



**COLORADO**

**Colorado Water  
Conservation Board**

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

WSRF – North Platte  
Jackson County Water Structure Improvement #3

October 15, 2020

Owl Mountain Partnership  
P.O. Box 737  
Walden, CO 80480

RE: Official Notice to Proceed – WSRF Grant

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 Grant Programs (“Program”). This letter authorizes you to proceed with the approved 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 Grantee agree by accepting the Grant Funds.

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

Thank you.

Sincerely,

//s//

**Doriann Vigil**

**Program Assistant II**

O 303-866-3441 ext. 3250

1313 Sherman Street, Rm. 719, Denver, CO 80203

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

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**STATE OF COLORADO**  
Department of Natural Resources

Page 1 of 1

ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,202100002329	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	10/15/20	<b>BILL TO</b>				
<b>Description:</b>	WSRF Owl Mtn - Jackson Cnty Structure Improvement #3	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	10/15/20	<b>SHIP TO</b>				
<b>Expiration Date:</b>	12/31/23	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIPPING INSTRUCTIONS</b>				
<b>Buyer:</b>		<b>Delivery/Install Date:</b> -				
<b>Email:</b>		<b>FOB:</b> FOB Dest, Freight Allowed				
<b>VENDOR</b>						
OWL MOUNTAIN PARTNERSHIP PO BOX 737 WALDEN, CO 80480-0737						
<b>Contact:</b>	Pat VanValkenburg					
<b>Phone:</b>	970-723-4774					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$66,219.00	<input type="checkbox"/>
<b>Description:</b> WSRF Owl Mtn - Jackson Cnty Structure Improvement #3						
<b>Service From:</b> 10/15/20			<b>Service To:</b> 12/31/23			
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions">https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$66,219.00</b>						



<b>Colorado Water Conservation Board</b>	
<b>Water Supply Reserve Fund</b>	
<b><u>Exhibit A - Statement of Work</u></b>	
<b>Date:</b>	September 28, 2020
<b>Water Activity Name:</b>	Jackson County Water Structure Improvement Project #3
<b>Grant Recipient:</b>	Owl Mountain Partnership (OMP)
<b>Funding Source:</b>	CWCB: Water Supply Reserve Fund OTHER: Natural Resources Conservation Service (NRCS); Private Land Water Users
<b>Water Activity Overview:</b> (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.	
<p><i>Hanover Ditch-Construction</i> This section of the project will replace an old dilapidated headgate structure and a measuring flume that currently exists on the Hanover Ditch with a new NRCS approved headgate and measuring device.</p> <p><i>Damfino Ditch-Construction</i> This section of the project will replace an old dilapidated measuring flume that currently exists on the Damfino Ditch with a new Natural Resources Conservation Services (NRCS) approved headgate and measuring device.</p> <p><i>Sales Ditch-Construction</i> This section of the project will replace an old dilapidated measuring flume that currently exists on the Sales Ditch with a new NRCS approved headgate and measuring device.</p> <p><i>Owl Mountain Partnership Grant Administration</i> Six percent of the money requested from the North Platte Basin Roundtable will be used for administration purposes, the remaining dollars requested will go directly toward materials and installation costs.</p>	
<b>Objectives:</b> (List the objectives of the project.	
<ul style="list-style-type: none"><li>• To safely, effectively, and efficiently control and regulate irrigation water.</li><li>• To reduce irrigation water induced erosion and sediment movement.</li><li>• To improve irrigation water management.</li><li>• To create irrigation induced wetlands and riparian areas for wildlife habitat.</li></ul>	

Tasks	
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)	
<b><u>Task 1 – Hanover Ditch-Construction</u></b>	
Description of Task:	
<p>Improvements to the Hanover Ditch include:</p> <ul style="list-style-type: none"> <li>• Installation of a new headgate and flume.</li> </ul>	
Method/Procedure:	
<p>Natural Resources Conservation Services (NRCS) will perform a site visit and determine if the structure was both needed and feasible. NRCS will also complete a survey and design for the structure and provide a set of plans to OMP, landowner, and the selected contractor.</p> <p>The contractor will be responsible for completing the project in accordance with the NRCS approved plans and specifications. The contractor will determine actual construction means and methods and will supply all necessary equipment, tools, facilities, field offices, materials, supplies, labor, and other items necessary to complete the work. NRCS will be available for any questions regarding materials and/or installation.</p> <p>NRCS will perform a field visit to inspect and certify that the structures are complete as per the NRCS engineered design and that they meet NRCS's standards and specifications.</p>	
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	
<p>Upon completion of Task 1, an installed and fully functional headgate and measuring device will be installed as per NRCS's delivered design and fully meeting NRCS's standards and specifications.</p>	
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	
<p>Owl Mountain Partnership will provide CWCB copies of: design and bid documents, construction documentation (periodic construction progress reports, change orders, meeting notes, and schedule summaries), as-constructed drawings, and evidence of the NRCS certification of the project.</p>	

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 2 – Damfino Ditch-Construction</u></b>
Description of Task:
<p>Improvements to the Damfino Ditch include:</p> <ul style="list-style-type: none"> <li>• Installation of a new flume.</li> </ul>
Method/Procedure:
<p>Natural Resources Conservation Services (NRCS) will perform a site visit and determine if the structure was both needed and feasible. NRCS will also complete a survey and design for the structure and provide a set of plans to OMP, landowner, and the selected contractor.</p> <p>The contractor will be responsible for completing the project in accordance with the NRCS approved plans and specifications. The contractor will determine actual construction means and methods and will supply all necessary equipment, tools, facilities, field offices, materials, supplies, labor, and other items necessary to complete the work. NRCS will be available for any questions regarding materials and/or installation.</p> <p>NRCS will perform a field visit to inspect and certify that the structures are complete as per the NRCS engineered design and that they meet NRCS's standards and specifications.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Upon completion of Task 2, an installed and fully functional measuring device will be installed as per NRCS's delivered design and fully meeting NRCS's standards and specifications.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>Owl Mountain Partnership will provide CWCB copies of: design and bid documents, construction documentation (periodic construction progress reports, change orders, meeting notes, and schedule summaries), as-constructed drawings, and evidence of the NRCS certification of the project.</p>

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 3 – Sales Ditch-Construction</u></b>
Description of Task:
<p>Improvements to the Sales Ditch include:</p> <ul style="list-style-type: none"> <li>• Installation of a new flume.</li> </ul>
Method/Procedure:

Tasks
<p>Natural Resources Conservation Services (NRCS) will perform a site visit and determine if the structure was both needed and feasible. NRCS will also complete a survey and design for the structure and provide a set of plans to OMP, landowner, and the selected contractor.</p> <p>The contractor will be responsible for completing the project in accordance with the NRCS approved plans and specifications. The contractor will determine actual construction means and methods and will supply all necessary equipment, tools, facilities, field offices, materials, supplies, labor, and other items necessary to complete the work. NRCS will be available for any questions regarding materials and/or installation.</p> <p>NRCS will perform a field visit to inspect and certify that the structures are complete as per the NRCS engineered design and that they meet NRCS's standards and specifications.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Upon completion of Task 3., an installed and fully functional measuring device will be installed as per NRCS's delivered design and fully meeting NRCS's standards and specifications.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>Owl Mountain Partnership will provide CWCB copies of: design and bid documents, construction documentation (periodic construction progress reports, change orders, meeting notes, and schedule summaries), as-constructed drawings, and evidence of the NRCS certification of the project.</p>

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 4 - Project Management</u></b>
Description of Task:
<p>Owl Mountain Partnership will provide grant support including: grant reporting requirements, progress reports, compliance with insurance and other regulations, processing of invoices, payments, and grant pay requests.</p>
Method/Procedure:
<p>Owl Mountain Partnership will be the Project's point of contact for CWCB staff. OMP will perform site visits, carryout the WSRF Grant's reporting requirements to CWCB, and manage budgets and reimbursement requests.</p> <p>Owl Mountain Partnership's administration fee will be charged at 6% of WSRF funds disbursed under Tasks 1, 2 and 3.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

### Tasks

Upon completion of Task 4, Owl Mountain Partnership will have completed the requirements of the CWCB

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

Owl Mountain Partnership will provide CWCB copies of overall Progress Reports and the Final Report as described under Reporting Requirements" section of this Statement of Work.

### Budget and Schedule

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

### Reporting Requirements

**Progress Reports:** The grantee shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status of the tasks identified in the statement of work, including a description of any major issues that have occurred and any corrective action taken to address these issues. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

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

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

### Payments

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

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

### Performance Requirements

Performance measures for this contract shall include the following:

## Performance Requirements

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

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

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

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





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**Water Supply Reserve Fund**

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

**Date: September 28, 2020**

**Water Activity Name: Jackson County Water Structure Improvement Project (3)**

**Grantee Name: Owl Mountain Partnership**

<b>Task No.</b> <sup>(1)</sup>	<b>Description</b>	<b>Start Date</b> <sup>(2)</sup>	<b>End Date</b>	<b>Matching Funds</b> (cash & in-kind) <sup>(3)</sup>	<b>WSRF Funds</b> (Basin & Statewide combined) <sup>(3)</sup>	<b>Total</b>
1	Hanover Ditch-Construction	10/15/2020	12/31/2023	\$27,577	\$51,423	\$79,000
2	Damfino Ditch-Construction	10/15/2020	12/31/2023	\$4,013	\$4,869	\$8,882
3	Sales Ditch-Construction	10/15/2020	12/31/2023	\$5,022	\$6,178	\$11,200
4	Project Management	10/15/2020	12/31/2023	\$0	\$3,749	\$3,749
<b>Total</b>				<b>\$36,612</b>	<b>\$66,219</b>	<b>\$102,831</b>

**(1)** The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

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

• Additional documentation providing a Detailed/Itemized Budget may be required for contracting. Applicants are encouraged to coordinate with the CWCB Project Manager to determine specifics.

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

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

# Jackson County Water Structure Improvement Project (3)

## Location Map of Project Sites



0 4.56  
Miles

Prepared with assistance from USDA-Natural Resources Conservation Service

