

Exhibit A
Statement of Work
Date: April 30, 2017

WATER ACTIVITY NAME – South Platte Roundtable Data Platform

GRANT RECIPIENT – Open Water Foundation (OWF)

FUNDING SOURCE – South Platte Basin Water Supply Reserve Fund; Statewide Water Supply Reserve Fund

INTRODUCTION AND BACKGROUND

The purpose of this project is to implement a web-accessible data platform that can be used by Roundtable members to facilitate the work of the Roundtable. This platform will utilize existing datasets and open technologies to implement processes to integrate datasets from multiple original sources. Data products and visualizations will provide context and explain water resources issues in the South Platte. The project will focus on fundamental datasets such as lists of municipalities, water providers, ditch companies, and large industries in the basin, and datasets that provide insight on multi-faceted water issues that evolve over time. The datasets will be made available in forms usable by Statewide Water Supply Initiative (SWSI) Update, Basin Implementation Plan (BIP), and other projects. Visualizations will be implemented to emphasize important issues for each sector (agriculture, recreation, environment, municipal and industrial). The project will leverage previous and ongoing work from OWF and its collaborators and will be coordinated with other projects. The project will enhance the ability of the Roundtable to tell its story to other roundtables and the public through the use of data-driven stories. The project will result in an open platform that can be evaluated by the Roundtable and enhanced.

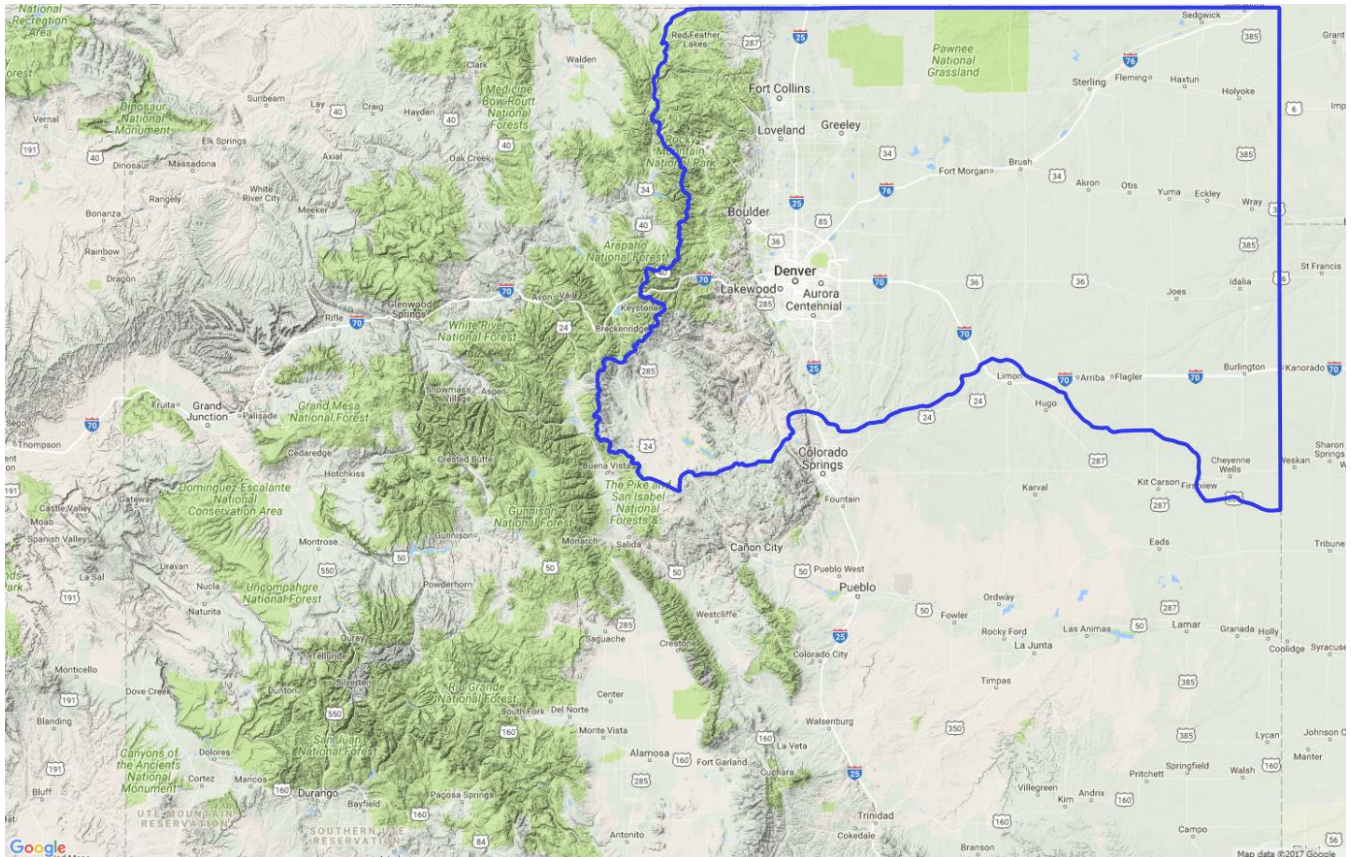
OBJECTIVES

The objectives of the project are as follows:

1. Provide web access to standard datasets that facilitate the work of the Roundtable and tell the story of the Roundtable.
2. Provide datasets that provide context and frame of reference for basin issues.
3. Provide data visualizations that illustrate important water resources issues in ways that the public can understand.
4. Establish data workflow processes to automate dataset updates, so that the Data Platform can reflect current data.
5. Establish working examples of “democratized datasets” whereby the water resources community regularly contributes to datasets that benefit the community.
6. Demonstrate use of commonly-available open technologies that result in a sustainable data platform.
7. Identify data gaps and opportunities for additional collaboration.
8. Coordinate with various entities to make progress on data exchange standards.
9. Determine sustainable approach to maintaining and enhancing the platform.

PROJECT MAP

This project will benefit the entire South Platte Basin, which has the extent shown in the following map. The focus will be on the South Platte Roundtable extent. However, many datasets also cover the Metro Roundtable area (or full State) and will be included where possible. Many processes described below can be applied statewide.



Project Area Map

APPROACH

The following tasks will be performed. Some tasks will be performed concurrently and in some cases iteration will be necessary. It is OWF's experience that technology and data projects can be costly due to the number of hours necessary to perform the work. However, OWF has been successful utilizing student interns that we train to utilize Colorado's Decision Support Systems (CDSS) and other technologies. Consequently, the following tasks will utilize a combination of senior staff and student interns to be cost-effective. The focus of the project will be to increase accessibility to datasets that can be used in various studies and by the Roundtable in its work. This will help to minimize costs for future Roundtable projects.

TASK 1 – Create Initial Inventory of Key Datasets, Source Entity, Data Format, and Accessibility

Description of Task: OWF has previously and is currently working with a wide variety of datasets related to water resources, including datasets identified in a previous review of the Colorado Water Plan (CWP) and South

Platte BIP. These efforts will be leveraged to create an inventory of existing and desirable datasets for the South Platte, which will serve as the input to following tasks. In some cases datasets are independent of State projects and will be new to the Roundtable members.

Method/Procedure: OWF will update previous dataset inventories to focus on the Roundtable. The inventory will include dataset name, summary, source, format, whether spatial data are available, general availability, and other useful information. Datasets will benefit from work that OWF has performed in creating a map of water assets in Colorado. Examples of datasets that may be included are:

- List of all municipalities in the basin (cross-referenced with Colorado Municipal League, Secretary of State, and federal lists to establish unique identifiers)
- List of all water providers in the basin (from previous gap analysis work)
- List of all covered entities (water providers supplying at least 2000 acre-feet of water annually)
- List of all ditch and reservoir companies (from South Platte Decision Support System datasets and other sources)
- List of all watershed coalition and environmental non-governmental organizations (NGOs)
- List of major industries in the basin
- List of substitute water supply plans
- List of CWCB Alternative Transfer Method (ATM) projects
- List of streams (from Division of Water Resources [DWR] Source Water Route Framework)
- List of stream gages
- List of instream flows
- List of reservoirs
- Irrigated lands from CDSS
- Municipal growth boundaries (for example from data.colorado.gov)

Deliverables: Inventory of datasets that are candidates for the South Platte Roundtable Data Platform, with initial level of review for data availability. Some datasets will receive active attention in later tasks and others will remain in the inventory but will not be included in the project until the dataset is deemed more important and resources are available.

TASK 2 – Create Initial Prototype Website

Description of Task: A prototype website will be created in order to quickly provide a framework for accessing and viewing the datasets. The intent of this effort is not to create a complex technology solution that will be difficult to maintain. Instead, commonly available cloud technologies will be utilized to provide access to datasets and visualizations. This initial prototype will be updated as additional tasks are completed. The website will be publicly-accessible and allow Roundtable members to review and use datasets. The datasets will also be available for various studies.

Method/Procedure: OWF will select a cloud-hosted platform and will configure to receive datasets and visualizations. This platform will be selected with an emphasis on sustainability and accessibility and compatibility with current State of Colorado technologies. It is expected that users will want to download simple data representations such as comma-separated-value, Excel, and map layers and that the data and visualizations may be integrated in other websites. Consequently the platform will be required to support these formats. Some custom development may occur but the intent is to leverage existing technologies as much as possible. An example of a recent project that used this approach is the enhanced snowpack data products for water supply (<http://projects.openwaterfoundation.org/owf-proj-co-cwcb-2016-snodas/prototype>). The solution can be integrated with existing CWCB South Platte Roundtable website and South Platte BIP website, as appropriate.

Deliverables: Cloud-hosted public website that provides access to South Platte Basin datasets and visualizations.

TASK 3 – Implement Processes to Transfer Data from Original Source to South Platte Roundtable Data Platform

Description of Task: This task will be applied for each dataset that is included in the platform. Automated processes will be implemented to transfer data from the original source and into a format that is compatible with the platform. In some cases the original format can be used directly. In other cases the original format will need to be converted and/or enhanced. Through this process OWF will document challenges in using the data so that improvements can be implemented. Much of this work can be leveraged in future projects to minimize the amount of data work that the State and its consultants will need to do.

Method/Procedure: OWF has developed open source tools for CDSS and other projects that can be utilized to translate data formats. These tools will be enhanced as needed and used to define transparent conversion processes as needed for each dataset. Appropriate metadata will be created to describe each dataset. Additional data will be joined to datasets as appropriate. For example, links to municipal and water provider websites will be added. Automation will be used as much as possible to allow the processes to be applied throughout the basin.

Deliverables: The process tools will be saved in a repository hosted in the cloud to allow others to understand the processes and contribute changes if appropriate. The processes can also be used to extract original data for other purposes independent of the Roundtable Data Platform. Each process will be documented so it can be used on other projects and in other basins. The datasets will be accessible in the cloud platform. Examples of standard processes that are envisioned to be implemented include:

- Extract data from complex Excel workbooks in order to simplify formatting.
- Extract data from CDSS model datasets, such as StateCU and StateMod and ensure that identifiers can relate to other data.

- Extract data from HydroBase, such as lists of structures and water rights.
- Extract data from web services such as data.colorado.gov.
- Extract data from SWSI Update work products.
- Extract data from spatial data layers and geodatabases.
- Join tabular data with additional data to provide unique identifiers that allow datasets to be related to each other. For example, water providers have been assigned unique identifiers as part of the Basin Needs Decision Support System (BNDSS) project; municipalities utilize unique identifiers from State and federal datasets.
- Join data to baseline spatial data layers such as Source Water Route Framework layer from DWR to enable stream mile searches. This will allow integration with additional data analysis and modeling tools.

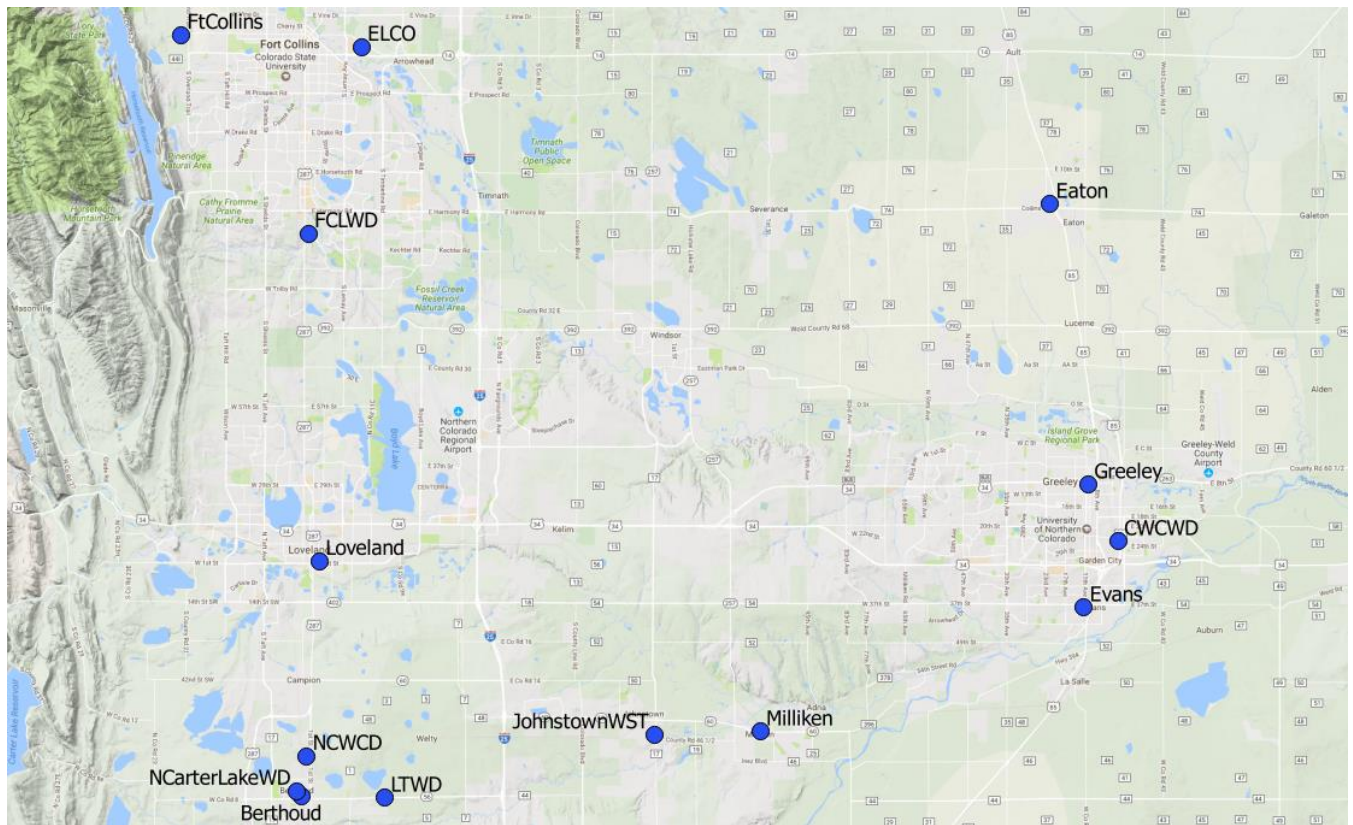
TASK 4 – Implement Visualizations for Datasets

Description of Task: One or more data visualizations will be implemented for each dataset in order to provide context and tell a story that is of interest to the Roundtable. These visualizations can be used to highlight challenges and opportunities for Roundtable members, stakeholders, and the public. The input data for each visualization will be indicated and can be downloaded. This will provide transparency.

Method/Procedure: OWF has developed visualizations for water data on other projects and this work will be leveraged for the South Platte Roundtable Data Platform. Visualizations will be implemented in the Roundtable Data Platform and code made available in a cloud repository. This will allow others to utilize the tools, for example in other basins.

Deliverables: Web visualizations in the form of tables, graphs, map layers, maps, animations, etc. Example visualizations include:

- Maps and tables of municipalities in the basin, with links to web resources for the municipality (conservation programs, water supply programs, etc.). For example, the map below shows some of the water providers in the South Platte Basin; a table of the data also provides the BNDSS identifier and the URL for the provider's water efficiency plan, if available. This emphasizes water providers' efforts to promote water conservation and increased efficiency.

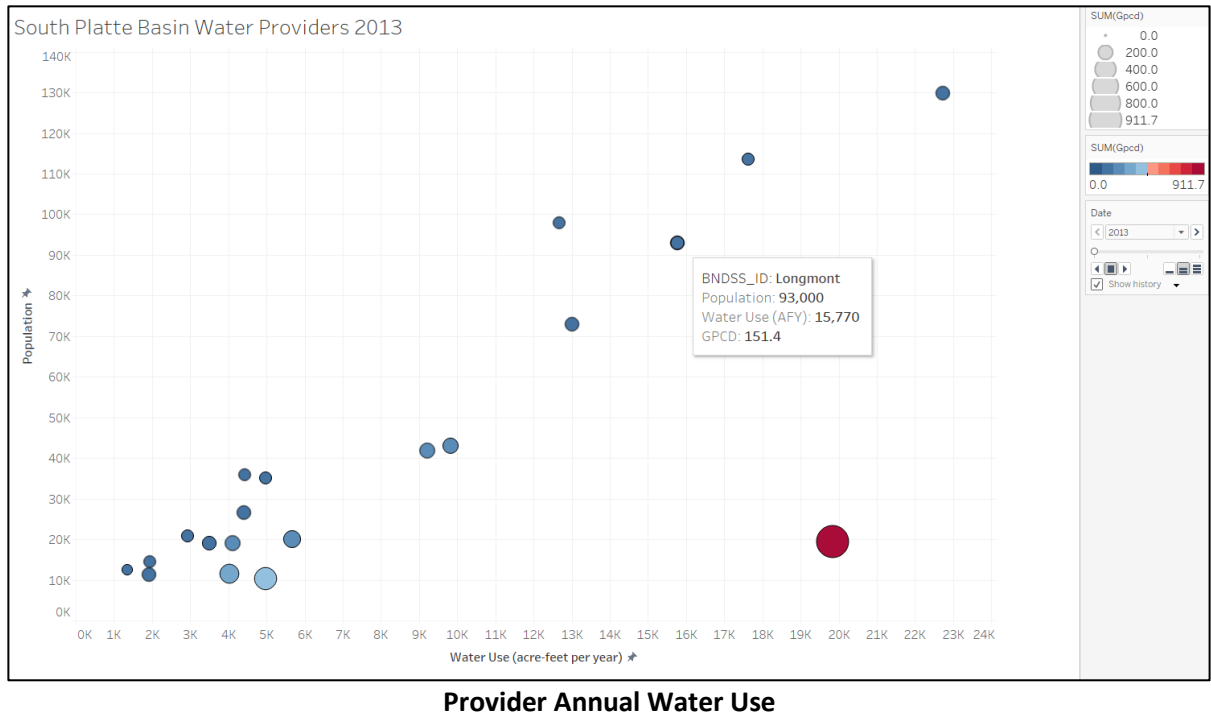


Water_Provider	BNDSS_ID	Water_Efficiency_Plan_URL
Town of Berthoud	Berthoud	None
Central Weld County Water District (CWCWD)	CWCWD	None
East Boulder County Water District	EBoulderCoWD	None
East Larimer County Water District	ELCO	https://media.wix.com/ugd/242076_aa94c977f0894656a98e5f8865256bd8.pdf
Fort Collins-Loveland Water District (FCLWD)	FCLWD	https://dta0yqvfnusi.cloudfront.net/fclwd/2015/08/FCLWD-2015-Municipal-Water-Efficiency-Plan-161
Town of Frederick	Frederick	http://www.frederickco.gov/DocumentCenter/View/533
City of Fort Collins	FtCollins	http://www.fcgov.com/utilities/img/site_specific/uploads/WEP_2015-17_FullDraft_NoWaterMark_v9.p
City of Greeley	Greeley	http://cwcwebblink.state.co.us/WebLink/ElectronicFile.aspx?docid=131791&&dbid=0
Town of Kersey	Kersey	None
Town of Milliken	Milliken	None
North Carter Lake Water District	NCarterLakeWD	None
Northern Colorado Water Conservancy District	NCWCD	None
Town of Severance	Severance	None
Town of Wellington Public Works	Wellington	None
West Fort Collins Water District	WFTCollinsWD	None
Town of Windsor	Windsor	https://www.windsorgov.com/DocumentCenter/View/14582

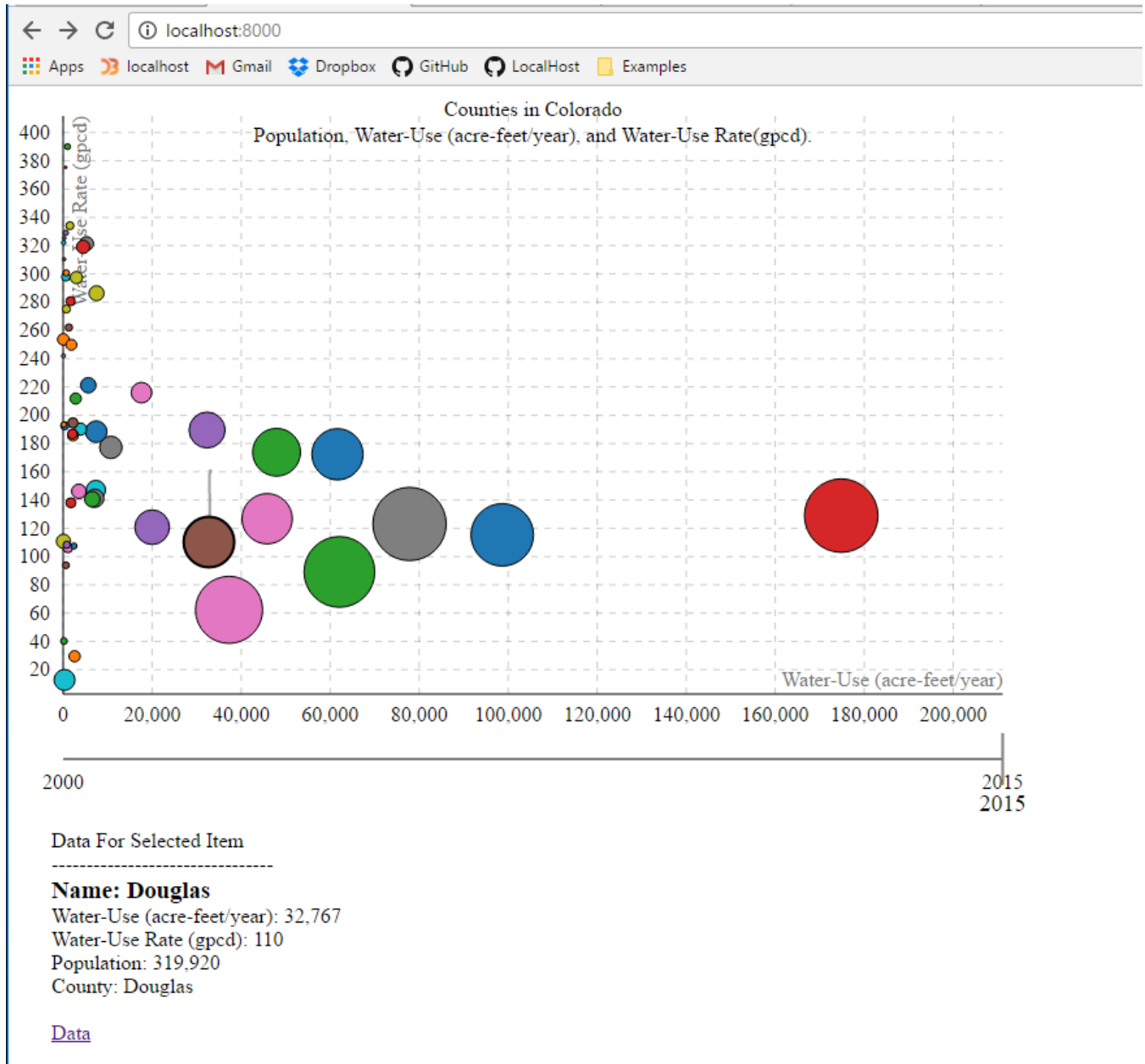
Map of Example South Platte Water Providers and Table Indicating Water Efficiency Plans

- Network diagram showing relationship of municipalities and water providers. For example, this diagram would show that the City of Fort Collins receives treated water from Fort Collins Utilities as well as several special districts. This visualization will help illustrate the complexity of water operations and agreements.

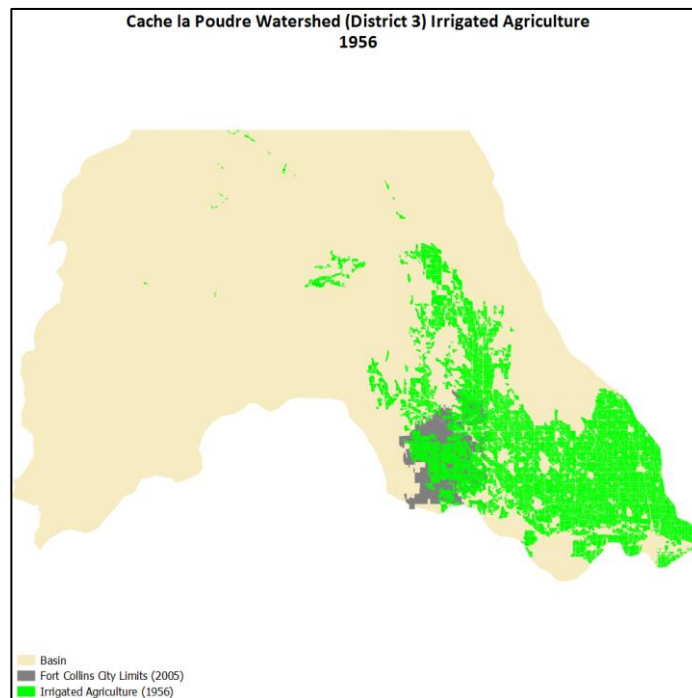
- Municipal population, water use, and water demand from HB 1051, water efficiency plans, etc. The example visualization below shows population, water use (volume), and water use rate (gallons per capita per day) for water providers in the South Platte Basin, where each provider is represented as a bubble and each bubble is sized and colored based on water use rate. While the image here shows only one year of data, this type of visualization is able to cycle through all years of available data so that the visualization is animated. With this type of visualization, it is possible to represent four different variables over time, showing trends such as water conservation.



- County water use. The above technique can also be used to visualize county water use for the entire state, using data from SWSI and other sources such as water efficiency plans. The following image uses an open source tool developed by OWF for the CWCB. High-population Front Range counties have the lowest per capita water use and continue to be more efficient. The brown circle and associated trend “tail” shown below shows that the trend for Douglas County has been to reduce per capita water use while serving a larger population with the same supply. The visualization is animated and the year slider can be positioned at any year. Access to data for the visualization is provided via a “Data” link.

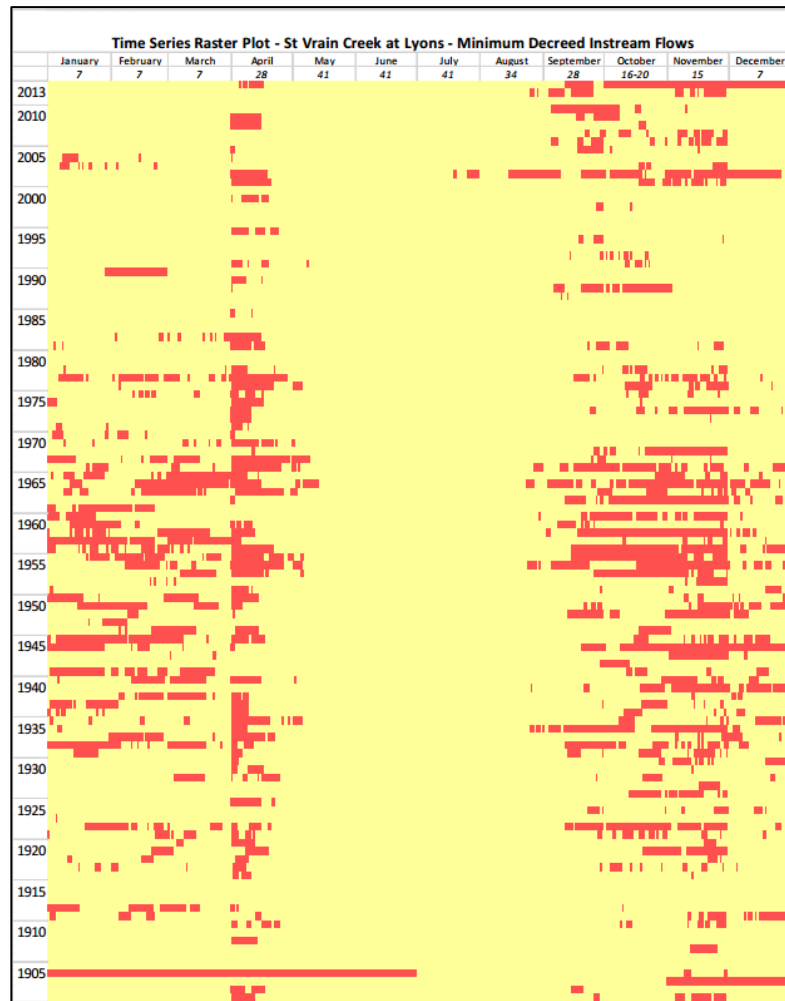


- Change in irrigated lands over time. The example visualization below shows irrigated agriculture in the Cache la Poudre watershed in 1956. This image is part of an animated gif image that shows irrigated agriculture from 1956 to 2010. OWF developed this prototype tool and could enhance to show more municipalities and generate visualizations for additional water districts in the basin.

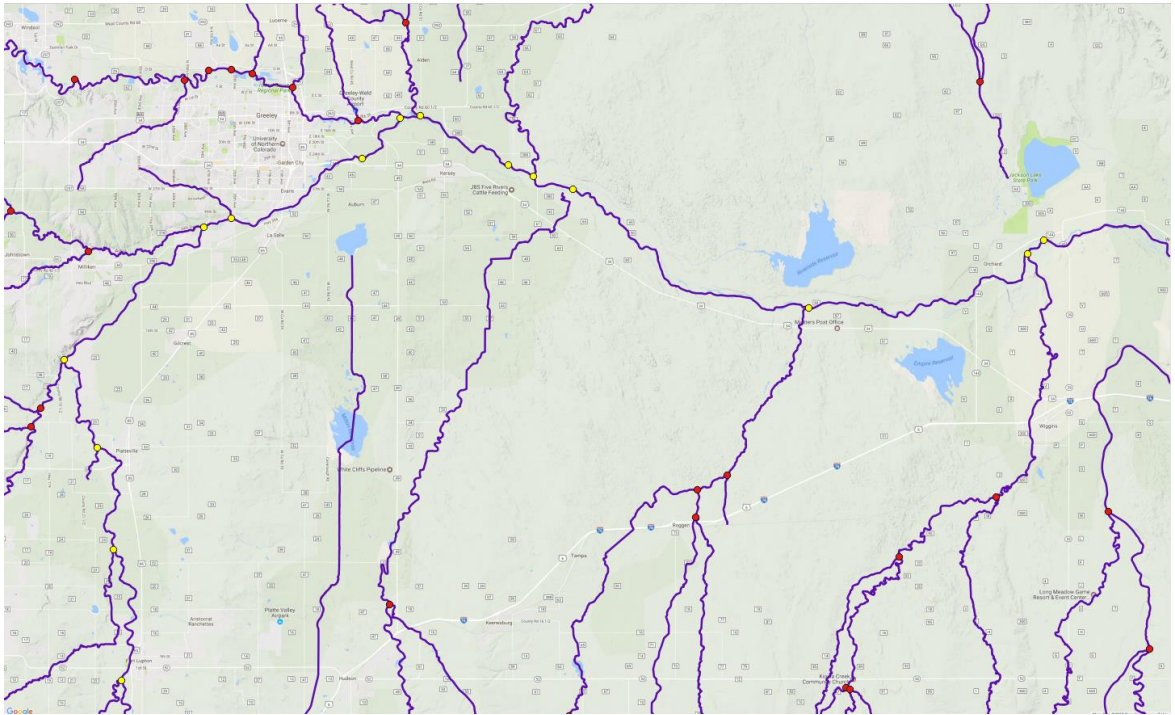


- Map of diversion dams and whether fish passage exists
- Occurrence of drought in the basin over time
- Storage status over time, including surface reservoirs, snowpack, groundwater

- Raster plots that show when minimum instream flows are either met or not met by available streamflow. In the example visualization below for St. Vrain Creek (from South Platte BIP), days when the minimum instream flow decreed right were not met are shown in red.



- Map of streams from the Source Water Route Framework (SWRF) within the South Platte Basin and datasets linked to the map. The example map below shows streams (purple) that are part of the SWRF, including the South Platte River. Each stream has its own identifier (federal GNIS_ID; see first table below map). The points on the map represent stream confluences. This stream layer facilitates use of other data such as diversion structures from HydroBase and data could be linked to other datasets, such as instream flow rights or locations of State species of concern. OWF helped use this data in the South Platte BIP and could make the data more accessible.



Source Water Route Framework Stream Layer from DWR

OBJECTID	GNIS_ID	GNIS_Name	L_Miles	SHAPE_Length	District
26	00169581	Crow Creek	83.76880470345...	134814.4625805...	1
129	00171049	Geary Creek	10.06347731196...	16195.79377199...	1
130	00171056	West Fork Willow...	7.72432969357533	12431.25481043...	1
131	00171057	North Fork Geary...	6.036996452518...	9715.722162063...	1
132	00171058	Little Simpson Cr...	1.4781613510948	2378.8990288285	1
133	00171065	Cow Creek	13.69795722694...	22044.99334256...	1
134	00171066	Eastman Creek	17.906506422485	28818.07909982...	1
135	00171067	Little Owl Creek	23.59613924304...	37974.76688712...	1
137	00171089	Spotwood Creek	13.09638991390...	21076.85282414...	1
139	00171091	Graves Creek	6.115689073153...	9842.367198929...	1
152	00171160	Willow Creek	34.35068013423...	55282.73320798...	1

Source Water Route Framework Stream Attributes Showing Unique Identifier and Stream Name

OBJECTID	Con_ID	M_Str_Name	M_Str_ID	T_Str_Name	T_Str_ID	Type	Str_Mile
1	1	South Platte River	00201759	Saint Vrain Creek	00205012	Confluence	191.9843934498...
2	2	South Platte River	00201759	Graflin Slough	00020003	Confluence	197.316914367227
3	3	South Platte River	00201759	Big Dry Creek	00181264	Confluence	210.9801549250...
4	4	South Platte River	00201759	Third Creek	00184607	Confluence	217.876066518818
5	5	South Platte River	00201759	Second Creek	00184606	Confluence	221.8153146282...
6	6	South Platte River	00201759	Grange Hall Creek...	00020001	Confluence	228.6037014195...
7	7	South Platte River	00201759	Clear Creek	00181805	Confluence	234.4981663979...
8	8	South Platte River	00201759	Sand Creek	00184740	Confluence	235.6216200002...
9	9	South Platte River	00201759	Cherry Creek	00181657	Confluence	241.225907974
10	10	South Platte River	00201759	Dry Gulch	00182351	Confluence	242.4677509841...
11	11	South Platte River	00201759	Weir Gulch	00182350	Confluence	243.0319812283...

Source Water Route Framework Stream Confluence Attributes Showing Stream Mile for Confluence

TASK 5 – Develop Integrated Stories

Description of Task: Individual datasets and visualizations can stand alone and provide value. However, more complex issues and messages require linking datasets and visualizations to provide context and tell stories. These stories will parallel key points in SWSI, BIP, and CWP. A primary purpose of this task is to demonstrate how data-driven stories can be implemented, so that additional stories can be added in the future.

Method/Procedure: OWF will utilize web technologies to implement stories using the individual datasets and visualizations. This task will require an additional level of coordination with the Roundtable. Examples of stories that could be told with data and visualizations include:

- **Agriculture:**
 - show relative amount of water used by agriculture, demand pattern over year, and impact of weather and hydrologic variability from year to year
 - changes in irrigated agriculture due to urban growth and water transfers
 - despite fact that water sales are occurring, emphasize that water rental programs are regularly used and efforts to implement alternative transfer methods (ATMs) are occurring
 - challenges to agriculture due to labor shortages (show trend of switching to center pivots)
 - change in ownership of Colorado Big Thompson units from agriculture to municipal and deliveries shifting south to municipal areas
- **Municipal water providers:**
 - show relative amount of water used by urban areas, demand pattern over year, indoor and outdoor use
 - water use changes over time due to conservation
 - implementation of metering, rate structures, and more recently water budgets
 - water reuse and sharing projects
 - illustrate challenges faced by smaller municipalities
- **Environment and recreation:**
 - show demand pattern over year, especially compared to agricultural and municipal demand timing
 - summarize key points related to wet water needs for environment and recreation
 - show areas where river restoration and greenways are being implemented
 - illustrate economic benefits of environment and recreation

- illustrate interdependence of sectors, for example use of irrigation return flows and wastewater effluent to increase streamflow
- success stories of agriculture and municipal working with E&R

Deliverables: Web story visualizations, which integrate with datasets. Consumers of the stories will be able to access the datasets to perform their own evaluation.

TASK 6 – Public Involvement and Outreach

Description of Task: This project will primarily focus on the Roundtable members and related stakeholders, in order to meet the needs of the Roundtable and provide opportunities to present Roundtable messages to the public. Consequently, outreach will consist of coordination with the Roundtable, providing opportunities to engage with the public to use the new web resources, and responding to feedback. It is envisioned that the new web resources will be used by the Roundtable in its dealings within the basin, with the CWCB, with other roundtables, and the public.

OWF is also working on similar but more geographically-focused data and visualization resources for the Poudre Basin, in support of the Poudre Runs Through It Study/Action Work Group. It is envisioned that a cross-connect can occur whereby the Poudre effort utilizes the South Platte Roundtable Data Platform and the South Platte effort references the Poudre resources. The difference is that the Poudre effort will focus on more specific concerns of the basin whereas the South Platte effort will focus on broader issues across the whole basin.

Method/Procedure: OWF staff will coordinate with the Roundtable via normal communication channels and will provide updates to Roundtable members during Roundtable meetings and committee meetings, as appropriate.

Deliverable: Presentations to the Roundtable

TASK 7 – Reporting and Final Deliverable

OWF will provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion 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. At completion of the project, OWF will provide the CWCB a final report that summarizes the project and documents how the project was completed.

Final deliverables will consist of the following and will be delivered via an open cloud-hosted repository that can be accessed by the public:

1. Data set inventory
2. Documented and transparent procedures to transform data from source form to the form used in the data platform. Manual tasks such as harvesting data from water efficiency plans will be documented.
3. Cloud-hosted datasets using technologies compatible with State systems.
4. Cloud-hosted visualizations with configurations being openly available to facilitate enhancements and application on other projects.

BUDGET

The budget for the project is detailed in the table below. Mileage and other direct costs are expected to be relatively small and will be included in the following tasks as needed. OWF uses GoToMeeting, conference calls, and other tools to minimize the need for travel.

Project Budget for South Platte Basin Roundtable Data Platform							
Personnel	Project Manager & Systems Engineer	Biologist	GIS Developer	Web Developer	2 Student Interns	Subtotal Hours	Subtotal Cost
Rate	\$170	\$85	\$50	\$100	\$40		
Task 1 - Create Initial Inventory of Key Datasets, Source Entity, Data Format, and Accessibility	10	40	40		120	210	\$11,900
Task 2 - Create Initial Prototype Website	40	40	80	40	160	360	\$24,600
Task 3 - Implement Processes to Transfer Data from Original Source to South Platte Roundtable Data Platform	60	60	60		320	500	\$31,100
Task 4 - Implement Visualizations for Dataset	40	60	100		360	560	\$31,300
Task 5 - Develop Integrated Stories		80	120		320	520	\$25,600
Task 6 - Public Involvement and Outreach	20	20				40	\$5,100
Task 7 – Reporting and Final Deliverable		100				100	\$8,500
Subtotal Hours	170	400	400	40	1280	2290	
Subtotal Labor	\$28,900	\$34,000	\$20,000	\$4,000	\$51,200		\$138,100
Administrative Costs							\$ 8,286
Project Total							\$ 146,386

The budget summary is as follows:

Budget Summary			
Task	Cost	Allocation of Private Funds	Allocation of WSRF Funds
Task 1 - Create Initial Inventory of Key Datasets, Source Entity, Data Format, and Accessibility	\$11,900	\$11,900	
Task 2 - Create Initial Prototype Website	\$24,600	\$24,600	
Task 3 - Implement Processes to Transfer Data from Original Source to South Platte Roundtable Data Platform	\$31,100	\$9,886	\$21,214
Task 4 - Implement Visualizations for Dataset	\$31,300		\$31,300
Task 5 - Develop Integrated Stories	\$25,600		\$25,600
Task 6 - Public Involvement and Outreach	\$5,100		\$5,100
Task 7 – Reporting and Final Deliverable	\$8,500		\$8,500
Subtotal	\$138,100		
Administrative Costs	\$8,286		\$8,286
Project Total	\$146,386		
		Total WSRF Funds:	\$100,000

SCHEDULE

It is estimated that the project will take approximately one year to complete from the Notice to Proceed (NTP).

Project Schedule for South Platte Basin Roundtable Data Platform													
Task	NTP	NTP + 30 days	NTP + 60 days	NTP + 90 days	NTP + 120 days	NTP + 150 days	NTP + 180 days	NTP + 210 days	NTP + 240 days	NTP + 270 days	NTP + 300 days	NTP + 330 days	NTP + 360 days
Task 1 - Create Initial Inventory of Key Datasets, Source Entity, Data Format, and Accessibility													
Task 2 - Create Initial Prototype Website													
Task 3 - Implement Processes to Transfer Data from Original Source to South Platte Roundtable Data													
Task 4 - Implement Visualizations for Dataset													
Task 5 - Develop Integrated Stories													
Task 6 - Public Involvement and Outreach													
Task 7 - Reporting and Final Deliverable													

PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.

Appendix 1

Reference Information

The following information is available via the internet. The reference information provides additional detail and background information.

- Water Supply Reserve Account main webpage:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>
- Water Supply Reserve Account – Basin Fund Application Details:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/BasinWaterSupplyReserveAccountGrants.aspx>
- Water Supply Reserve Account – Statewide Fund Application Details:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/StatewideWaterSupplyReserveAccountGrants.aspx>
- Colorado Water Conservation Board main website:
 - <http://cwcb.state.co.us/>
- Interbasin Compact Committee and Basin Roundtables:
 - <http://cwcb.state.co.us/about-us/about-the-ibcc-brts/Pages/main.aspx/Templates/BasinHome.aspx>
- House Bill 05-1177 – (Also known as the Water for the 21st Century Act):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=105662&searchhandle=28318>
- House Bill 06-1400 – (Adopted the Interbasin Compact Committee Charter):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=21291&searchhandle=12911>
- Senate Bill 06-179 – (Created the Water Supply Reserve Account):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=21379&searchhandle=12911>
- Statewide Water Supply Initiative 2010:
 - <http://cwcb.state.co.us/water-management/water-supply-planning/Pages/SWSI2010.aspx>

Appendix 2

Insurance Requirements

NOTE: The following insurance requirements taken from the standard contract apply to WSRA projects that exceed \$25,000 in accordance with the policies of the State Controller's Office. Proof of insurance as stated below is necessary prior to the execution of a contract.

13. INSURANCE

Grantee and its Sub-grantees shall obtain and maintain insurance as specified in this section at all times during the term of this Grant: All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Grantee and the State.

A. Grantee

i. Public Entities

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Grantee shall show proof of such insurance satisfactory to the State, if requested by the State. Grantee shall require each Grant with Sub-grantees that are public entities, providing Goods or Services hereunder, to include the insurance requirements necessary to meet Sub-grantee's liabilities under the GIA.

ii. Non-Public Entities

If Grantee is not a "public entity" within the meaning of the GIA, Grantee shall obtain and maintain during the term of this Grant insurance coverage and policies meeting the same requirements set forth in §13(B) with respect to sub-Grantees that are not "public entities".

B. Sub-Grantees

Grantee shall require each Grant with Sub-grantees, other than those that are public entities, providing Goods or Services in connection with this Grant, to include insurance requirements substantially similar to the following:

i. Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Grantee and Sub-grantee employees acting within the course and scope of their employment.

ii. General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Grantees, products and completed operations, blanket Grantual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Sub-grantee shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Grantee a certificate or other document satisfactory to Grantee showing compliance with this provision.

iii. 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.

iv. Additional Insured

Grantee and the State shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction Grants require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent).

v. Primacy of Coverage

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

vi. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the Grantee and the State by certified mail.

vii. Subrogation Waiver

All insurance policies in any way related to this Grant and secured and maintained by Grantee or its Sub-grantees as required herein 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.

C. Certificates

Grantee and all Sub-grantees shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Grant. No later than 15 days prior to the expiration date of any such coverage, Grantee and each Sub-grantee shall deliver to the State or Grantee certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Grant or any sub-grant, Grantee and each Sub-grantee shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this **§13**.

Appendix 3

Water Supply Reserve Account Standard Contract Information

NOTE: The standard contract is required for WSRA projects that exceed \$100,000. (Projects under this amount will normally be funded through a purchase order process.) Applicants are encouraged to review the standard contract to understand the terms and conditions required by the State in the event a WSRA grant is awarded. Significant changes to the standard contract require approval of the State Controller's Office and often prolong the contracting process.

It should also be noted that grant funds to be used for the purchase of real property (e.g. water rights, land, conservation easements, etc.) will require additional review and approval. In such cases applicants should expect the grant contracting process to take approximately 3 to 6 months from the date of CWCB approval.

The standard contract is available here under the header "Additional Resources" on the right side:

<http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/BasinWaterSupplyReserveAccountGrants.aspx>

Appendix 4

W-9 Form

NOTE: A completed W-9 form is required for all WSRA projects prior execution of a contract or purchase order. Please submit this form with the completed application.