



Effective Date: May 19, 2017

WATER SUPPLY RESERVE FUND

Contracting, Invoicing, Amendment and Reporting Instructions

Grantee/Applicant pre-contracting requirements to be submitted prior to WSRF Application submittal dates as specified in the 2016 WSRF Criteria and Guidelines:

Exhibit A

1. [Statement of Work](#) (word format only)
2. [Budget & Schedule](#) (excel format only)

Notes:

- a. Submission of these documents by the WSRF Application Submittal date (as specified in the WSRF Grant Application) to CWCB staff is required for CWCB staff and/or Board review. Revisions to these documents may be required after initial submittal, staff, Roundtable and CWCB Board approval if so directed by CWCB staff and/or Board.
- b. Maps, drawings, letters of support, reports, and photos are not considered components of the Exhibit A, and must be submitted as separate documents

Grantee contracting requirements to be submitted subsequent to CWCB Board meeting and approval:

1. [Statement of Work](#) (Re-submission in word format required if revisions requested by CWCB staff and/or Board).
2. [Budget & Schedule](#) (Re-submission in and excel format required if revisions requested by CWCB staff and/or Board. Please round values up to the nearest hundred dollars.
3. [Certificate of Insurance \(COI\)](#) Current proof of adequate insurance demonstrated by providing a Certificate of Insurance (COI) on Accord 25 form. This information must include general liability listing the State of Colorado as "additional insured", auto and workers compensation coverage as detailed in the attached information sheet.
Note: In the event you or your company does not own vehicles, or have employees, on company letterhead provide a letter stating this fact along with the COI for general liability coverage.
4. [Certificate of Good Standing](#). Current status for non-governmental entity required. This information must be documented with the Secretary of State (www.sos.state.co.us).
5. [W-9 Form](#)
6. [Independent Contractor Form \(IC Form\)](#) This form is for an individual person (not a company or organization).



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Invoice for Services:

Payment will be based on actual expenditures invoiced by the grantee. The request for payment must be transmitted on the grantee's letterhead, and shall include:

- Date of request;
- Grantee's contact name, email address, physical address, and phone number;
- Roundtable that recommended the grant;
- Date of CWCB approval;
- Contract or purchase order number;
- Description of the work accomplished by individual tasks as presented in the approved budget;
- Supporting documentation for items or services billed. Reimbursement of administrative expenses of the applicant or grantee will be limited to 15% of the total grant request;
- Estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent; and
- Identification of any major issues, and proposed or implemented corrective actions.

All payment requests must reflect services within the purchase order/contract terms (effective date) and completion (expiration date).

Amendment/Extension Requests (Grantee requirements)

1. Signed Letter of Request (on Grantee's letterhead) addressed to CWCB Project Manager – Submit a brief explanation detailing the delay of completion **90 days prior** to current expiration date of contract.
2. Updated Certificate of Insurance (Accord 25 Form) for General Liability listing the State of Colorado as "**additional insured**", auto and workers compensation coverage.
3. Updated Schedule – (excel format).

Reporting Requirements

Progress Reports: The applicant 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. Applicants are required to submit Progress Reports to their respective Roundtable (s) and the CWCB. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

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Final Report:

At completion of the project, the applicant shall provide their respective Roundtable(s) and the CWCB a final report on the applicant's letterhead that:

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

The CWCB will withhold the last 10% of the entire water activity budget until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the water activity and purchase order or grant 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.