



**COLORADO**

**Colorado Water  
Conservation Board**

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

**WSRF – Water Delivery & Acct. Feasibility Study  
POGG1 2019-2928**

June 3, 2019

Catlin Canal Company  
Attn: George Hanzas, Secretary  
P.O. Box 352  
Rocky Ford, CO 81067

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your grant request for funding pursuant to the WSRF Grant Program (“Program”). This letter authorizes you to proceed with the Water Delivery & Acct. Feasibility Study 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, Catlin Canal Company, agree by accepting the Grant Funds.

If you have any questions or concerns regarding the project, please contact Craig Godbout, Project Manager at 303-866-3441 or at Ben.Wade@state.co.us. Please send all grant correspondence directly to Ben and cc me on your invoice billing requests.

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)

Cc: Amy Weber – Ark Valley Writing & Planning Services





**STATE OF COLORADO**  
Department of Natural Resources

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ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,201900002928	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	6/3/19	<b>BILL TO</b>				
<b>Description:</b>	PDAA 2500 WSRF CATLIN CANAL FEASIBILITY STUDY ARK BASIN	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	06/01/19	<b>SHIP TO</b>				
<b>Expiration Date:</b>	12/31/20	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIPPING INSTRUCTIONS</b>				
<b>Buyer:</b>		<b>Delivery/Install Date:</b> -				
<b>Email:</b>		<b>FOB:</b> FOB Dest, Freight Allowed				
<b>VENDOR</b>						
CATLIN CANAL COMPANY						
PO BOX 352						
ROCKY FORD, CO 81067-0352						
<b>Contact:</b>	.					
<b>Phone:</b>	.					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$3,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF CATLIN CANAL FEASIBILITY STUDY ARK BASIN						
Service From: 06/01/19		Service To: 12/31/20				
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
2	G1000		0	0.00	\$30,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF CATLIN CANAL FEASIBILITY STUDY ARK BASIN						
Service From: 06/01/19		Service To: 12/31/20				
<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>						



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<b>DOCUMENT TOTAL = \$33,000.00</b>
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Last Update: January 9, 2018

<b>Colorado Water Conservation Board</b>	
<b>Water Supply Reserve Fund</b>	
<b><u>Exhibit A - Statement of Work</u></b>	
<b>Date:</b>	<b>April 3, 2019</b>
<b>Water Activity Name:</b>	<b>Water Delivery and Accounting Feasibility Study</b>
<b>Grant Recipient:</b>	<b>Catlin Canal Company</b>
<b>Funding Source:</b>	<b>Arkansas Basin Water Supply Reserve 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>Catlin Canal Company has a goal to completely upgrade its entire accounting system to ensure that all water users of the canal get their entitled share of water. The Catlin Canal Company would like to install a water measurement device at every head gate and check point, complete with new flumes, pipe, telemetry, etc. The automated system will be controlled by technology in the office to ensure that the proper amount of water is delivered. The canal's current system was purchased in 1965 and is outdated and inaccurate in delivery as any amount of trash, grass, etc. hinders the system from delivering the proper amount of water through the gate. The ditch riders have difficulty in delivery the correct amount of water in small shares and when water is transferred. The current thread system is not adequate for the small changes in the ditch, as a half thread turn can usually change about 10%, but anything less than that simply does not work. With the expansion of Alternative Transfer Methods, water will have to be measured more directly and this project will help deliver water for the super ditch, Catlin Aug, and CWPDA, as well as its local shareholders. Future contracts require Catlin Canal to deliver upwards of 2,000 ac.-ft. of water through the Super Ditch. This grant will cover the first phase of the project with research to find the right measuring device for the canal company and their needs, cover the engineering needs for the project including design of the project and a loan feasibility study for the implementation phase, and management of the grant itself.</p>	
<b>Objectives:</b> (List the objectives of the project)	
<ol style="list-style-type: none"><li><b>1. To develop a feasibility study for a future loan/grant application.</b></li><li><b>2. Design water flow measurement plan of action.</b></li></ol>	



Last Update: January 9, 2018

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 1 – Device Research and Cost Analysis</u></b>
Description of Task:  Through academic review, site visits, and expert consultation, a full analysis on different measurement devices, automated head gates, and excavation equipment, will be performed. This will be completed by looking at current setups such as the Palo Verde delivery system. After completing the research, a report on the most feasible and effective device for the project area will be created.
Method/Procedure:  Use phone calls, site visits, and academic research, the information will be compiled into a report.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)  A report will be written based on the information gleaned from various sources.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)  A final report will contain the contents of the information provided to the grantee.



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Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 2 – Loan Feasibility Study and Engineering</u></b>
Description of Task:  An engineering firm will be selected to perform design of the automated head gates and to complete the loan feasibility study which will be utilized for the loan/grant application in the future for the following phases.
Method/Procedure:  Catlin Canal board will interview and select an engineer or engineering firm to complete the task. Following the selection of the engineer, a contract will be created to implement the task.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
A feasibility study will be completed and design of automated head gates for future funding opportunities will be provided to the Catlin Canal board.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The feasibility study and design will be provided in the final report.



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Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 3- Education and Outreach</u></b>
Description of Task:  Many other ditch and canal companies will need the same type of upgrades that the Catlin Canal will need in the following phases. In order to be good stewards of the Valley, Catlin Canal Company will partner with the Arkansas Basin Public Education, Participation, and Outreach (PEPO) to educate other companies on the type of project the Catlin Canal Company will complete and what the project could cost other companies.
Method/Procedure:  The PEPO coordinator will provide informational sessions and handouts for canal and ditch companies in the Lower Arkansas Valley at their board meetings so that other companies do not have to get funding for a loan feasibility study and engineering, but it can be gleaned from the experience of the Catlin Canal Company. The PEPO Coordinator will put together a report of all of the meetings, attendance, outcomes, feedback, and any other comments or concerns from each meeting and it will be included in the final report.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
All reports will be presented to the Catlin Canal board; information will be shared with consultants, board of directors, and staff; and meetings will be set up.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
All reports will be provided to CWCB in the final report.

Tasks
Provide a detailed description of each task using the following format:



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Tasks
<b><u>Task 4- Grant Management</u></b>
Description of Task:  In order to keep the project on time and within budget, management will be required. This will include reporting to consultants, Catlin Canal board, and CWCB as well as any necessary duties in order to keep the project on schedule.
Method/Procedure:  Reports will be written for both the Catlin Canal board and CWCB. Any other duties could include phone calls, setting up site visits, and providing information to various shareholders.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)  All reports will be presented to the Catlin Canal board; information will be shared with consultants, board of directors, and staff; and site visits will be set up.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)  All reports will be provided to CWCB in the final report.

<b>Budget and Schedule</b>
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### 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.



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**EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs**

**Date: 4/16/2019**

**Water Activity Name: Water Delivery and Accounting Feasibility Study**

**Grantee Name: Catlin Canal Company**

<u>Task No.</u> <sup>(1)</sup>	<u>Description</u>	<u>Start Date</u> <sup>(2)</sup>	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) <sup>(3)</sup>	<u>WSRF Funds</u> (Basin & Statewide combined) <sup>(3)</sup>	<u>Total</u>
1	Device research and cost analysis	June 1, 2019	August 15, 2020	\$8,000	\$25,000	\$33,000
2	Loan Feasibility Study and Engineering	July 15, 2019	December 31, 2020	\$5,000	\$8,000	\$13,000
3	Education and Outreach	January 1, 2020	June 1, 2020	\$500	\$0	\$500
4	Grant Management	June 1, 2019	December 31, 2020	\$3,000	\$0	\$3,000
<b>Total</b>				<b>\$16,500</b>	<b>\$33,000</b>	<b>\$49,500</b>