



STATE OF COLORADO

Department of Agriculture

ORDER				*****IMPORTANT*****			
Number:	POGG1,BMAA,202500001057			The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.			
Date:	2/3/25			BILL TO			
Description:	City of Fort Collins-Greenhouse Internship-AWDP 2025			ACCOUNTS PAYABLE AGRICULTURE 305 Interlocken Parkway Broomfield, CO 80021			
Effective Date:	02/10/25			SHIP TO			
Expiration Date:	12/31/25			MARKETS DIVISION 305 Interlocken Parkway Broomfield, CO 80021			
BUYER				SHIPPING INSTRUCTIONS			
Buyer:				Delivery/Install Date:			
Email:				FOB: FOB Dest, Freight Prepaid			
VENDOR							
CITY OF FORT COLLINS Finance Department PO BOX 580 FORT COLLINS, CO 80522-0580							
Contact:	Hannah Krikorian						
Phone:	(970) 416-2482						
VENDOR INSTRUCTIONS							
EXTENDED DESCRIPTION							
Pursuant to Colorado Code of Regulations 101-1, Chapter 3-1.6.5 you are hereby notified that any and all provision(s) applied to this Small Dollar Grant Award that conflicts with Colorado law C.R.S. 24-106-109 are null and void.							
This Small Dollar Grant Award is subject to the State of Colorado Small Dollar Grant Award (SDGA) Terms and Conditions which can be found at https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions . By accepting this purchase order and/or providing the goods and/or services to the State, you agree to be bound by and accept the State of Colorado Purchase Order Terms and Conditions unless there is a separate agreement with the State which governs.							
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.	
1			0	0.00	\$4,900.00	<input type="checkbox"/>	
Description: Grant Commodity							
Service From: 02/10/25				Service To: 12/31/25			
TERMS AND CONDITIONS							



STATE OF COLORADO
Department of Agriculture

<https://www.colorado.gov/osc/purchase-order-terms-conditions>

DOCUMENT TOTAL = \$4,900.00

STATEMENT OF WORK

Agricultural Workforce Development Grant Program

1. **BACKGROUND/ PURPOSE:** The Colorado Department of Agriculture ('CDA' or 'State') will provide Grantee funding assistance for paid internship in accordance with SB18-042. Grantee shall provide paid internship training to a qualified intern in accordance with the Agricultural Workforce Development Grant Program (AWDP) requirements as stated in this Statement of Work. CDA will reimburse Grantee up to 50% of the allowable reimbursable expenses of hiring an intern not to exceed \$5,000.00 per business (Grantee), per internship. Up to 3 internships are allowed per business, per year. The objective of this program is to address the shortage of skilled agricultural workers in Colorado by providing training and support through a quality internship opportunity to individuals meeting the criteria who are interested in pursuing a career in agriculture.

Grantee shall complete the Work as described in accordance with the provisions of this Statement of Work (SOW). 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 Statement of Work.

2. **CDA PROJECT MANAGER (PM) CONTACT:**

Contact Name: Sarah Miller

Contact Phone: 720-665-7602

Contact Email Address: Cda_awd@state.co.us

3. **DEFINITIONS:**

The following terms shall be construed and interpreted as follows:

- A. "AWDP" means Agricultural Workforce Development Grant Program.
- B. "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.
- C. "CDA" means the Colorado Department of Agriculture. "State" and "CDA" are used interchangeably.
- D. "CDA PM" means Colorado Department of Agriculture Project Manager.
- E. "Encumbrance Document" means the commitment voucher issued by the State to formalize the purchase. This may be referred to as the specific type of encumbrance document such as PO, POGG1, CT, CTGG1 or GAE. This term and these acronyms may be used interchangeably.
- F. "Grantee" means the entity recipient the grant funds. Also referred to as "business".
- G. "Quarter" means the three month period as follows: Q1: January – March, Q2: April – June, Q3: July – September, Q4: October – December.
- H. "State" means the Colorado Department of Agriculture. "State" and "CDA" are used interchangeably.
- I. "Subgrantee" means any third party subcontractor hired by Grantee to complete work in this SOW.
- J. "USDA" means United States Department of Agriculture.

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

4. PROGRAM TRAINING REQUIREMENTS:

- A. Grantee shall:
 - i. Provide training for job duties applicable to the intern's occupational area or skilled trade;
 - ii. Provide at least 130 hours of work experience during the grant agreement time frame;
 - iii. Provide all equipment and supplies necessary to perform the job duties;
 - iv. Provide industry endorsed license, registration, or certification if applicable to the occupational area or skilled trade;
 - v. Provide supervision for the intern;
 - vi. Provide a work schedule that complies with all applicable labor laws;
 - vii. Communicate any performance and or attendance issues to the intern; and
 - viii. Maintain accurate time and attendance records, payroll, performance and other records related to the internship.

5. PROGRAM INTERNSHIP REQUIREMENTS:

- A. Grantee agrees that:
 - i. Intern shall not replace a paid, regular full- or part-time employee.
 - ii. Intern shall not be related to Grantee owners or operators.
 - iii. Intern selected does not have a conflict of interest to Grantee owners and operators.

6. PROGRAM EVALUATION:

- A. Grantee shall participate in Program evaluation requirements such as surveys, assessments, performance summaries, reports or other activities as deemed necessary by CDA during the Program

7. PERFORMANCE ACTIVITIES, STANDARDS AND REQUIREMENTS:

- A. **Any dates and deadlines except from the Effective Date of the SOW may be adjusted by mutual written agreement of the Grantee and the State. Exclusively for the purposes of modifying deadlines in this SOW, email shall suffice as sufficient written documentation. Extending the SOW or encumbrance requires a formal modification to the State's encumbrance document.**
- B. The Grantee shall utilize awarded funds to support the specific circumstances identified in the Grantee's grant application.
- C. Grantee shall perform the activities as described in the **Activities** in Exhibit A, Project Scope.
- D. The CDA Program Manager, or representative, will inspect the final Project for completeness.
- E. The Grantee shall expend all awarded funds to support their Ag Workforce Development Program project no later than the Project Completion Date and agree to provide proof of expenditure at the request of the Department.
- F. All reports and submissions by the Grantee shall be made electronically to the CDA Program Manager via email.
- G. Progress Reports (Mid-Internship and Post Internship Google Form Surveys) during the Period of Performance prior to the Project Completion Date shall include the following:
 - i. Activities for the period,
 - ii. Obstacles encountered to date and possible solutions,
 - iii. Budget update, if necessary.

- iv. Success stories of which elements may include:
 - a. Narrative of how the funds were used, what positive impacts were realized, etc.
 - b. Number of jobs that were created or preserved.
 - c. Financial impacts such as increases in sales, income, and/or profit
 - d. Other outcomes indicated in the grant applications
 - e. Photos and social media links upon request. CDA may use all submitted photos, testimonials and/or quotes in media releases, social media posts, web updates, or similar without further approval or compensation.
- H. Reporting Compliance: Delays in submitting reporting on time or delays in responses to edit requests including not responding may result in denial of future funding requests.

8. INVOICING:

- A. To receive compensation under the encumbrance document, the Grantee shall submit an invoice MONTHLY. The invoice must be in a form provided by CDA or an approved alternate. The invoice must be submitted no later than **thirty (30)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget. If there were not expenses in the month, it is sufficient to notify the CDA PM of that fact.
- B. The State is exempt from federal excise taxes and from State and local sales and use taxes. The State shall not be liable for the payment of any excise, sales, or use taxes imposed on Grantee. A tax exemption certificate will be made available upon Grantee's request. **For-Profit entities are eligible to receive a reimbursement of taxes. Nonprofit entities are not allowed to seek reimbursement of taxes.**
- C. The Grantee shall submit the following documentation with the completed invoice:
 - i. Timesheets
 - ii. Paystubs with accompanying back-up documentation
 - iii. other documentation requested by the CDA Contact necessary to support the invoice.
- D. Send the completed and signed invoice and applicable supporting documentation to the CDA Contact via email. Signature via adobe is also acceptable.
- E. Final invoices must be received by the State no later than **thirty (30)** calendar days from the encumbrance expiration, termination or similar end date.
- F. The State shall not pay Grantee any amount for performance under this Statement of Work in excess of the Document Total set forth on the supporting encumbrance document. The State shall pay Grantee for all amounts due within 45 days after the State's receipt of goods or services and acceptance of a correct invoice of amount due.

9. INSURANCE:

- A. Grantees are required by the State of Colorado to obtain and maintain, and shall ensure that all subcontractors (subgrantees) obtain and maintain insurance at all times during the term of their SOW. Specific requirements are available in the [State of Colorado Small Dollar Grant Award Terms and Conditions](#). Specifically, Section 25 Insurance.

10. ACCEPTANCE AND ADDITIONAL PROVISIONS:

- A. The Grantee shall comply with all applicable provisions of 2 CFR 200.
- B. Nothing in this Statement of Work shall be construed as a waiver of any provision of CRS §24-106-109. Any term included in this Statement of Work that requires the State to indemnify or hold Grantee harmless; requires the State to agree to binding arbitration; limits Grantee's liability for

damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with that statute in any way shall be void ab initio.

- C. Please review the [State of Colorado Small Dollar Grant Award Terms and Conditions](#) as they are requirements of this Grant to which you as the Grantee agree to by accepting the Grant Funds and encumbrance document.

EXHIBIT A, GRANTEE PROJECT SCOPE

1. GRANTEE CONTACT:

Legal Name/ dba: City of Fort Collins

- a. Business Type: Botanical Garden
- b. Internship Job Title: Greenhouse Production Internship
- c. Internship Description: The primary responsibilities shall be in supporting the propagation and care of over 30,000 vegetable, annual and perennial crops grown for the community and to be planted onsite throughout the 12 acres of gardens.

Contact Name: Hannah Krikorian

Contact Phone: 970-416-2482

Contact Email Address: hkrikorian@fcgov.com

2. KEY PERSONNEL LIST:

A. The State relied, in part, in the awarding of this grant upon the qualifications of the Grantee's Key Personnel. The State considers the following positions to be Grantee Key Personnel Key Personnel List

- i. Grantee Personnel: Hannah Krikorian, Primary Contact
- ii. Grantee Personnel: Kelly Kellow, Intern Supervisor

B. Replacement:

Grantee shall immediately notify the State via email if any Key Personnel ceases to serve. Provided there is a good-faith reason for the change, if Grantee wishes to replace its Key Personnel, it shall notify the State and seek its approval via email. Such approval is at the State's sole discretion, as the State issued this Grant in part reliance on Grantee's representations regarding Key Personnel. Such notice shall be in writing (via email) and specify why the change is necessary, who the proposed replacement is, what their qualifications are, and when the change would take effect. Anytime Key Personnel ceases to serve, the State, in its sole discretion, may direct Grantee to suspend Work until such time as their replacements are approved. The State shall not compensate the Grantee at a higher rate for Replacement Key Personnel.

C. **Any changes in Personnel may be adjusted by mutual written agreement of the Grantee and the State. Exclusively for the purposes of modifying Personnel in this SOW, email shall suffice as sufficient written documentation.**

3. PROJECT FOCUS:

Quality internship opportunity supporting the Next Generation of Colorado Agriculturalists, with an educational focus preparing interns for a career in one or more occupational area including, but not limited to, agribusiness, animal husbandry, crop production, farm management, agronomy, natural resources, forestry, research and development, marketing and sales, food safety, and/or maintenance and repair of machinery and equipment.

4. PERIOD OF PERFORMANCE:

A. **Effective Date:** Effective upon issuance of an encumbrance document.

- B. **Project Completion Date:** Project must be fully implemented, no later than 12/31/2025.
- i. The Grantee shall expend all awarded funds to support the cost of employing their intern no later than one year after the effective date of the grant encumbrance document and no later than the project complete date. The grantee agrees to provide proof of expenditure at the request of the Department.

5. SCHEDULE OF ACTIVITIES:

- A. Grantee shall perform the following activities described below:
- i. Submit all paperwork necessary, including a current W9, worker's compensation insurance, vehicle insurance if the intern will be driving, and other necessary paperwork to set up a vendor profile.
 - ii. The intern must submit an application before the internship begins.
 - iii. Upon completion of internship:
 - a. Grantee must submit a midpoint survey ([hyperlinked herein](#)) no later than 5/12/2025.
 - b. The intern must submit a midpoint survey ([hyperlinked herein](#)) no later than 5/12/2025.
 - c. Grantee must submit a final survey ([hyperlinked herein](#)) no later than 9/15/2025.
 - d. The intern must submit a final survey ([hyperlinked herein](#)) no later than 9/15/2025.
 - iv. Grantee must submit a final invoice with supporting documentation as stated in the statement of work.

6. BUDGET:

A. **Budget standards and requirements:**

- i. This Grant contains State funds.
- ii. The Grantee shall manage the Grant project and funds.
- iii. The Grantee shall only expend funds as identified in their application and indicated in the Budget Breakdown.
- iv. The grant is reimbursement only.
- v. Reimbursement for this Project is Not-to-Exceed the Total Maximum Amount shown in the Budget Table.

B. **Budget Breakdown:**

- i. Wages (must be up to 75% of the total award, can be more): \$3,675.00
- ii. Supplies (training, equipment, 15% of total award): \$735.00
- iii. Administrative Costs (10% of total): \$490.00
- iv. Total Maximum Amount: \$4,900.00

C. **Budget and Cost-Match Agreement:**

- i. CDA will reimburse Grantee up to 50% of the allowable reimbursable expenses of hiring an intern not to exceed total award amount.
 - a. Allowable expenses include Intern wages, Worker's Compensation, tuition reimbursement related to the intern receiving academic credit for the internship, safety training, protective gear/uniforms, mileage reimbursement, and overhead not to exceed 10% of total cost of internship.
 - b. At least seventy-five (75) percent of the total reimbursement amount shall

be paid to the intern.

- ii. If early termination results from (1) intern is hired by Grantee, or (2) intern finds employment in a like industry, and the internship with Grantee is less than 50% completed, CDA will reimburse Grantee for all the completed internship hours and expenses on a prorated basis according to the application budget.
- iii. If grantee is not able to provide 130 hours of work for the intern during the internship grant agreement time frame, the CDA PM may elect not to reimburse the internship.



STATE OF COLORADO

Department of Agriculture

ORDER				*****IMPORTANT*****			
Number:	POGG1,BMAA,202500001122			The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.			
Date:	2/12/25			BILL TO			
Description:	City of Fort Collins-Food Internship-AWDP 2025			ACCOUNTS PAYABLE AGRICULTURE 305 Interlocken Parkway Broomfield, CO 80021			
Effective Date:	02/14/25			SHIP TO			
Expiration Date:	12/31/25			MARKETS DIVISION 305 Interlocken Parkway Broomfield, CO 80021			
BUYER				SHIPPING INSTRUCTIONS			
Buyer:				Delivery/Install Date:			
Email:				FOB: FOB Dest, Freight Prepaid			
VENDOR							
CITY OF FORT COLLINS Finance Department PO BOX 580 FORT COLLINS, CO 80522-0580							
Contact:	Hannah Krikorian						
Phone:	(970) 416-2482						
VENDOR INSTRUCTIONS							
EXTENDED DESCRIPTION							
Pursuant to Colorado Code of Regulations 101-1, Chapter 3-1.6.5 you are hereby notified that any and all provision(s) applied to this Small Dollar Grant Award that conflicts with Colorado law C.R.S. 24-106-109 are null and void.							
This Small Dollar Grant Award is subject to the State of Colorado Small Dollar Grant Award (SDGA) Terms and Conditions which can be found at https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions . By accepting this purchase order and/or providing the goods and/or services to the State, you agree to be bound by and accept the State of Colorado Purchase Order Terms and Conditions unless there is a separate agreement with the State which governs.							
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.	
1			0	0.00	\$4,900.00	<input type="checkbox"/>	
Description: Grant Commodity							
Service From: 02/14/25				Service To: 12/31/25			
TERMS AND CONDITIONS							



STATE OF COLORADO
Department of Agriculture

<https://www.colorado.gov/osc/purchase-order-terms-conditions>

DOCUMENT TOTAL = \$4,900.00

STATEMENT OF WORK

Agricultural Workforce Development Grant Program

1. **BACKGROUND/ PURPOSE:** The Colorado Department of Agriculture ('CDA' or 'State') will provide Grantee funding assistance for paid internship in accordance with SB18-042. Grantee shall provide paid internship training to a qualified intern in accordance with the Agricultural Workforce Development Grant Program (AWDP) requirements as stated in this Statement of Work. CDA will reimburse Grantee up to 50% of the allowable reimbursable expenses of hiring an intern not to exceed \$5,000.00 per business (Grantee), per internship. Up to 3 internships are allowed per business, per year. The objective of this program is to address the shortage of skilled agricultural workers in Colorado by providing training and support through a quality internship opportunity to individuals meeting the criteria who are interested in pursuing a career in agriculture.

Grantee shall complete the Work as described in accordance with the provisions of this Statement of Work (SOW). 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 Statement of Work.

2. **CDA PROJECT MANAGER (PM) CONTACT:**

Contact Name: Sarah Miller

Contact Phone: 720-665-7602

Contact Email Address: Cda_awd@state.co.us

3. **DEFINITIONS:**

The following terms shall be construed and interpreted as follows:

- A. "AWDP" means Agricultural Workforce Development Grant Program.
- B. "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.
- C. "CDA" means the Colorado Department of Agriculture. "State" and "CDA" are used interchangeably.
- D. "CDA PM" means Colorado Department of Agriculture Project Manager.
- E. "Encumbrance Document" means the commitment voucher issued by the State to formalize the purchase. This may be referred to as the specific type of encumbrance document such as PO, POGG1, CT, CTGG1 or GAE. This term and these acronyms may be used interchangeably.
- F. "Grantee" means the entity recipient the grant funds. Also referred to as "business".
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- I. "Subgrantee" means any third party subcontractor hired by Grantee to complete work in this SOW.
- J. "USDA" means United States Department of Agriculture.

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

4. PROGRAM TRAINING REQUIREMENTS:

- A. Grantee shall:
- i. Provide training for job duties applicable to the intern's occupational area or skilled trade;
 - ii. Provide at least 130 hours of work experience during the grant agreement time frame;
 - iii. Provide all equipment and supplies necessary to perform the job duties;
 - iv. Provide industry endorsed license, registration, or certification if applicable to the occupational area or skilled trade;
 - v. Provide supervision for the intern;
 - vi. Provide a work schedule that complies with all applicable labor laws;
 - vii. Communicate any performance and or attendance issues to the intern; and
 - viii. Maintain accurate time and attendance records, payroll, performance and other records related to the internship.

5. PROGRAM INTERNSHIP REQUIREMENTS:

- A. Grantee agrees that:
- i. Intern shall not replace a paid, regular full- or part-time employee.
 - ii. Intern shall not be related to Grantee owners or operators.
 - iii. Intern selected does not have a conflict of interest to Grantee owners and operators.

6. PROGRAM EVALUATION:

- A. Grantee shall participate in Program evaluation requirements such as surveys, assessments, performance summaries, reports or other activities as deemed necessary by CDA during the Program

7. PERFORMANCE ACTIVITIES, STANDARDS AND REQUIREMENTS:

- A. **Any dates and deadlines except from the Effective Date of the SOW may be adjusted by mutual written agreement of the Grantee and the State. Exclusively for the purposes of modifying deadlines in this SOW, email shall suffice as sufficient written documentation. Extending the SOW or encumbrance requires a formal modification to the State's encumbrance document.**
- B. The Grantee shall utilize awarded funds to support the specific circumstances identified in the Grantee's grant application.
- C. Grantee shall perform the activities as described in the **Activities** in Exhibit A, Project Scope.
- D. The CDA Program Manager, or representative, will inspect the final Project for completeness.
- E. The Grantee shall expend all awarded funds to support their Ag Workforce Development Program project no later than the Project Completion Date and agree to provide proof of expenditure at the request of the Department.
- F. All reports and submissions by the Grantee shall be made electronically to the CDA Program Manager via email.
- G. Progress Reports (Mid-Internship and Post Internship Google Form Surveys) during the Period of Performance prior to the Project Completion Date shall include the following:
- i. Activities for the period,
 - ii. Obstacles encountered to date and possible solutions,
 - iii. Budget update, if necessary.

- iv. Success stories of which elements may include:
 - a. Narrative of how the funds were used, what positive impacts were realized, etc.
 - b. Number of jobs that were created or preserved.
 - c. Financial impacts such as increases in sales, income, and/or profit
 - d. Other outcomes indicated in the grant applications
 - e. Photos and social media links upon request. CDA may use all submitted photos, testimonials and/or quotes in media releases, social media posts, web updates, or similar without further approval or compensation.
- H. Reporting Compliance: Delays in submitting reporting on time or delays in responses to edit requests including not responding may result in denial of future funding requests.

8. INVOICING:

- A. To receive compensation under the encumbrance document, the Grantee shall submit an invoice MONTHLY. The invoice must be in a form provided by CDA or an approved alternate. The invoice must be submitted no later than **thirty (30)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget. If there were not expenses in the month, it is sufficient to notify the CDA PM of that fact.
- B. The State is exempt from federal excise taxes and from State and local sales and use taxes. The State shall not be liable for the payment of any excise, sales, or use taxes imposed on Grantee. A tax exemption certificate will be made available upon Grantee's request. **For-Profit entities are eligible to receive a reimbursement of taxes. Nonprofit entities are not allowed to seek reimbursement of taxes.**
- C. The Grantee shall submit the following documentation with the completed invoice:
 - i. Timesheets
 - ii. Paystubs with accompanying back-up documentation
 - iii. other documentation requested by the CDA Contact necessary to support the invoice.
- D. Send the completed and signed invoice and applicable supporting documentation to the CDA Contact via email. Signature via adobe is also acceptable.
- E. Final invoices must be received by the State no later than **thirty (30)** calendar days from the encumbrance expiration, termination or similar end date.
- F. The State shall not pay Grantee any amount for performance under this Statement of Work in excess of the Document Total set forth on the supporting encumbrance document. The State shall pay Grantee for all amounts due within 45 days after the State's receipt of goods or services and acceptance of a correct invoice of amount due.

9. INSURANCE:

- A. Grantees are required by the State of Colorado to obtain and maintain, and shall ensure that all subcontractors (subgrantees) obtain and maintain insurance at all times during the term of their SOW. Specific requirements are available in the [State of Colorado Small Dollar Grant Award Terms and Conditions](#). Specifically, Section 25 Insurance.

10. ACCEPTANCE AND ADDITIONAL PROVISIONS:

- A. The Grantee shall comply with all applicable provisions of 2 CFR 200.
- B. Nothing in this Statement of Work shall be construed as a waiver of any provision of CRS §24-106-109. Any term included in this Statement of Work that requires the State to indemnify or hold Grantee harmless; requires the State to agree to binding arbitration; limits Grantee's liability for

damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with that statute in any way shall be void ab initio.

- C. Please review the [State of Colorado Small Dollar Grant Award Terms and Conditions](#) as they are requirements of this Grant to which you as the Grantee agree to by accepting the Grant Funds and encumbrance document.

EXHIBIT A, GRANTEE PROJECT SCOPE

1. GRANTEE CONTACT:

Legal Name/ dba: City of Fort Collins

- a. Business Type: Botanical Garden
- b. Internship Job Title: Food Production Internship
- c. Internship Description: The primary responsibilities shall be in the Garden of Eatin', a one-acre site dedicated to edible plants and crops, including vegetables, fruits and herbs. This garden serves as a living classroom, providing ideas and demonstrating crops appropriate to grow in Northern Colorado. This position shall also assist with the Community Garden Outreach Program which consists of eight gardens located throughout the community.

Contact Name: Hannah Krikorian

Contact Phone: 970-416-2482

Contact Email Address: hkrikorian@fcgov.com

2. KEY PERSONNEL LIST:

A. The State relied, in part, in the awarding of this grant upon the qualifications of the Grantee's Key Personnel. The State considers the following positions to be Grantee Key Personnel Key Personnel List

- i. Grantee Personnel: Hannah Krikorian, Primary Contact
- ii. Grantee Personnel: Mary Miller, Intern Supervisor

B. Replacement:

Grantee shall immediately notify the State via email if any Key Personnel ceases to serve. Provided there is a good-faith reason for the change, if Grantee wishes to replace its Key Personnel, it shall notify the State and seek its approval via email. Such approval is at the State's sole discretion, as the State issued this Grant in part reliance on Grantee's representations regarding Key Personnel. Such notice shall be in writing (via email) and specify why the change is necessary, who the proposed replacement is, what their qualifications are, and when the change would take effect. Anytime Key Personnel ceases to serve, the State, in its sole discretion, may direct Grantee to suspend Work until such time as their replacements are approved. The State shall not compensate the Grantee at a higher rate for Replacement Key Personnel.

C. **Any changes in Personnel may be adjusted by mutual written agreement of the Grantee and the State. Exclusively for the purposes of modifying Personnel in this SOW, email shall suffice as sufficient written documentation.**

3. PROJECT FOCUS:

Quality internship opportunity supporting the Next Generation of Colorado Agriculturalists, with an educational focus preparing interns for a career in one or more occupational area including, but not limited to, agribusiness, animal husbandry, crop production, farm management, agronomy, natural resources, forestry, research and development, marketing and sales, food safety, and/or maintenance and repair of machinery and equipment.

4. PERIOD OF PERFORMANCE:

- A. **Effective Date:** Effective upon issuance of an encumbrance document.
- B. **Project Completion Date:** Project must be fully implemented, no later than 12/31/2025.
 - i. The Grantee shall expend all awarded funds to support the cost of employing their intern no later than one year after the effective date of the grant encumbrance document and no later than the project complete date. The grantee agrees to provide proof of expenditure at the request of the Department.

5. SCHEDULE OF ACTIVITIES:

- A. Grantee shall perform the following activities described below:
 - i. Submit all paperwork necessary, including a current W9, worker's compensation insurance, vehicle insurance if the intern will be driving, and other necessary paperwork to set up a vendor profile.
 - ii. The intern must submit an application before the internship begins.
 - iii. Upon completion of internship:
 - a. Grantee must submit a midpoint survey ([hyperlinked herein](#)) no later than 7/1/2025.
 - b. The intern must submit a midpoint survey ([hyperlinked herein](#)) no later than 7/1/2025.
 - c. Grantee must submit a final survey ([hyperlinked herein](#)) no later than 9/15/2025.
 - d. The intern must submit a final survey ([hyperlinked herein](#)) no later than 9/15/2025.
 - iv. Grantee must submit a final invoice with supporting documentation as stated in the statement of work.

6. BUDGET:

- A. **Budget standards and requirements:**
 - i. This Grant contains State funds.
 - ii. The Grantee shall manage the Grant project and funds.
 - iii. The Grantee shall only expend funds as identified in their application and indicated in the Budget Breakdown.
 - iv. The grant is reimbursement only.
 - v. Reimbursement for this Project is Not-to-Exceed the Total Maximum Amount shown in the Budget Table.
- B. **Budget Breakdown:**
 - i. Wages (must be up to 75% of the total award, can be more): \$3,675.00
 - ii. Supplies (training, equipment, 15% of total award): \$735.00
 - iii. Administrative Costs (10% of total): \$490.00
 - iv. Total Maximum Amount: \$4,900.00
- C. **Budget and Cost-Match Agreement:**
 - i. CDA will reimburse Grantee up to 50% of the allowable reimbursable expenses of hiring an intern not to exceed total award amount.
 - a. Allowable expenses include Intern wages, Worker's Compensation, tuition reimbursement related to the intern receiving academic credit for the internship, safety training, protective gear/uniforms, mileage

reimbursement, and overhead not to exceed 10% of total cost of internship.

- b. At least seventy-five (75) percent of the total reimbursement amount shall be paid to the intern.
- ii. If early termination results from (1) intern is hired by Grantee, or (2) intern finds employment in a like industry, and the internship with Grantee is less than 50% completed, CDA will reimburse Grantee for all the completed internship hours and expenses on a prorated basis according to the application budget.
- iii. If grantee is not able to provide 130 hours of work for the intern during the internship grant agreement time frame, the CDA PM may elect not to reimburse the internship.