



**COLORADO**

**Colorado Water  
Conservation Board**

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

**WSRF – South Platte River Basin – CTGG1 2020-2098  
Big Thompson River Envisioning Project**

September 30, 2019

Big Thompson Watershed Coalition  
Attn: Shayna Jones, Director  
P.O. Box 1923  
Loveland, CO 80539

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your request for funding for your project pursuant to the WSRF Grant Program (“Program”). This letter authorizes you to proceed with Big Thompson River Envisioning 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, Big Thompson Watershed Coalition, agree by accepting the Grant Funds.

If you have any questions or concerns regarding the project, please contact Chris Sturm, Project Manager at 303-866-3441 or at [Chris.Sturm@state.co.us](mailto:Chris.Sturm@state.co.us). Please send all grant correspondence directly to Chris and please, cc me on your invoice billing requests.

Thank you.

Sincerely,

//s//

**Doriann Vigil**  
**Program Assistant II**  
[O 303-866-3441 ext. 3250](tel:303-866-3441)  
1313 Sherman Street, Rm. 719, Denver, CO 80203  
[Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.us](http://cwcb.state.co.us)



**STATE OF COLORADO GRANT AGREEMENT  
NONGOVERNMENTAL  
SUMMARY OF GRANT AWARD TERMS AND CONDITIONS**

<b>State Agency</b> Department of Natural Resources Colorado Water Conservation Board (CWCB) 1313 Sherman St, Room 718 Denver, CO 80203	<b>Agreement Number</b> CMS <b>141168</b> CTGG1 2020-2098
<b>Grantee</b> Big Thompson Watershed Coalition 1530 N. Boise Avenue Loveland, CO 80537	<b>Agreement Performance Beginning Date</b> 09/30/2019 or the Effective Date (the date the State Controller or an authorized delegate signs this Grant Agreement), whichever is later.+
	<b>Initial Agreement Expiration Date</b> 07/31/2024
<b>Agreement Maximum Amount</b> \$186,440  <b>Local Match</b> \$107,580.00	<b>Fund Expenditure End Date</b> Not Applicable
	<b>Agreement Authority</b> Colorado Revised Statutes (CRS) §39-29-109(2)(c), §37-75-104(2)(c) and §37-75-102 et al., and Senate Bill 06-179 adopted by the 2006 General Assembly and Senate Bill 18-218, Section 12., and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
<b>Agreement Purpose</b> CWCB Watershed Restoration and Water Supply Reserve Fund grants for the Big Thompson Watershed Coalition (BTWC). The purpose of this grant is for the BTWC, along with an Advisory Committee composed of diverse interests, to lead the development of a Stream Management Plan along approximately 15 miles of river corridor. The overall goal of the plan is to engage citizens and stakeholders to create a shared vision for improving the Big Thompson River by identifying strategies and action plans that respect property and water rights, address water user needs, and enhance environmental conditions and recreational opportunities.	
<b>Exhibits and Order of Precedence</b> The following Exhibits and attachments are included with this Agreement: <ol style="list-style-type: none"> <li>1. Exhibit A, Statement of Work.</li> <li>2. Exhibit B, Budget and Schedule.</li> <li>3. Exhibit C, Sample Option Letter.</li> </ol> In the event of a conflict or inconsistency between this Agreement and any Exhibit or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority: <ol style="list-style-type: none"> <li>1. Colorado Special Provisions in §18 of the main body of this Agreement.</li> <li>2. The provisions of the other sections of the main body of this Agreement.</li> <li>3. Exhibit A, Statement of Work.</li> <li>4. Exhibit B, Budget and Schedule.</li> <li>5. Exhibit C, Sample Option Letter.</li> </ol>	
<b>Principal Representatives</b> For the State: Chris Sturm, Stream Restoration Coordinator Department of Natural Resources Colorado Water Conservation Board 1313 Sherman St., Room 718 Denver, CO 80203 chris.sturm@state.co.us 303-866-3441 x3236	For Grantee: Courtney Gutman, Acting Director/Project Manager Big Thompson Watershed Coalition P.O. Box 1923 Loveland, CO 80539 Courtney.gutman@bigthompson.co 970-699-2906

**SIGNATURE PAGE****THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT**

Each person signing this Agreement represents and warrants that the signer is duly authorized to execute this Agreement and to bind the Party authorizing such signature.

<p><b>Big Thompson Watershed Coalition</b></p> <p>By: <u>Jane Lopez</u> (Signature)</p> <p>Name: <u>Jane Lopez</u></p> <p>Title: <u>Secretary/Treasurer</u></p> <p>Date: <u>8/21/2019</u></p>	<p><b>STATE OF COLORADO</b> Jared S. Polis, Governor Colorado Department of Natural Resources Colorado Water Conservation Board (CWCB) <u>Den Gibbs, Executive Director</u></p> <p><u>[Signature]</u> (Signature)</p> <p>Name: <u>GREG JOHNSON</u></p> <p>Title: <u>SECTION CHIEF</u></p> <p>Date: <u>8/26/19</u></p>
<p><b>2nd State or Grantee Signature if Needed</b></p> <p>By: _____ (Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>LEGAL REVIEW</b> Phil Weiser, Attorney General</p> <p>By: Assistant Attorney General</p> <p>Date: _____</p>
<p>In accordance with §24-30-202, C.R.S., this Agreement is not valid until signed and dated below by the State Controller or an authorized delegate.</p> <p><b>STATE CONTROLLER</b> Robert Jaros, CPA, MBA, JD</p> <p>By: <u>Ellie Li</u></p> <p>Name: <u>Ellie Li</u></p> <p>Title: <u>DNR Controller</u></p> <p>Effective Date: <u>9/30/2019</u></p>	

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### 1. PARTIES

This Agreement is entered into by and between Grantee named on the Cover Page for this Agreement (the “Grantee”), and the STATE OF COLORADO acting by and through the State agency named on the Cover Page for this Agreement (the “State”). Grantee and the State agree to the terms and conditions in this Agreement.

### 2. TERM AND EFFECTIVE DATE

#### A. Effective Date

This Agreement shall not be valid or enforceable until the Effective Date, and the Grant Funds shall be expended by the Fund Expenditure End Date shown on the Signature and Cover Page for this Agreement. The State shall not be bound by any provision of this Agreement before the Effective Date, and shall have no obligation to pay Grantee for any Work performed or expense incurred before the Effective Date, except as described in **§5.D**, or after the Fund Expenditure End Date.

#### B. Initial Term

The Parties’ respective performances under this Agreement shall commence on the Agreement Performance Beginning Date shown on the Cover Page for this Agreement and shall terminate on the Initial Agreement Expiration Date shown on the Cover Page for this Agreement (the “Initial Term”) unless sooner terminated or further extended in accordance with the terms of this Agreement.

#### C. Extension Terms - State’s Option

The State, at its discretion, shall have the option to extend the performance under this Agreement beyond the Initial Term for a period, or for successive periods, of 1 year or less at the same rates and under the same terms specified in this Agreement (each such period an

“Extension Term”). In order to exercise this option, the State shall provide written notice to Grantee in a form substantially equivalent to Sample Option Letter attached to this Agreement.

D. End of Term Extension

If this Agreement approaches the end of its Initial Term, or any Extension Term then in place, the State, at its discretion, upon written notice to Grantee as provided in §14, may unilaterally extend such Initial Term or Extension Term for a period not to exceed 2 months (an “End of Term Extension”), regardless of whether additional Extension Terms are available or not. The provisions of this Agreement in effect when such notice is given shall remain in effect during the End of Term Extension. The End of Term Extension shall automatically terminate upon execution of a replacement Agreement or modification extending the total term of this Agreement.

E. Early Termination in the Public Interest

The State is entering into this Agreement to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. If this Agreement ceases to further the public interest of the State, the State, in its discretion, may terminate this Agreement in whole or in part. A determination that this Agreement should be terminated in the public interest shall not be equivalent to a State right to terminate for convenience. This subsection shall not apply to a termination of this Agreement by the State for breach by Grantee, which shall be governed by §12.A.i.

i. Method and Content

The State shall notify Grantee of such termination in accordance with §14. The notice shall specify the effective date of the termination and whether it affects all or a portion of this Agreement, and shall include, to the extent practicable, the public interest justification for the termination.

ii. Obligations and Rights

Upon receipt of a termination notice for termination in the public interest, Grantee shall be subject to the rights and obligations set forth in §12.A.i.a.

iii. Payments

If the State terminates this Agreement in the public interest, the State shall pay Grantee an amount equal to the percentage of the total reimbursement payable under this Agreement that corresponds to the percentage of Work satisfactorily completed and accepted, as determined by the State, less payments previously made. Additionally, if this Agreement is less than 60% completed, as determined by the State, the State may reimburse Grantee for a portion of actual out-of-pocket expenses, not otherwise reimbursed under this Agreement, incurred by Grantee which are directly attributable to the uncompleted portion of Grantee’s obligations, provided that the sum of any and all reimbursement shall not exceed the maximum amount payable to Grantee hereunder.

F. Grantee’s Termination Under Federal Requirements

Grantee may request termination of this Grant by sending notice to the State, or to the Federal Awarding Agency with a copy to the State, which includes the reasons for the termination and the effective date of the termination. If this Grant is terminated in this manner, then

Grantee shall return any advanced payments made for work that will not be performed prior to the effective date of the termination.

### 3. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. **“Agreement”** means this agreement, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future modifications thereto.
- B. **“Breach of Agreement”** means the failure of a Party to perform any of its obligations in accordance with this Agreement, in whole or in part or in a timely or satisfactory manner. The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Grantee, or the appointment of a receiver or similar officer for Grantee or any of its property, which is not vacated or fully stayed within 30 days after the institution of such proceeding, shall also constitute a breach. If Grantee is debarred or suspended under §24-109-105, C.R.S. at any time during the term of this Agreement, then such debarment or suspension shall constitute a breach.
- C. **“Budget”** means the budget for the Work described in Exhibit B.
- D. **“Business Day”** means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1), C.R.S.
- E. **“CORA”** means the Colorado Open Records Act, §§24-72-200.1, *et. seq.*, C.R.S.
- F. **“Effective Date”** means the date on which this Agreement is approved and signed by the Colorado State Controller or designee, as shown on the Signature for this Agreement.
- G. **“End of Term Extension”** means the time period defined in §2.D
- H. **“Exhibits”** means the exhibits and attachments included with this Contract as shown on the Cover Page for this Contract.
- I. **“Extension Term”** means the time period defined in §2.C
- J. **“Goods”** means any movable material acquired, produced, or delivered by Grantee as set forth in this Agreement and shall include any movable material acquired, produced, or delivered by Grantee in connection with the Services.
- K. **“Grant Funds”** means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Agreement.
- L. **“Incident”** means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of any communications or information resources of the State, which are included as part of the Work, as described in §§24-37.5-401 *et. seq.* C.R.S. Incidents include, without limitation (i) successful attempts to gain unauthorized access to a State system or State Information regardless of where such information is located; (ii) unwanted disruption or denial of service; (iii) the unauthorized use of a State system for the processing or storage of data; or (iv) changes to State system hardware, firmware, or software characteristics without the State’s knowledge, instruction, or consent.
- M. **“Initial Term”** means the time period defined in §2.B

- N. **“Matching Funds”** means the funds provided Grantee as a match required to receive the Grant Funds.
- O. **“Party”** means the State or Grantee, and **“Parties”** means both the State and Grantee.
- P. **“PII”** means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in §24-72-501, C.R.S.
- Q. **“Services”** means the services to be performed by Grantee as set forth in this Agreement, and shall include any services to be rendered by Grantee in connection with the Goods.
- R. **“State Confidential Information”** means any and all State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, PII, Tax Information, and State personnel records not subject to disclosure under CORA. State Confidential Information shall not include information or data concerning individuals that is not deemed confidential but nevertheless belongs to the State, which has been communicated, furnished, or disclosed by the State to Contractor which (i) is subject to disclosure pursuant to CORA; (ii) is already known to Contractor without restrictions at the time of its disclosure to Contractor; (iii) is or subsequently becomes publicly available without breach of any obligation owed by Contractor to the State; (iv) is disclosed to Contractor, without confidentiality obligations, by a third party who has the right to disclose such information; or (v) was independently developed without reliance on any State Confidential Information.
- S. **“State Fiscal Rules”** means that fiscal rules promulgated by the Colorado State Controller pursuant to §24-30-202(13)(a), C.R.S.
- T. **“State Fiscal Year”** means a 12 month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- U. **“State Records”** means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- V. **“Subcontractor”** means third-parties, if any, engaged by Grantee to aid in performance of the Work. “Subcontractor” also includes sub-grantees of grant funds.
- W. **“Work”** means the Goods delivered and Services performed pursuant to this Agreement.
- X. **“Work Product”** means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, information, and any other results of the Work. “Work Product” does not include any material that was developed prior to the Effective Date that is used, without modification, in the performance of the Work.

Any other term used in this Agreement that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

#### **4. STATEMENT OF WORK**

Grantee shall complete the Work as described in this Agreement and in accordance with the provisions of Exhibit A. The State shall have no liability to compensate Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Agreement.

#### **5. PAYMENTS TO GRANTEE**

##### **A. Maximum Amount**

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Agreement that exceeds the Agreement Maximum shown on the Signature and Cover Page of this Agreement.

##### **B. Payment Procedures**

###### **i. Invoices and Payment**

- a. The State shall pay Grantee in the amounts and in accordance with the schedule and other conditions set forth in Exhibit A and Exhibit B.
- b. Grantee shall initiate payment requests by invoice to the State, in a form and manner approved by the State.
- c. The State shall pay each invoice within 45 days following the State's receipt of that invoice, so long as the amount invoiced correctly represents Work completed by Grantee and previously accepted by the State during the term that the invoice covers. If the State determines that the amount of any invoice is not correct, then Grantee shall make all changes necessary to correct that invoice.
- d. The acceptance of an invoice shall not constitute acceptance of any Work performed or deliverables provided under this Agreement.

###### **ii. Interest**

Amounts not paid by the State within 45 days of the State's acceptance of the invoice shall bear interest on the unpaid balance beginning on the 45th day at the rate of 1% per month, as required by §24-30-202(24)(a), C.R.S., until paid in full; provided, however, that interest shall not accrue on unpaid amounts that the State disputes in writing. Grantee shall invoice the State separately for accrued interest on delinquent amounts, and the invoice shall reference the delinquent payment, the number of day's interest to be paid and the interest rate.

###### **iii. Payment Disputes**

If Grantee disputes any calculation, determination or amount of any payment, Grantee shall notify the State in writing of its dispute within 30 days following the earlier to occur of Grantee's receipt of the payment or notification of the determination or calculation of the payment by the State. The State will review the information presented by Grantee and may make changes to its determination based on this review. The calculation, determination or payment amount that results from the State's review shall not be subject to additional dispute under this subsection. No payment subject to a dispute under this subsection shall be due until after the State has concluded its review, and the State shall not pay any interest on any amount during the period it is subject to dispute under this subsection.



iv. Available Funds-Contingency-Termination

The State is prohibited by law from making commitments beyond the term of the current State Fiscal Year. Payment to Grantee beyond the current State Fiscal Year is contingent on the appropriation and continuing availability of Grant Funds in any subsequent year (as provided in the Colorado Special Provisions). If federal funds or funds from any other non-State funds constitute all or some of the Grant Funds, the State's obligation to pay Grantee shall be contingent upon such non-State funding continuing to be made available for payment. Payments to be made pursuant to this Agreement shall be made only from Grant Funds, and the State's liability for such payments shall be limited to the amount remaining of such Grant Funds. If State, federal or other funds are not appropriated, or otherwise become unavailable to fund this Agreement, the State may, upon written notice, terminate this Agreement, in whole or in part, without incurring further liability. The State shall, however, remain obligated to pay for Services and Goods that are delivered and accepted prior to the effective date of notice of termination, and this termination shall otherwise be treated as if this Agreement were terminated in the public interest as described in §2.E.

C. Matching Funds.

Grantee shall provide Matching Funds as provided in Exhibit B. Grantee shall have raised the full amount of Matching Funds prior to the Effective Date and shall report to the State regarding the status of such funds upon request. Grantee's obligation to pay all or any part of any matching funds, whether direct or contingent, only extend to funds duly and lawfully appropriated for the purposes of this Agreement by the authorized representatives of Grantee and paid into Grantee's treasury or bank account. Grantee represents to the State that the amount designated "Grantee's Matching Funds" in Exhibit B has been legally appropriated for the purposes of this Agreement by its authorized representatives and paid into its treasury or bank account. Grantee does not by this Agreement irrevocably pledge present cash reserves for payments in future fiscal years, and this Agreement is not intended to create a multiple-fiscal year debt of Grantee.

D. Reimbursement of Grantee Costs.

The State shall reimburse Grantee's allowable costs, not exceeding the maximum total amount described in Exhibit B for all allowable costs described in this Grant and shown in the Budget, except that Grantee may adjust the amounts between each line item of the Budget without formal modification to this Agreement as long as the Grantee provides notice to the State of the change, the change does not modify the total maximum amount of this Agreement or the maximum amount for any state fiscal year, and the change does not modify any requirements of the Work. However, any costs incurred by Grantee prior to the Effective Date shall not be reimbursed. Grantee's costs for Work performed after the Fund Expenditure End Date shown on the Cover Page for this Agreement, or after any phase performance period end date for a respective phase of the Work, shall not be reimbursable. The State shall only reimburse allowable costs described in this Contract and shown in the Budget if those costs are:

- i. Reasonable and necessary to accomplish the Work and for the Goods and Services provided; and
- ii. Equal to the actual net cost to Grantee (i.e. the price paid minus any items of value received by Grantee that reduce the cost actually incurred).

E. Close-Out.

Grantee shall close out this Award within 45 days after the Fund Expenditure End Date shown on the Signature and Cover Page for this Agreement. To complete close-out, Grantee shall submit to the State all deliverables (including documentation) as defined in this Agreement and Grantee's final reimbursement request or invoice. The State will withhold 10% of allowable costs until all final documentation has been submitted and accepted by the State as substantially complete. If the Federal Awarding Agency has not closed this Federal Award within 1 year and 90 days after the Fund Expenditure End Date shown on the Signature and Cover Page for this Agreement due to Grantee's failure to submit required documentation, then Grantee may be prohibited from applying for new Federal Awards through the State until such documentation is submitted and accepted

## **6. REPORTING - NOTIFICATION**

A. Quarterly Reports.

In addition to any reports required pursuant to §16 or pursuant to any other Exhibit, for any Agreement having a term longer than 3 months, Grantee shall submit, on a quarterly basis, a written report specifying progress made for each specified performance measure and standard in this Agreement. Such progress report shall be in accordance with the procedures developed and prescribed by the State. Progress reports shall be submitted to the State not later than 5 Business Days following the end of each calendar quarter or at such time as otherwise specified by the State.

B. Litigation Reporting

If Grantee is served with a pleading or other document in connection with an action before a court or other administrative decision making body, and such pleading or document relates to this Agreement or may affect Grantee's ability to perform its obligations under this Agreement, Grantee shall, within 10 days after being served, notify the State of such action and deliver copies of such pleading or document to the State's principal representative identified in §14.

C. Performance and Final Status

Grantee shall submit all financial, performance and other reports to the State no later than 45 calendar days after the end of the Initial Term if no Extension Terms are exercised, or the final Extension Term exercised by the State, containing an evaluation and review of Grantee's performance and the final status of Grantee's obligations hereunder.

## **7. GRANTEE RECORDS**

A. Maintenance

Grantee shall make, keep, maintain, and allow inspection and monitoring by the State of a complete file of all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to the Work or the delivery of Services (including, but not limited to the operation of programs) or Goods hereunder. Grantee shall maintain such records for a period (the "Record Retention Period") of three years following the date of submission to the State of the final expenditure report, or if this Award is renewed quarterly or annually, from the date of the submission of each quarterly or annual report, respectively. If any litigation, claim, or audit related to this Award starts before expiration of the Record Retention Period, the Record Retention Period shall extend until all litigation, claims, or audit findings have been resolved and final action taken

by the State. The State, may notify Grantee in writing that the Record Retention Period shall be extended. For records for real property and equipment, the Record Retention Period shall extend three years following final disposition of such property.

**B. Inspection**

Grantee shall permit the State to audit, inspect, examine, excerpt, copy and transcribe Grantee Records during the Record Retention Period. Grantee shall make Grantee Records available during normal business hours at Grantee's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than 2 Business Days' notice from the State, unless the State determines that a shorter period of notice, or no notice, is necessary to protect the interests of the State.

**C. Monitoring**

The State will monitor Grantee's performance of its obligations under this Agreement using procedures as determined by the State. The federal government and any other duly authorized agent of a governmental agency, in its discretion, may monitor Contractor's performance of its obligations under this Contract using procedures as determined by that governmental entity. The State shall have the right, in its sole discretion, to change its monitoring procedures and requirements at any time during the term of this Agreement. The State shall monitor Grantee's performance in a manner that does not unduly interfere with Grantee's performance of the Work.

**D. Final Audit Report**

Grantee shall promptly submit to the State a copy of any final audit report of an audit performed on Grantee's records that relates to or affects this Agreement or the Work, whether the audit is conducted by Grantee or a third party.

**8. CONFIDENTIAL INFORMATION-STATE RECORDS**

**A. Confidentiality**

Grantee shall keep confidential, and cause all Subcontractors to keep confidential, all State Records, unless those State Records are publicly available. Grantee shall not, without prior written approval of the State, use, publish, copy, disclose to any third party, or permit the use by any third party of any State Records, except as otherwise stated in this Agreement, permitted by law or approved in Writing by the State. Grantee shall provide for the security of all State Confidential Information in accordance with all policies promulgated by the Colorado Office of Information Security and all applicable laws, rules, policies, publications, and guidelines. Grantee shall immediately forward any request or demand for State Records to the State's principal representative

**B. Other Entity Access and Nondisclosure Agreements**

Grantee may provide State Records to its agents, employees, assigns and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns and Subcontractors who require access to perform their obligations under this Agreement. Grantee shall ensure all such agents, employees, assigns, and Subcontractors sign agreements containing nondisclosure provisions at least as protective as those in this Contract, and that the nondisclosure provisions are in force at all times the agent, employee, assign or Subcontractor has access to any State Confidential Information. Grantee shall provide copies of those signed nondisclosure provisions to the State upon execution of the nondisclosure provisions.

C. Use, Security, and Retention

Grantee shall use, hold and maintain State Confidential Information in compliance with any and all applicable laws and regulations in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all State Confidential Information wherever located. Grantee shall provide the State with access, subject to Grantee's reasonable security requirements, for purposes of inspecting and monitoring access and use of State Confidential Information and evaluating security control effectiveness. Upon the expiration or termination of this Agreement, Grantee shall return State Records provided to Grantee or destroy such State Records and certify to the State that it has done so, as directed by the State. If Grantee is prevented by law or regulation from returning or destroying State Confidential Information, Grantee warrants it will guarantee the confidentiality of, and cease to use, such State Confidential Information.

D. Incident Notice and Remediation

If Grantee becomes aware of any Incident, it shall notify the State immediately and cooperate with the State regarding recovery, remediation, and the necessity to involve law enforcement, as determined by the State. Unless Grantee can establish that none of Grantee or any of its agents, employees, assigns or Subcontractors are the cause or source of the Incident, Grantee shall be responsible for the cost of notifying each person who may have been impacted by the Incident. After an Incident, Grantee shall take steps to reduce the risk of incurring a similar type of Incident in the future as directed by the State, which may include, but is not limited to, developing and implementing a remediation plan that is approved by the State at no additional cost to the State. The State may adjust or direct modifications to this plan, in its sole discretion and Grantee shall make all modifications as directed by the State. If Grantee cannot produce its analysis and plan within the allotted time, the State, in its sole discretion, may perform such analysis and produce a remediation plan, and Grantee shall reimburse the State for the reasonable costs thereof.

E. Safeguarding PII

If Grantee or any of its Subcontractors will or may receive PII under this Agreement, Grantee shall provide for the security of such PII, in a manner and form acceptable to the State, including, without limitation, State non-disclosure requirements, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Grantee shall be a "Third-Party Service Provider" as defined in §24-73-103(1)(i), C.R.S. and shall maintain security procedures and practices consistent with §§24-73-101 *et seq.*, C.R.S.

**9. CONFLICTS OF INTEREST**

A. Actual Conflicts of Interest

Grantee shall not engage in any business or activities, or maintain any relationships that conflict in any way with the full performance of the obligations of Grantee under this Agreement. Such a conflict of interest would arise when a Grantee or Subcontractor's employee, officer or agent were to offer or provide any tangible personal benefit to an employee of the State, or any member of his or her immediate family or his or her partner, related to the award of, entry into or management or oversight of this Agreement.

B. Apparent Conflicts of Interest

Grantee acknowledges that, with respect to this Agreement, even the appearance of a conflict of interest shall be harmful to the State's interests. Absent the State's prior written approval, Grantee shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Grantee's obligations under this Agreement.

C. Disclosure to the State

If a conflict or the appearance of a conflict arises, or if Grantee is uncertain whether a conflict or the appearance of a conflict has arisen, Grantee shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration. Failure to promptly submit a disclosure statement or to follow the State's direction in regard to the actual or apparent conflict constitutes a breach of this Agreement.

## 10. INSURANCE

Grantee shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Agreement. All insurance policies required by this Agreement that are not provided through self-insurance shall be issued by insurance companies as approved by the State.

A. Workers' Compensation

Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Grantee or Subcontractor employees acting within the course and scope of their employment.

B. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- i. \$1,000,000 each occurrence;
- ii. \$1,000,000 general aggregate;
- iii. \$1,000,000 products and completed operations aggregate; and
- iv. \$50,000 any 1 fire.

C. Automobile Liability

Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

D. Additional Insured

The State shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Grantee and Subcontractors.

E. Primacy of Coverage

Coverage required of Grantee and each Subcontractor shall be primary over any insurance or self-insurance program carried by Grantee or the State.

F. Cancellation

All commercial insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on non-payment of premiums, without at least 30 days prior notice to Grantee and Grantee shall forward such notice to the State in accordance with §14 within 7 days of Grantee's receipt of such notice.

G. Subrogation Waiver

All commercial insurance policies secured or maintained by Grantee or its Subcontractors in relation to this Agreement shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

H. Public Entities

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S. (the "GIA"), Grantee shall maintain, in lieu of the liability insurance requirements stated above, at all times during the term of this Contract such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. If a Subcontractor is a public entity within the meaning of the GIA, Grantee shall ensure that the Subcontractor maintain at all times during the terms of this Grantee, in lieu of the liability insurance requirements stated above, such liability insurance, by commercial policy or self-insurance, as is necessary to meet the Subcontractor's obligations under the GIA.

I. Certificates

For each commercial insurance plan provided by Grantee under this Agreement, Grantee shall provide to the State certificates evidencing Grantee's insurance coverage required in this Agreement within 7 Business Days following the Effective Date. Grantee shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Agreement within 7 Business Days following the Effective Date, except that, if Grantee's subcontract is not in effect as of the Effective Date, Grantee shall provide to the State certificates showing Subcontractor insurance coverage required under this Agreement within 7 Business Days following Grantee's execution of the subcontract. No later than 15 days before the expiration date of Grantee's or any Subcontractor's coverage, Grantee shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Agreement, upon request by the State, Grantee shall, within 7 Business Days following the request by the State, supply to the State evidence satisfactory to the State of compliance with the provisions of this section.

## **11. BREACH OF AGREEMENT**

In the event of a Breach of Agreement, the aggrieved Party shall give written notice of Breach of Agreement to the other Party. If the notified Party does not cure the breach, at its sole expense, within 30 days after the delivery of written notice, the Party may exercise any of the remedies as described in §12 for that Party. Notwithstanding any provision of this Agreement to the contrary, the State, in its discretion, need not provide notice or a cure period and may immediately terminate this Agreement in whole or in part or institute any other remedy in this Agreement in order to protect the public interest of the State; or if Grantee is debarred or suspended under §24-109-105, C.R.S., the State, in its discretion, need not provide notice or cure period and may terminate this Agreement in whole or in part or institute any other remedy in this Agreement as of the date that the debarment or suspension takes effect.

## 12. REMEDIES

### A. State's Remedies

If Grantee is in breach under any provision of this Agreement and fails to cure such breach, the State, following the notice and cure period set forth in §11, shall have all of the remedies listed in this section in addition to all other remedies set forth in this Agreement or at law. The State may exercise any or all of the remedies available to it, in its discretion, concurrently or consecutively.

#### i. Termination for Breach

In the event of Grantee's uncured breach, the State may terminate this entire Agreement or any part of this Agreement. Grantee shall continue performance of this Agreement to the extent not terminated, if any.

#### a. Obligations and Rights

To the extent specified in any termination notice, Grantee shall not incur further obligations or render further performance past the effective date of such notice, and shall terminate outstanding orders and subcontracts with third parties. However, Grantee shall complete and deliver to the State all Work not cancelled by the termination notice, and may incur obligations as necessary to do so within this Contract's terms. At the request of the State, Grantee shall assign to the State all of Grantee's rights, title, and interest in and to such terminated orders or subcontracts. Upon termination, Grantee shall take timely, reasonable and necessary action to protect and preserve property in the possession of Grantee but in which the State has an interest. At the State's request, Grantee shall return materials owned by the State in Grantee's possession at the time of any termination. Grantee shall deliver all completed Work Product and all Work Product that was in the process of completion to the State at the State's request.

#### b. Payments

Notwithstanding anything to the contrary, the State shall only pay Grantee for accepted Work received as of the date of termination. If, after termination by the State, the State agrees that Grantee was not in breach or that Grantee's action or inaction was excusable, such termination shall be treated as a termination in the public interest, and the rights and obligations of the Parties shall be as if this Agreement had been terminated in the public interest under §2.E.

#### c. Damages and Withholding

Notwithstanding any other remedial action by the State, Grantee shall remain liable to the State for any damages sustained by the State in connection with any breach by Grantee, and the State may withhold payment to Grantee for the purpose of mitigating the State's damages until such time as the exact amount of damages due to the State from Grantee is determined. The State may withhold any amount that may be due Grantee as the State deems necessary to protect the State against loss including, without limitation, loss as a result of outstanding liens and excess costs incurred by the State in procuring from third parties replacement Work as cover.

ii. Remedies Not Involving Termination

The State, in its discretion, may exercise one or more of the following additional remedies:

a. Suspend Performance

Suspend Grantee's performance with respect to all or any portion of the Work pending corrective action as specified by the State without entitling Grantee to an adjustment in price or cost or an adjustment in the performance schedule. Grantee shall promptly cease performing Work and incurring costs in accordance with the State's directive, and the State shall not be liable for costs incurred by Grantee after the suspension of performance.

b. Withhold Payment

Withhold payment to Grantee until Grantee corrects its Work.

c. Deny Payment

Deny payment for Work not performed, or that due to Grantee's actions or inactions, cannot be performed or if they were performed are reasonably of no value to the state; provided, that any denial of payment shall be equal to the value of the obligations not performed.

d. Removal

Demand immediate removal of any of Grantee's employees, agents, or Subcontractors from the Work whom the State deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable or whose continued relation to this Agreement is deemed by the State to be contrary to the public interest or the State's best interest.

e. Intellectual Property

If any Work infringes, or if the State in its sole discretion determines that any Work is likely to infringe, a patent, copyright, trademark, trade secret or other intellectual property right, Grantee shall, as approved by the State (i) secure that right to use such Work for the State and Contractor; (ii) replace the Work with noninfringing Work or modify the Work so that it becomes noninfringing; or, (iii) remove any infringing Work and refund the amount paid for such Work to the State.

B. Grantee's Remedies

If the State is in breach of any provision of this Agreement and does not cure such breach, Grantee, following the notice and cure period in §11 and the dispute resolution process in §13 shall have all remedies available at law and equity.

**13. DISPUTE RESOLUTION**

A. Initial Resolution

Except as herein specifically provided otherwise, disputes concerning the performance of this Agreement which cannot be resolved by the designated Agreement representatives shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager designated by Grantee for resolution.



**B. Resolution of Controversies**

If the initial resolution described in §13.A fails to resolve the dispute within 10 Business Days, Grantee shall submit any alleged breach of this Agreement by the State to the Procurement Official of the State Agency named on the Cover Page of this Agreement as described in §24-101-301(30), C.R.S. for resolution following the same resolution of controversies process as described in §§24-106-109, and 24-109-101.1 through 24-109-505, C.R.S., (the “Resolution Statutes”), except that if Grantee wishes to challenge any decision rendered by the Procurement Official, Grantee’s challenge shall be an appeal to the executive director of the Department of Personnel and Administration, or their delegate, in the same manner as described in the Resolution Statutes before Grantee pursues any further action. Except as otherwise stated in this Section, all requirements of the Resolution Statutes shall apply including, without limitation, time limitations regardless of whether the Colorado Procurement Code applies to this Agreement.

**14. NOTICES AND REPRESENTATIVES**

Each individual identified as a Principal Representative on the Cover Page for this Agreement shall be the principal representative of the designating Party. All notices required or permitted to be given under this Agreement shall be in writing, and shall be delivered (A) by hand with receipt required, (B) by certified or registered mail to such Party’s principal representative at the address set forth below or (C) as an email with read receipt requested to the principal representative at the email address, if any, set forth on the Cover Page for this Agreement. If a Party delivers a notice to another through email and the email is undeliverable, then, unless the Party has been provided with an alternate email contact, the Party delivering the notice shall deliver the notice by hand with receipt required or by certified or registered mail to such Party’s principal representative at the address set forth on the Cover Page for this Agreement. Either Party may change its principal representative or principal representative contact information, or may designate specific other individuals to receive certain types of notices in addition to or in lieu of a principal representative, by notice submitted in accordance with this section without a formal amendment to this Agreement. Unless otherwise provided in this Agreement, notices shall be effective upon delivery of the written notice.

**15. RIGHTS IN WORK PRODUCT AND OTHER INFORMATION**

**A. Work Product**

**i. Copyrights**

To the extent that the Work Product (or any portion of the Work Product) would not be considered works made for hire under applicable law, Grantee hereby assigns to the State, the entire right, title, and interest in and to copyrights in all Work Product and all works based upon, derived from, or incorporating the Work Product; all copyright applications, registrations, extensions, or renewals relating to all Work Product and all works based upon, derived from, or incorporating the Work Product; and all moral rights or similar rights with respect to the Work Product throughout the world. To the extent that Grantee cannot make any of the assignments required by this section, Grantee hereby grants to the State a perpetual, irrevocable, royalty-free license to use, modify, copy, publish, display, perform, transfer, distribute, sell, and create derivative works of the Work Product and all works based upon, derived from, or incorporating the Work Product by all means and methods and in any format now known or invented in the future. The State may assign and license its rights under this license.

ii. Assignments and Assistance

Whether or not Grantee is under contract with the State at the time, Grantee shall execute applications, assignments, and other documents, and shall render all other reasonable assistance requested by the State, to enable the State to secure patents, copyrights, licenses and other intellectual property rights related to the Work Product. The Parties intend the Work Product to be works made for hire. Grantee assigns to the State and its successors and assigns, the entire right, title, and interest in and to all causes of action, either in law or in equity, for past, present, or future infringement of intellectual property rights related to the Work Product and all works based on, derived from, or incorporating the Work Product.

B. Exclusive Property of the State

Except to the extent specifically provided elsewhere in this Agreement, any pre-existing State Records, State software, research, reports, studies, photographs, negatives or other documents, drawings, models, materials, data and information shall be the exclusive property of the State (collectively, "State Materials"). Grantee shall not use, willingly allow, cause or permit Work Product or State Materials to be used for any purpose other than the performance of Grantee's obligations in this Agreement without the prior written consent of the State. Upon termination of this Agreement for any reason, Grantee shall provide all Work Product and State Materials to the State in a form and manner as directed by the State.

C. Exclusive Property of Grantee

Grantee retains the exclusive rights, title, and ownership to any and all pre-existing materials owned or licensed to Grantee including, but not limited to, all pre-existing software, licensed products, associated source code, machine code, text images, audio and/or video, and third-party materials, delivered by Grantee under this Contract, whether incorporated in a Deliverable or necessary to use a Deliverable (collectively, "Grantee Property"). Grantee Property shall be licensed to the State as set forth in this Contract or a State approved license agreement: (i) entered into as exhibits to this Agreement, (ii) obtained by the State from the applicable third-party vendor, or (iii) in the case of open source software, the license terms set forth in the applicable open source license agreement.

## 16. STATEWIDE CONTRACT MANAGEMENT SYSTEM

If the maximum amount payable to Grantee under this Agreement is \$100,000 or greater, either on the Effective Date or at anytime thereafter, this section shall apply. Grantee agrees to be governed by and comply with the provisions of §§24-106-103, 24-102-206, 24-106-106, and 24-106-107, C.R.S. regarding the monitoring of vendor performance and the reporting of Agreement performance information in the State's Agreement management system ("Contract Management System" or "CMS"). Grantee's performance shall be subject to evaluation and review in accordance with the terms and conditions of this Agreement, Colorado statutes governing CMS, and State Fiscal Rules and State Controller policies.

## 17. GENERAL PROVISIONS

A. Assignment

Grantee's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of

Grantee's rights and obligations approved by the State shall be subject to the provisions of this Agreement.

**B. Subcontracts**

Grantee shall submit to the State a copy of each such subgrant or subcontract upon request by the State. All subgrants and subcontracts entered into by Grantee in connection with this Agreement shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of Colorado, and shall be subject to all provisions of this Agreement.

**C. Binding Effect**

Except as otherwise provided in **§17.A.**, all provisions of this Agreement, including the benefits and burdens, shall extend to and be binding upon the Parties' respective successors and assigns.

**D. Authority**

Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.

**E. Captions and References**

The captions and headings in this Agreement are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Agreement to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

**F. Counterparts**

This Agreement may be executed in multiple, identical, original counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**G. Entire Understanding**

This Agreement represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

**H. Digital Signatures**

If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Contract by reference.

**I. Modification**

Except as otherwise provided in this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved in accordance with applicable Colorado State law and State Fiscal Rules.

Modifications permitted under this Agreement, other than Agreement amendments, shall conform to the policies issued by the Colorado State Controller.

J. Statutes, Regulations, Fiscal Rules, and Other Authority.

Any reference in this Agreement to a statute, regulation, State Fiscal Rule, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Effective Date of this Agreement.

K. External Terms and Conditions

Notwithstanding anything to the contrary herein, the State shall not be subject to any provision included in any terms, conditions, or agreements appearing on Grantee's or a Subcontractor's website or any provision incorporated into any click-through or online agreements related to the Work unless that provision is specifically referenced in this Agreement.

L. Severability

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Agreement in accordance with the intent of this Agreement.

M. Survival of Certain Agreement Terms

Any provision of this Agreement that imposes an obligation on a Party after termination or expiration of this Agreement shall survive the termination or expiration of this Agreement and shall be enforceable by the other Party.

N. Taxes

The State is exempt from federal excise taxes under I.R.C. Chapter 32 (26 U.S.C., Subtitle D, Ch. 32) (Federal Excise Tax Exemption Certificate of Registry No. 84-730123K) and from State and local government sales and use taxes under §§39-26-704(1), *et seq.*, C.R.S. (Colorado Sales Tax Exemption Identification Number 98-02565). The State shall not be liable for the payment of any excise, sales, or use taxes, regardless of whether any political subdivision of the state imposes such taxes on Grantee. Grantee shall be solely responsible for any exemptions from the collection of excise, sales or use taxes that Grantee may wish to have in place in connection with this Agreement.

O. Third Party Beneficiaries

Except for the Parties' respective successors and assigns described in **§17.A.**, this Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement, and do not create any rights for such third parties.

P. Waiver

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

Q. CORA Disclosure

To the extent not prohibited by federal law, this Agreement and the performance measures and standards required under §24-106-107, C.R.S., if any, are subject to public release through the CORA.

R. Standard and Manner of Performance

Grantee shall perform its obligations under this Agreement in accordance with the highest standards of care, skill and diligence in Grantee's industry, trade, or profession.

S. Licenses, Permits, and Other Authorizations.

Grantee shall secure, prior to the Effective Date, and maintain at all times during the term of this Agreement, at its sole expense, all licenses, certifications, permits, and other authorizations required to perform its obligations under this Agreement, and shall ensure that all employees, agents and Subcontractors secure and maintain at all times during the term of their employment, agency or Subcontractor, all license, certifications, permits and other authorizations required to perform their obligations in relation to this Agreement.

T. Indemnification

i. General Indemnification

Grantee shall indemnify, save, and hold harmless the State, its employees, agents and assignees (the "Indemnified Parties"), against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys' fees and related costs) incurred by any of the Indemnified Parties in relation to any act or omission by Grantee, or its employees, agents, Subcontractors, or assignees in connection with this Agreement.

ii. Confidential Information Indemnification

Disclosure or use of State Confidential Information by Grantee in violation of §8 may be cause for legal action by third parties against Grantee, the State, or their respective agents. Grantee shall indemnify, save, and hold harmless the Indemnified Parties, against any and all claims, damages, liabilities, losses, costs, expenses (including attorneys' fees and costs) incurred by the State in relation to any act or omission by Grantee, or its employees, agents, assigns, or Subcontractors in violation of §8.

iii. Intellectual Property Indemnification

Grantee shall indemnify, save, and hold harmless the Indemnified Parties, against any and all costs, expenses, claims, damages, liabilities, and other amounts (including attorneys' fees and costs) incurred by the Indemnified Parties in relation to any claim that any Work infringes a patent, copyright, trademark, trade secret, or any other intellectual property right.

**18. COLORADO SPECIAL PROVISIONS (COLORADO FISCAL RULE 3-3)**

These Special Provisions apply to all contracts except where noted in italics.

**A. STATUTORY APPROVAL. §24-30-202(1), C.R.S.**

This Contract shall not be valid until it has been approved by the Colorado State Controller or designee. If this Contract is for a Major Information Technology Project, as defined in §24-37.5-102(2.6), then this Contract shall not be valid until it has been approved by the State's Chief Information Officer or designee.

**B. FUND AVAILABILITY. §24-30-202(5.5), C.R.S.**

Financial obligations of the State payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

**C. GOVERNMENTAL IMMUNITY.**

Liability for claims for injuries to persons or property arising from the negligence of the State, its departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

**D. INDEPENDENT CONTRACTOR**

Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of the State. Contractor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. **Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this Contract. Contractor shall (i) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (ii) provide proof thereof when requested by the State, and (iii) be solely responsible for its acts and those of its employees and agents.**

**E. COMPLIANCE WITH LAW.**

Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

**F. CHOICE OF LAW, JURISDICTION, AND VENUE.**

Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. All suits or actions related to this Contract shall be filed and proceedings held in the State of Colorado and exclusive venue shall be in the City and County of Denver.

**G. PROHIBITED TERMS.**

Any term included in this Contract that requires the State to indemnify or hold Contractor harmless; requires the State to agree to binding arbitration; limits Contractor's liability for damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with this provision in any way shall be void ab initio. Nothing in this Contract shall be construed as a waiver of any provision of §24-106-109 C.R.S. Any term included in this Contract that limits Contractor's liability that is not void under this section shall apply only

in excess of any insurance to be maintained under this Contract, and no insurance policy shall be interpreted as being subject to any limitations of liability of this Contract.

**H. SOFTWARE PIRACY PROHIBITION.**

State or other public funds payable under this Contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Contractor hereby certifies and warrants that, during the term of this Contract and any extensions, Contractor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Contractor is in violation of this provision, the State may exercise any remedy available at law or in equity or under this Contract, including, without limitation, immediate termination of this Contract and any remedy consistent with federal copyright laws or applicable licensing restrictions.

**I. EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST. §§24-18-201 and 24-50-507, C.R.S.**

The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this Contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.

**J. VENDOR OFFSET AND ERRONEOUS PAYMENTS. §§24-30-202(1) and 24-30-202.4, C.R.S.**

*[Not applicable to intergovernmental agreements]* Subject to §24-30-202.4(3.5), C.R.S., the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (i) unpaid child support debts or child support arrearages; (ii) unpaid balances of tax, accrued interest, or other charges specified in §§39-21-101, *et seq.*, C.R.S.; (iii) unpaid loans due to the Student Loan Division of the Department of Higher Education; (iv) amounts required to be paid to the Unemployment Compensation Fund; and (v) other unpaid debts owing to the State as a result of final agency determination or judicial action. The State may also recover, at the State's discretion, payments made to Contractor in error for any reason, including, but not limited to, overpayments or improper payments, and unexpended or excess funds received by Contractor by deduction from subsequent payments under this Contract, deduction from any payment due under any other contracts, grants or agreements between the State and Contractor, or by any other appropriate method for collecting debts owed to the State.

**K. PUBLIC CONTRACTS FOR SERVICES. §§8-17.5-101, *et seq.*, C.R.S.**

*[Not applicable to agreements relating to the offer, issuance, or sale of securities, investment advisory services or fund management services, sponsored projects, intergovernmental agreements, or information technology services or products and services]* Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this Contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this Contract, through participation in the E-Verify Program or the State verification program established pursuant to §8-17.5-102(5)(c), C.R.S., Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a Subcontractor that fails to certify to Contractor that

the Subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor **(i)** shall not use E-Verify Program or the program procedures of the Colorado Department of Labor and Employment (“Department Program”) to undertake pre-employment screening of job applicants while this Contract is being performed, **(ii)** shall notify the Subcontractor and the contracting State agency or institution of higher education within 3 days if Contractor has actual knowledge that a Subcontractor is employing or contracting with an illegal alien for work under this Contract, **(iii)** shall terminate the subcontract if a Subcontractor does not stop employing or contracting with the illegal alien within 3 days of receiving the notice, and **(iv)** shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to §8-17.5-102(5), C.R.S., by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the contracting State agency, Institution of Higher Education or political subdivision, a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or §§8-17.5-101, *et seq.*, C.R.S., the contracting State agency, institution of higher education or political subdivision may terminate this Contract for breach and, if so terminated, Contractor shall be liable for damages.

**L. PUBLIC CONTRACTS WITH NATURAL PERSONS. §§24-76.5-101, *et seq.*, C.R.S.**

Contractor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that Contractor **(i)** is a citizen or otherwise lawfully present in the United States pursuant to federal law, **(ii)** shall comply with the provisions of §§24-76.5-101, *et seq.*, C.R.S., and **(iii)** has produced one form of identification required by §24-76.5-103, C.R.S. prior to the Effective Date of this Contract.



## EXHIBIT C, SAMPLE OPTION LETTER

<b>State Agency</b> Department of Natural Resources Colorado Water Conservation Board (CWCB) 1313 Sherman St, Room 718 Denver, CO 80203	<b>Option Letter Number</b>  
<b>Grantee</b> Big Thompson Watershed Coalition 1530 N. Boise Avenue Loveland, CO 80537	<b>Original Agreement Number</b> CMS 141168 CTGG1 2020-2098
<b>Current Agreement Maximum Amount</b>	<b>Option Agreement Number</b> CMS CTGG1 2020-2098
	<b>Agreement Performance Beginning Date</b> The later of the Effective Date or Month, Date, Year
	<b>Current Agreement Expiration Date</b>

1. **OPTIONS:**
  - A. Option to extend for an Extension Term
2. **REQUIRED PROVISIONS:**
  - A. **For use with Option 1(A):** In accordance with Section(s) \_\_\_\_\_ (Number) of the Original Agreement referenced above, the State hereby exercises its option for an additional term, beginning \_\_\_\_\_(Date) and ending on the current Agreement expiration date shown above, at the rates stated in the Original Agreement, as amended.
3. **OPTION EFFECTIVE DATE:**
  - A. The effective date of this Option Letter is upon approval of the State Controller or an authorized delegate.

<p><b>STATE OF COLORADO</b> Jared S. Polis, Governor Department of Natural Resources Colorado Water Conservation Board</p> <p>By: _____ (Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>In accordance with §24-30-202, C.R.S., this Option is not valid until signed and dated below by the State Controller or an authorized delegate.</p> <p><b>STATE CONTROLLER</b> <b>Robert Jaros, CPA, MBA, JD</b></p> <p>By: _____ (Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Option Effective Date: _____</p>
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## **Exhibit A - Scope of Work**

### **Big Thompson River Envisioning Project**

**Grantee:** Big Thompson Watershed Coalition  
**Primary Contact:** Shayna Jones, BTWC Director; [shayna.jones@bigthompson.co](mailto:shayna.jones@bigthompson.co);  
**Address:** PO Box 1923, Loveland, CO 80539  
**Phone:** 970-800-1126  
**Project Name:** Big Thompson River Envisioning Project  
**Grant Amount:** \$186,440 (WSRF - \$40,000; Watershed Restoration -

### **Introduction and Background**

The Big Thompson watershed is an important resource locally for the Loveland community, for the many Front Range communities who obtain their water supply from the Big Thompson River, and the millions that visit the corridor each year on their way to Rocky Mountain National Park. The Big Thompson River supports recreational trout fishing, wildlife and the local tourist economy, as well as municipal, agricultural and industrial water uses. Given the wide variety of uses of the river corridor and predicted changes to land use and hydrology, a plan that balances river health with waters users' needs would ensure that the communities and wildlife that rely on the Big Thompson River could continue to do so well into the future.

The Big Thompson Watershed Coalition (BTWC), along with an Advisory Committee composed of diverse interests, will lead the development of a Stream Management Plan along approximately 15 miles of river corridor. The BTWC Board of Directors currently represents local government, private property owners, local businesses and other non-profit groups. The Big Thompson Watershed Coalition formed in the aftermath of the 2013 flood and has been involved in planning, managing and implementing river restoration activities since 2014. Over the last four years, the BTWC led or co-led over 15 river improvements projects, of which 11 have been successfully implemented and completed, and 4 of which will be constructed by June 2019. This has produced multi-objective improvements along approximately 6 miles of critical areas of the Big Thompson River and key tributaries, and involved over 150 private properties.

### **Project Goal**

Engage citizens and stakeholders to create a shared vision for improving the Big Thompson River by identifying strategies and action plans that respect property and water rights, address water user needs, and enhance environmental conditions and recreational opportunities.

### **Objectives**

1. Engage citizens and stakeholders in a process to identify common values and goals related to various water uses, including agriculture, municipal, recreation, fisheries, and riparian habitat.
2. Assess river function within the project area, currently identified as the reach between the mouth of the Big Thompson Canyon to I-25, by analyzing existing information and new data as needed, to identify key issues and their locations and causes.

3. Assess impacts of future population growth, development, and climate and weather changes on river health and user needs and identify opportunities to mitigate these impacts.
4. Identify and prioritize voluntary, multi-purpose projects and actions that will meet collective needs and values and protect or enhance the Big Thompson River corridor.

## Tasks

### 1. Community Outreach and Stakeholder Engagement

This task will create an Advisory Committee to guide the project, develop and implement a strategy for involving stakeholders in the project, use feedback from the Advisory Committee to refine the objectives and scope of work, establish an on-going education program for community members, and develop a web-based resource to house watershed data and assessment information and other relevant educational materials.

#### Methods/Procedures

Sub-task 1.1 – Convene an **Advisory Committee** to guide the project, provide technical expertise, and inform project goals and priorities. Advisory Committee members will include major water rights owners/users, riparian land owners and business owners, environmental interest groups, recreational user groups, county and municipal government, and land development interests. The Advisory Committee size will be considered and managed to ensure efficient governance and decision-making.

Sub-task 1.2 – **Develop and Implement a Stakeholder Engagement Plan** that identifies tangible participation goals targeting consumptive and non-consumptive stakeholders. Specific elements of this plan will include, but not be limited to:

- Develop list of the stakeholders who should be included
- Develop goals for stakeholder engagement, including expectations and outcomes
- Create schedule and objectives for each meeting; anticipate 8 meetings
- Identify and prioritize ecological values that could be protected or enhanced, needs related to irrigation diversions and other structures in the river, and needs of floodplain management (including enhancement, restoration and maintenance) and land and recreation planners

Sub-task 1.3 – Based upon Advisory Committee and stakeholder feedback, the BTWC Project Coordinator will **refine the project's objectives and scope of work** to ensure project tasks are focused on collaboratively agreed-upon outcomes.

Sub-task 1.4 – The BTWC staff Project Coordinator, with help from an Engagement Consultant, will develop a **Community Education Program** to keep local residents informed on the project's progress and outcomes. The Community Education Program will: outline activities for increasing community understanding of how the water system of the Big Thompson River watershed is operated, use recently completed BTWC projects such as the Rist Goss River and Ditch improvement project to illustrate how multi-purpose projects can benefit multiple water

users and uses, and highlight actions the community can support that will improve or protect the Big Thompson River while also honoring local water users. Specific elements of this plan will include, but not be limited to:

- Timeline for community engagement, with topics to be covered at key points
- Needed supporting documentation or educational material, and
- Strategies for soliciting public comment/feedback and using it to inform the project

The Advisory Committee and relevant stakeholders (local watershed groups, ditch companies, recreation groups, and others) will help develop the community engagement plan, and BTWC staff and board members will implement its recommendations during the project timeline. We plan to host up to three Community Engagement events that will aim to meet the objectives of the Plan.

Sub-task 1.5 – The BTWC Project Coordinator will synthesize the literature review in Task 3.1 to ensure that all relevant data is accessible. BTWC will work with a contractor to create **online resources** that are publically accessible on the BTWC’s website, such as links to existing data, results from new assessments, and education resources and information on river health and water use.

#### **Deliverables**

- Minutes from at least quarterly Advisory Committee meetings throughout the project term
- Stakeholder Engagement Strategy and reports on its effectiveness
- Revised Project Scope of Work that incorporates stakeholder feedback
- Community Education Program, including at least three community education events, and reports on its effectiveness
- Community education materials developed to help communicate river function assessments, water user needs assessments, current and future potential multi-purpose projects and other topics as needed
- BTWC online resource that contains technical and community educational resources

## **2. Current and Projected Hydrology Characterization**

The purpose of this task is to summarize how water is currently stored, diverted, consumed, and returned, and to characterize current and potential future point flows in the study area. This task will be accomplished using hydrologic modeling tools developed by CWCB. The South Platte Decision Support System (SPDSS) is an integrated system of hydrologic data, water allocation modeling, and crop consumptive use modeling often used for developing detailed and reliable estimates of water availability under a wide range of potential future hydrologic conditions and a broad range of current and future water management scenarios.

#### **Methods/Procedures**

Sub-task 2.1 – Using the SPDSS StateMod surface water modeling framework, develop **estimated daily point flows** for the study area at major tributaries, diversion points, and in-stream flow reaches. The SPDSS includes river flow data for historical conditions (1950 through

2012), as well as natural conditions (no diversions, imports, or releases) and existing conditions (current diversions), and will therefore allow for a comprehensive understanding of river flows during wet, dry, and average conditions.

### **Deliverables**

- Technical report summarizing hydrological characterization and modeling output. The report should include data tables and appropriate graphics summarizing estimated daily hydrology at tributaries, major diversions, and in-stream flow reaches under natural, existing, and projected future conditions, as well as graphics characterizing typical hydrographs under wet, average, and dry conditions at the same points, as appropriate.

## **3. River Health and Benefits Assessments**

The purpose of this task is to assess existing ecological conditions of the study area within the Big Thompson River corridor, and to characterize the ability of the system to deliver desired ecosystem goods and services to the local community. This task will apply data and analyses compiled from Tasks 1.2, 1.5, and 2, as well as additional desktop analyses and field investigation as needed.

### **Methods/Procedures**

Sub-task 3.1 – **Review existing information** and publicly available databases, and conduct literature reviews to form the basis for an assessment of ecological condition. At a minimum, the literature review should consider the documents identified in Attachment A.

Sub-task 3.2 – Evaluate the best available information and evidence to complete a baseline **assessment of ecological condition**. The assessment framework should consider existing frameworks such as the City of Loveland’s River Corridor Master Plan and the Colorado Stream Health Assessment Framework.

Watershed-scale variables to be evaluated include flow regime, sediment regime, water quality, and network connectivity. Reach-scale variables include floodplain hydrology, riparian vegetation, fluvial geomorphology, structural complexity, and aquatic biota. For each reach identified in the Big Thompson Watershed Restoration Master Plan, assessment of these variables will be completed through thorough review of existing information, desktop analyses (e.g., GIS and aerial photography analysis, hydrological time-series evaluation, etc.), rapid field assessments, and/or intensive field investigations, as applicable. Field investigations will include water quality data collection and analysis performed by the Big Thompson Watershed Forum. The extent of the evaluations (desktop to intensive) will depend on the quality and quantity of existing data (reviewed in sub-task 3.1) for each variable at each reach (identified in the Big Thompson Watershed Restoration Master Plan).

As part of the ecological health assessment, identify the dominant stressors, causes of impairment, and constraints on ecological integrity within the study area. Describe the location and causes of key river health concerns and identify opportunities to protect well-functioning stream reaches.

Sub-task 3.3 – Conduct an assessment to evaluate the capacity of each reach within the study area to provide benefits to the local community. Using results of the Stakeholder Engagement Plan (sub-task 1.2), work with the Advisory Group and local community to characterize and prioritize the **ecosystem goods and services** that local communities derive from the study reaches of the Big Thompson River corridor.

Categories of ecosystem goods and services that may be included are: irrigation supplies, clean drinking water, flood attenuation, groundwater recharge, aesthetic values, recreational use, etc). This assessment will evaluate qualitative information (e.g., input from stakeholders and community, local perceptions, anecdotal evidence, etc.) and quantitative data (e.g., hydrologic time series, consumptive water use demands, proximity of infrastructure to floodplains, recreational use surveys, environmental results from Task 3.3, etc.) to characterize the relative demand for specific ecosystem goods and services on each reach in the project area.

#### **Deliverables**

- Technical report summarizing ecological health assessment methodologies and results, with narrative and quantitative rationale for all conclusions. Report will include companion maps and graphics, as applicable.
- Report summarizing the type, relative demand, and relative local priorities for ecosystem goods and services on reaches in the project area, including a map that identifies relevant features (existing or contemplated river access points, public use areas, known high-value recreational attributes, etc.).
- Report or technical memorandum integrating the results of the ecological health assessment and ecosystem goods and services assessment. This deliverable will illustrate the relationship between ecosystem health, environmental and other stressors, and the ability of the system to deliver desired goods and services to the local community.

## **4. Irrigation and Other Infrastructure Assessment**

In-river structures support water uses such as irrigation and industry that are important economic drivers in the study area, but thorough documentation about current water users' specific needs does not exist. This task will perform an **inventory of in-river infrastructure** to document local needs. This task will build on existing studies of some of the diversion infrastructure in the identified project area from existing fish passage/infrastructure studies.

#### **Method/Procedure**

BTWC Project Coordinator will work with a contractor to conduct site visits on a maximum of 10 river structures. The structures will be selected based on the relative size of current diversions, input from the Advisory Committee and water commissioners, and review of previously developed conceptual design and feasibility assessment for infrastructure improvements that were part of the previous Big Thompson River Fish Passage study. This information will be combined with water user input gained from Task 1.2 to ensure the ability

of infrastructure to meet water user's needs is also considered. The contractor will work with the Project Coordinator to request permission to access private property. If permission is not granted, the structure will not be included in the inventory. The site visit will be a field inspection of the river headgate, diversion and ditch conditions to the measurement device. The site visit will inventory and assess:

- Type of control structure at the headgate
- Type of measurement device and level of functionality
- Overall structural integrity and diversion functionality
- Ability of the structure to divert a wide range of flows and meet water users' needs
- Apparent deficiencies that may negatively affect river function variables considered in Task 3
- Apparent deficiencies that may negatively affect recreational boating
- Feasibility of previously developed conceptual ideas for retrofits, if applicable

#### **Deliverables**

- Memo documenting the literature review of previous fish passage/infrastructure studies, and site visits, including maps and photographs of structures and findings from the field inspection. The contractor will provide their professional opinion about the likelihood of infrastructure improvement have a significant impact on diversion efficiency and/or river health to help with prioritization of recommendations.
- GIS layers of the infrastructure assessed

### **5. Future Conditions: Growth and Development**

The purpose of this task is to assess how future infrastructure, land-use, water management and use, and water quality changes could impact river health variables and user needs within the project area.

#### **Methods/Procedures**

Sub-task 5.1 – Review existing planning documents and conduct interviews with appropriate planning department staff to determine **expected or projected** changes to infrastructure and (e.g., new developments, removal or retrofitting of existing infrastructure), land use (e.g., agricultural or pasture lands, zoning, new development), water management (e.g., diversions, water user changes, water conservation efforts), water use (e.g., surface water and groundwater), and water quality (e.g., pollutant loads) within the project area in the next 15-20 years. Documents to be reviewed include, but are not limited to, the South Platte Basin Implementation Plan, updated County floodplain maps, county comprehensive plan, recreation plans, subdivision plans, and future land use plans. Interviews with planning personnel will help to shed light on anticipated future changes that have not yet been documented, as well as potential ecosystem benefits from future changes that may not be explicitly stated.

As part of this task, and working from the results of sub-task 2.1, project future changes in hydrology and water availability patterns as a result of the five planning scenarios developed by CWCB (refer to CWCB's scenario planning fact sheet for more information:



[http://cwcb.state.co.us/water-management/water-supply-planning/Documents/SWSI2016/FactSheets/3\\_PlanningScen.pdf](http://cwcb.state.co.us/water-management/water-supply-planning/Documents/SWSI2016/FactSheets/3_PlanningScen.pdf)). These planning scenarios include factors such as population growth, land-use change, changes in water demands, regulatory scenarios, and social considerations, and some of the planning scenarios use climate-adjusted hydrology. Integrate the Statewide Water Supply Initiative (SWSI) updated hydrologic modeling outputs that provide time-series data for all the planning scenarios for wet, dry, and normal water years. As part of this task, assess potential future demand increases for municipal, agricultural, and recreational water users by contacting water providers and water users, reviewing existing information, and considering stakeholder input gathered as part of sub-task 1.2. Assess the extent to which these demand increases may impact point flows in the study area.

Sub-task 5.2 – Use the conclusions discussed in sub-task 3.2, particularly identification of the existing stressors and current trajectories of each river health indicator, to qualitatively assess the ways in which the projected future changes discerned in sub-task 5.1 are expected to impact each of the river health variables and river user needs identified in sub-tasks 3.2 and 3.3. Perform a qualitative assessment of these impacts that characterizes **likely trajectories for river health indicators and stakeholder needs**, including identification of target areas that may be positively affected or challenged by likely future changes.

Some examples of qualitative assessment questions include: Would increased impervious area and hydromodification due to urban development in the watershed be likely to have positive or negative effects on the hydrologic regime? Given the projected increase in development, would a small, medium, or large effect be expected? What components of river hydrology would be most affected (baseflow, peak flows, etc.)? What other river health indicators would likely be affected by the hydrologic changes? What human uses would be affected and how large and in what direction (positive or negative) would the effect be?

#### **Deliverables**

- Technical memorandum or report summarizing anticipated changes to infrastructure, land use, and other water-related changes within the study area and the likelihood of future projects. The document will assess possible impacts of these projected future changes to each of the each of the river health variables and river user needs. It will also include a companion map that depicts, at a minimum, (1) discrete locations of projected changes, and (2) the spatial extent of general areas of greatest challenge or potential in terms of anticipated future changes.

## **6. Information Synthesis and Reporting**

**After existing and future conditions are documented in Tasks 2-5, the information will be synthesized in a final report.**

#### **Methods/Procedures**

After existing and future conditions are documented in **Tasks 2-5**, the information will be

**synthesized in a final report.** This report will characterize the capacity of the river to deliver desired goods and services to the community both now and in the future. This analysis will identify the primary drivers and greatest risks to unsatisfied demand for desired river benefits. Drivers may include hydrologic flow regime modification, floodplain land uses and development, invasive species, lack of access points, non-point source pollution, or other stressors. The report will also lay out next steps for the River Envisioning Project, including prioritization of risks, project ideas and implementation actions.

#### **Deliverable**

- Comprehensive technical report summarizing the results of the conditions assessment, identifying trends, probable drivers and stressors of environmental conditions
- Community oriented report that synthesizes and shares key findings for a broader public audience that will be used in Task 1.4.

## **7. Action Strategies and Implementation Plan**

Once the assessment process is complete, BTWC will lead the Advisory Committee through a process of prioritizing the risks for water users and river health and **identifying action strategies** to mitigate them. The Implementation Plan will include recommendations for periodic updates to the assessments conducted and the specific actions strategies and projects in the Implementation Plan.

#### **Methods/Procedures**

Sub-Task 7.1 - the Advisory Committee will select decision making criteria that will be used to prioritize, rank and evaluate the issues and risks found during the assessment process

Sub-Task 7.2 – For the high priority risks/issues, the Advisory Committee will work with stakeholders to brainstorm and compile potential options to make measurable progress on the priority issues. A document will outline, for each option, the level of feasibility and return on investment. Options will include a broad array of actions, including construction of multi-purpose infrastructure projects, river restoration, flow management scenarios, recreation opportunities, and changes to plans guiding land use and development.

Sub-Task 7.3 – For those action strategies that are deemed feasible, an Implementation Memo will outline a project description, a time line, a budget, and a lead agency. The Advisory Committee will provide their findings to stakeholders and will coordinate with identified lead agencies on implementation of high priority projects. This Memo will be used by the Advisory Committee to raise funds and implement future projects.

#### **Deliverables**

- Prioritized list of issues/risks found during the assessment process
- Options document that identified an array of actions that could be taken to mitigate the high priority issues/risks

- Implementation Memo for feasible actions

## **8. Project Management**

The purpose of this task is to support the Big Thompson Watershed Coalition Board and Staff with the **project management** needs of the Project, specifically: tracking project progress, including each consultant's deliverables and costs against the scope of work; supporting the Coalition with the necessary communication and coordination with the Project Team; coordinating with Colorado Water Conservation Board (CWCB), as needed; and preparing for and participating in public education and stakeholder meetings.

### **Method/Procedure**

The BTWC staff will provide Project Management services as outlined in the sub-tasks below.

Subtask 8.1 - Track and report on project tasks, budget, and schedule, oversee invoicing

Subtask 8.2 - Coordinate with the Advisory Committee and lead the project team, including regular check-ins and review/revision of documents as appropriate

Subtask 8.3 - Oversee quality of deliverables, including grant reports and final report

### **Deliverable**

- Revised scope of work, schedule, and budget upon project kickoff
- Progress reports
- Monthly invoices

**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.

## **ATTACHMENT A: Existing Studies in the Big Thompson Watershed**

- Aloterra/Trout Unlimited Big Thompson River Fish Passage 30% Design Final Report (January 2017)
- Big Thompson Watershed Coalition/Ayres Associates – Big Thompson River Restoration Master Plan (May 2015)
- Big Thompson Watershed Forum- State of the Watershed Report (2015)
- Big Thompson Watershed Forum Annual Water Quality Report (2016)
- City of Loveland – Big Thompson River Corridor Master Plan (December 2017)
- City of Loveland, Larimer County, and Great Outdoors Colorado – A Bigger Vision for the Big T: Recreation and Conservation Assessment (July 2015)
- City of Loveland Parks and Recreation Master Plan (July 2014)
- City of Loveland Comprehensive Plan (July 2016)
- Colorado Parks and Wildlife Big Thompson River Fish Survey and Management Data (2017)
- CWCB/CDOT Big Thompson River Updated Hydrology (2015)
- CWCB/CHAMP Big Thompson Floodplain Maps (2018)
- Hydrosphere Resources Consultants Mariano Exchange Ditch System Assessment Report (Dec 2005)
- Larimer County Mountain and Front Range Resilience Plans (Precursor to Larimer County Comprehensive Plan update (2017; Front Range Planning Area expected 2018)
- Loveland Area Irrigation Features (September 2012)
- Rice, Douglas A. Big Thompson River Water Quality Biosurvey: 2012 Annual Report. Colorado State University Environmental Health Services. June, 2013.
- Rice, Douglas A. Fish Survey. Colorado State University Environmental Health Services. 2015.
- Rice, Douglas A. Water Quality Biosurvey. Colorado State University Environmental Health Services (2014)
- Rice, Douglas A. Water Quality Biosurvey Colorado State University Environmental Health Services(2016)
- South Platte Basin Implementation Plan (2015).

**ATTACHMENT B: Map of the Proposed Project Area**



Colorado Water Conservation Board							
Water Supply Reserve Fund/Watershed Restoration Grant							
Exhibit B - Budget and Schedule - Direct & Indirect (Administrative Costs)							
Date: 4-17-19							
Water Activity Name: Big Thompson River Envisioning Project							
Grantee Name: Big Thompson Watershed Coalition							
Task No.	Description	Start Date <sup>(1)</sup>	End Date	CWCB Co Watershed Restoration Program Funds	WSRF Funds (Basin & Statewide combined) <sup>(3)</sup>	Other Matching Funds (cash & in-kind) <sup>(3)</sup>	Total
1	Community Outreach and Stakeholder Engagement	9/30/2019	7/31/2024	\$ 23,390	\$ 7,500	\$ 2,500	\$ 33,390
2	Current and Projected Hydrology Characterization	9/30/2019	7/31/2024	\$ 5,330	\$ -	\$ 16,780	\$ 22,110
3	River Health and Benefits Assessments	9/30/2019	7/31/2024	\$ 47,100	\$ -	\$ 61,300	\$ 108,400
4	Irrigation and Other Infrastructure Assessment	9/30/2019	7/31/2024	\$ 5,700	\$ 10,000	\$ 2,500	\$ 18,200
5	Future Conditions: Growth & Development	9/30/2019	7/31/2024	\$ 3,100	\$ 10,000	\$ 15,500	\$ 28,600
6	Information Synthesis and Reporting	9/30/2019	7/31/2024	\$ 26,300	\$ 2,500	\$ 2,000	\$ 30,800
7	Action Strategies and Implementation Plan	9/30/2019	7/31/2024	\$ 28,300	\$ 5,000	\$ 2,000	\$ 35,300
8	Project Management	9/30/2019	7/31/2024	\$ 7,220	\$ 5,000	\$ 5,000	\$ 17,220
Total				\$ 146,440	\$ 40,000	\$ 107,580	\$ 294,020

## EXHIBIT C, SAMPLE OPTION LETTER

<b>State Agency</b> Department of Natural Resources Colorado Water Conservation Board (CWCB) 1313 Sherman St, Room 718 Denver, CO 80203	<b>Option Letter Number</b>
<b>Grantee</b> Big Thompson Watershed Coalition 1530 N. Boise Avenue Loveland, CO 80537	<b>Original Agreement Number</b> CMS 141168 CTGG1 2020-2098
<b>Current Agreement Maximum Amount</b>	<b>Option Agreement Number</b> CMS CTGG1 2020-2098
	<b>Agreement Performance Beginning Date</b> The later of the Effective Date or Month, Date, Year
	<b>Current Agreement Expiration Date</b>

1. **OPTIONS:**
  - A. Option to extend for an Extension Term
2. **REQUIRED PROVISIONS:**
  - A. **For use with Option 1(A):** In accordance with Section(s) \_\_\_\_\_ (Number) of the Original Agreement referenced above, the State hereby exercises its option for an additional term, beginning \_\_\_\_\_(Date) and ending on the current Agreement expiration date shown above, at the rates stated in the Original Agreement, as amended.
3. **OPTION EFFECTIVE DATE:**
  - A. The effective date of this Option Letter is upon approval of the State Controller or an authorized delegate.

<p style="text-align: center;"><b>STATE OF COLORADO</b> Jared S. Polis, Governor Department of Natural Resources Colorado Water Conservation Board</p> <p>By: _____ (Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>In accordance with §24-30-202, C.R.S., this Option is not valid until signed and dated below by the State Controller or an authorized delegate.</p> <p style="text-align: center;"><b>STATE CONTROLLER</b> <b>Robert Jaros, CPA, MBA, JD</b></p> <p>By: _____ (Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Option Effective Date: _____</p>
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