demands for domestic supply and fire suppression. The population of Poncha has tripled since the water system first went online in 1983. The ability to supply sufficient demand and sustain proper fire suppression levels has become increasingly difficult. The full scope of the project includes: a new truck line distribution system, two new wells, contact chambers, treatment facilities, and an additional water tank. The full project will cost approximately 2.3 million dollars of which 65% will be provided by Poncha, a huge undertaking for a municipality of this size.</p> <p>For the purposes of this grant application, WSRFs are requested to assist with the implementation of the two high-capacity wells. Poncha's current distribution system has insufficient well production to meet peak demand. Over the last several years, the wells have barely been able to keep storage above the minimum fire flow levels required. The current system has no form of redundancies, and if one of the wells were to go down, the system would not be able to meet demand.</p> <p>Poncha has worked diligently to secure a substantial portion of funding needed, but has come up short to fund the project in its entirety. If approved, WSRFs would be utilized to fund the development of the high-capacity wells, a critical component. WSRFs would greatly improve Poncha's ability to develop and provide a reliable source of water for its constituents and for fire protection.</p>	
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