



Solar Power Purchase Program 2017 Program Guidelines



2017 Solar Power Purchase Program Guidelines

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I. Overview

Fort Collins Utilities' Solar Power Purchase Program

The Solar Power Purchase Program (SP³) incentivizes the installation of new, local solar systems on commercial customer facilities. With final approval by Fort Collins City Council in November 2016, this program will further the community's commitment to sustainability and help meet Utilities' renewable energy goals.

The basis of the SP³ is a fixed-price (non-escalating), 20-year power purchase agreement (PPA) between Utilities and system owners for solar generation located on commercial facilities. This arrangement is commonly known within the solar industry as a "feed-in-tariff model." Commercial customers may enter agreements with solar developers for installation of the systems, which may include financing, lease-purchase and rooftop property leasing.

The energy output of the solar system goes directly to Utilities' electric grid (in front of the meter) and system owners are paid based on their PPA. The agreement does not alter the customer's electric bill. The PPAs also convey the Renewable Energy Credits (RECs)—the right to claim the renewable energy attributes of a project—to Utilities.

Utilities current renewable energy commitments are met through a mix of wind energy projects, renewable energy credits and local solar installations. Faced with making new investments in renewable energy, Utilities proposed to meet a portion of its commitment through a program that focuses on the installation of solar systems on local customers' premises. Similar successful programs are in place in a number of locations throughout the country and world.

The solar projects from this program will help Fort Collins Utilities' meet its renewable energy goal for 2020. In addition, the locally produced renewable energy supports the community's *Climate Action Plan* and *Energy Policy* greenhouse gas reduction goals while supporting local investment. City Council authorized funding for the program in November 2016, which is capped at \$282,500/year.

Background

Feed-in-Tariff Model

SP³ is based on what the solar industry calls a feed-in-tariff (FIT), which provides a standard price for renewable energy that feeds electricity directly into the utility grid. Instead of locating the solar generation at a remote location, the solar systems are located on customer sites. The key feature of the FIT is a standard, long-term, fixed-price Solar PPA. The stable contract price provides financial certainty for all parties and encourages partnerships between solar developers, host customer sites and sources of financing.

Fort Collins Renewable Programs Portfolio

SP³ originated in 2013 to expand solar program opportunities for commercial customers. Utilities has other renewable energy options, including

- Solar Rebates and Net Metering: funds are appropriated annually to provide upfront rebates for the installation of residential and commercial solar PV systems.
- Green Energy Program: customers can choose to pay a premium for Green-e certified renewable energy.
- Community Solar Garden: an option for customers to participate in a community solar garden.

II. Eligibility and Program Structure

Any commercial premise served by Utilities is eligible for this on-site solar program. Projects will be accepted in two classes:

- Class-1, Small Projects, 10 to 100kW DC
- Class-2, Large Projects, >100kW to 1,000kW DC

Program Stipulations

- Projects will be located on the premise of Utilities' commercial customers
- Solar photovoltaic (PV) systems range in size from 10 to 1,000 kilowatts (kW DC)
- 1,000 kW DC maximum aggregate capacity on any single parcel
- 1,500 kW DC maximum capacity for a single customer entity for multiple parcels and projects (multiple projects must be in same class)
- FIT payments are made for metered production
- A minimum of 25 percent of program funds are reserved for systems sized between Class-1 (applications in the small and large system categories will be handled as separate groups.
- Within each Class, a PPA between system owner and Utilities as agent for Platte River Power Authority will feature non-escalating 20-year, fixed-price based on competitive price bids
- Class-1 projects must be operational in six months from time of acceptance of the PPA; Class-2 projects must be operational in 12 months. All projects must be completed by December 2018. Extensions may be considered on a case by case basis. See Program Steps in Appendix A
- Utilities retains RECs
- Applications will be accepted on a vetting criteria and bid price criteria (See below.)
- The project development team must document prior experience with at least one project of similar size
- Insurance requirements are delineated in the Utilities Interconnection Standards.
- Advanced Inverter functionality is required. See Appendix G
- 'In-front-of-the-meter' configuration is required. See Appendix G

III. Application and Selection Process

The intent of the SP³ is to contract for solar capacity up to the limit of budgeted funds.

The first period for accepting applications closes at midnight Sept. 8, 2017. Application to the program will be by email submittal only to sp3Application@fcgov.com. The email time-stamp will determine the time of submittal. Project vetting and bid reviews will begin Sept. 11, 2017. A second round of applications will be accepted beginning Oct. 9, 2017 through Feb. 15, 2018. Project vetting will begin mid-February.

A complete submittal will include:

- completed Application form
- completed and notarized Site Control form
- completed Project Development Team form
- site layout diagram
- single line diagram
- scanned copy of all pages requiring signatures

Projects will be selected based upon the following:

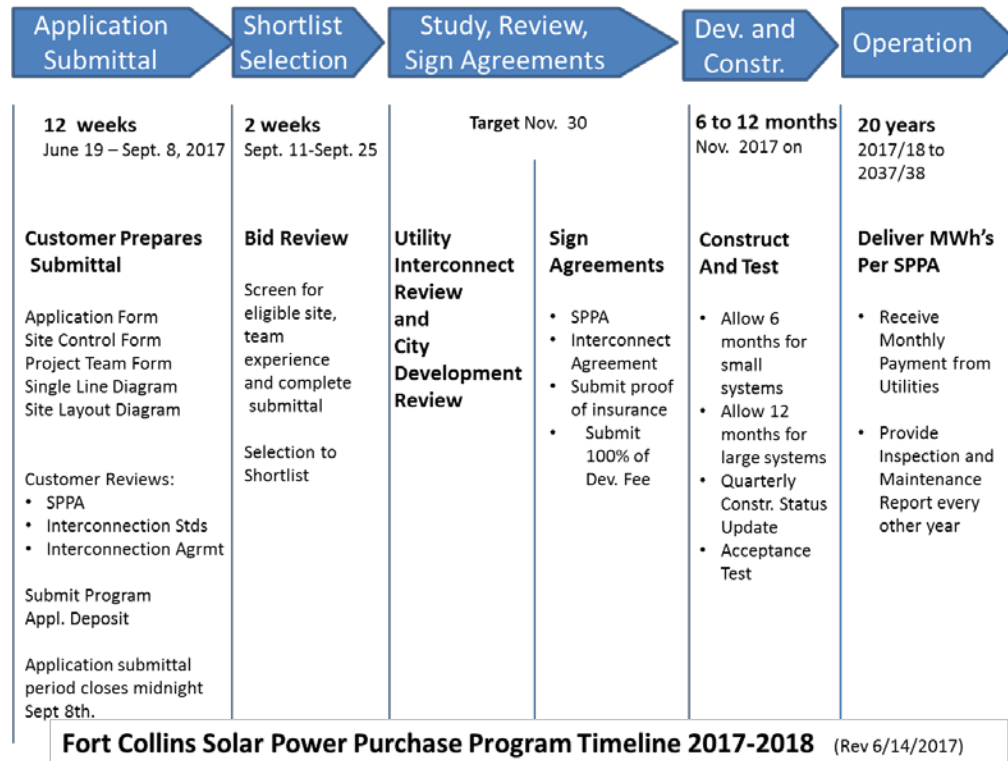
- completeness and quality of application materials, including site control
- team experience
- PPA price

Class-1 and 2 applications will be handled as separate pools, except that in the event that Class-1 ('Small Projects') reservation capacity is filled and the Class-2 category has not been filled, 'Small Projects' will then fall into the 'Total' category until the Total category is exhausted.

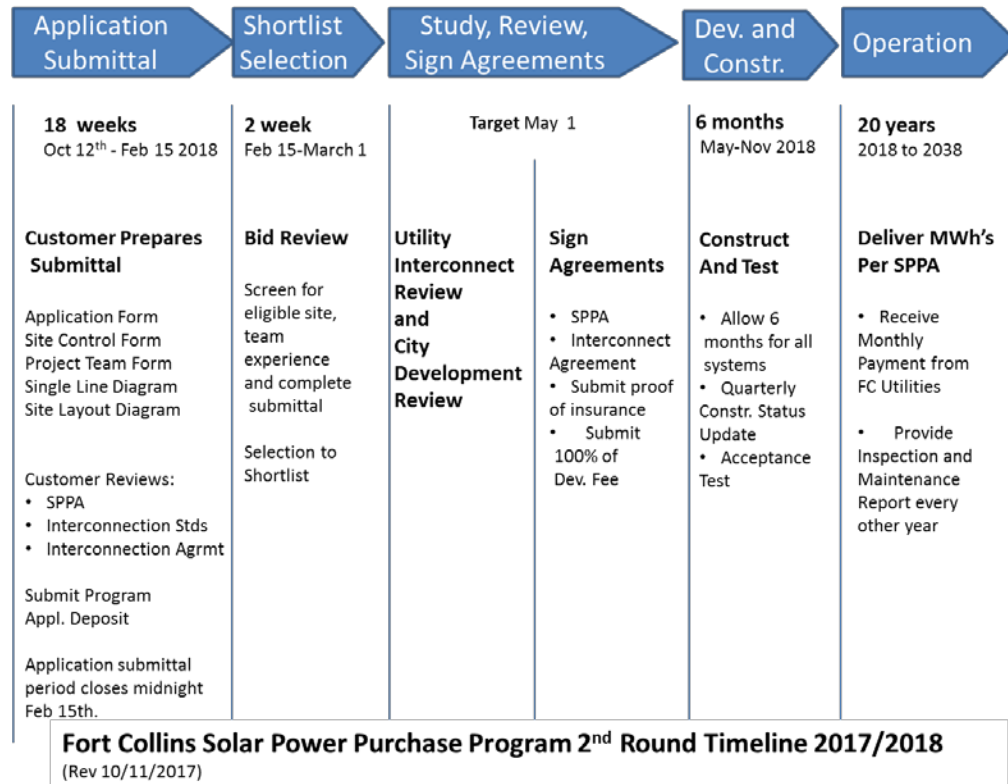
Once a project is accepted into the program and Interconnection Agreement and PPA are signed, the project must be completed within its allotted time frame. Class-1 will have six months from the date of acceptance and Class-2 Systems will have 12 months from date of acceptance. It is the sole responsibility of the system owner to make sure that the Fort Collins Planning Services and the Utilities Engineering department are contacted in a timely manner to allow the completion deadlines to be met.

Program Sequence Summary

Round 1



Round 2



(See larger version of these charts in Appendix A.)

Process Steps

An applicant must complete the following steps in order to remain qualified for the SP³ before receiving any payment for energy produced:

- 1) Contact Planning Services to determine process requirements and project feasibility
- 2) Submit completed SP³ application with all required documents and application deposit fee to Utilities for the proposed SP³ project
- 3) Be accepted by Utilities for assigned capacity
- 4) In a timely manner, work with Utilities to receive Utilities Engineering approval of the project plan and to receive estimate of Utilities development fee, if any
- 5) Sign and execute the PPA
- 6) Meet payment obligations for Utilities electrical distribution system upgrades that may be required to accommodate the PV system, if any
- 7) Concurrently, schedule project submittal with Planning Services to start the development review process (Appendix B)
 - a. Work with all project review parties to ensure project meets all City of Fort Collins standards
 - b. Receive Development Agreement
- 8) Apply for Building Permit
- 9) Pass Utilities system inspection and be interconnected to the distribution system
- 10) Complete the project by the required completion date based on the time of signing of the PPA
- 11) Provide documentation of final system cost and capacity to Utilities

Summary of Fees

Item	Amount (\$)	Time Due
Project Deposit (10kW – 100 kW DC)*	\$500	At time of application
Project Deposit (101kW – 1,000kW DC)*	\$1,000	At time of application
Electric Development Fee	Standard Fee schedule **	At signing of PPA

* The project deposit will be refunded when the facility becomes operational

** See **Appendix F**

Land Use Code Compliance

All solar systems will require review from Planning Services development staff to verify compliance with applicable City standards. The applicant should be aware that missed steps in the Planning Services development review process will cause project delays. Because of this, the applicant is strongly encouraged to work with Planning Services early to understand site specific process requirements. There will also be non-utility fees at the time of project submittal and permit (see three case studies Appendix C).

Ground mounted solar systems may require stormwater code compliance, land use code compliance and historic review. Roof mounted solar systems will require structural code and fire code compliance. Zoning, land use and development review may cause project delays that the applicant should be aware of before proceeding with the project. Most projects may require a “minor amendment” zoning review process taking from two to eight weeks. See Appendix C for prior SP³ Case Studies with Timelines. New development may require a full development review taking as much as six months. Utilities is not liable for any delays due to city zoning or permitting issues.

IV. Post Selection Requirements

Shortlist Interconnection Review

If a project is selected to the shortlist, an initial Utilities Engineering review will be scheduled to identify any technical questions with respect to the interconnection of the proposed project with the Utilities electric distribution system. Any system upgrades to accommodate the project will be identified and development fees will be determined per Utilities standard development fee schedules. (See **Appendix A** Program Timeline and **Appendix F** Interconnection Review Process and Fees).

Development and Construction

Decision to proceed will be targeted for Nov. 30, 2017. Upon Developer's decision to proceed, signing the Interconnection Agreement and PPA and submitting applicable Utilities development fees will immediately follow. (Failure to deliver signed agreements and fees on time will be cause to be removed from the program.) The 6-month (Class-1) or 12-month (Class-2) construction window begins at this point in time. Thereafter, quarterly status updates will be requested to confirm progress. Please refer to the PPA contract for performance obligations under this agreement.

Extensions and Penalties for Default

There will be absolutely no extensions given to projects before their beginning construction. An extension will only be considered if the PPA has been approved and executed by both parties and the project is substantially constructed by the deadline associated with their Class. All Class-1 systems will need to be constructed and operational within six months of acceptance. All Class-2 systems will need to be constructed and operational within 12 months of acceptance. Failure to meet the completion deadline may result in the forfeiture of the development fees and termination of the PPA. All SP³ solar facilities must be operational by Dec. 30, 2018.

Appendix A: Program Summary

Round 1 Timeline

Application Submittal	Shortlist Selection	Study, Review, Sign Agreements	Dev. and Constr.	Operation
<p>12 weeks June 19 – Sept. 8, 2017</p> <p>Customer Prepares Submittal</p> <ul style="list-style-type: none"> Application Form Site Control Form Project Team Form Single Line Diagram Site Layout Diagram <p>Customer Reviews:</p> <ul style="list-style-type: none"> SPPA Interconnection Stds Interconnection Agrmt <p>Submit Program Appl. Deposit</p> <p>Application submittal period closes midnight Sept 8th.</p>	<p>2 weeks Sept. 11-Sept. 25</p> <p>Bid Review</p> <p>Screen for eligible site, team experience and complete submittal</p> <p>Selection to Shortlist</p>	<p>Target Nov. 30</p> <p>Utility Interconnect Review and City Development Review</p> <p>Sign Agreements</p> <ul style="list-style-type: none"> SPPA Interconnect Agreement Submit proof of insurance Submit 100% of Dev. Fee 	<p>6 to 12 months Nov. 2017 on</p> <p>Construct And Test</p> <ul style="list-style-type: none"> Allow 6 months for small systems Allow 12 months for large systems Quarterly Constr. Status Update Acceptance Test 	<p>20 years 2017/18 to 2037/38</p> <p>Deliver MWh's Per SPPA</p> <ul style="list-style-type: none"> Receive Monthly Payment from Utilities Provide Inspection and Maintenance Report every other year

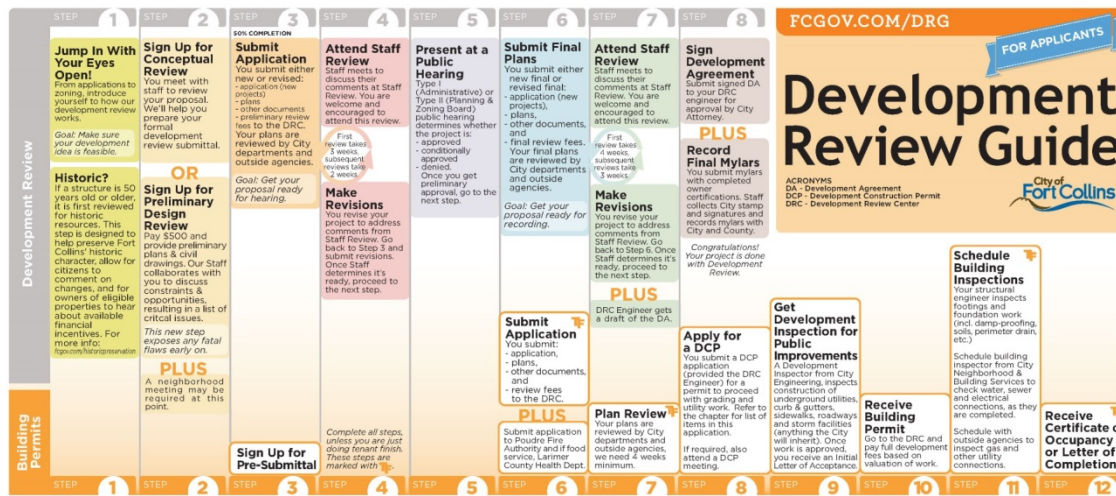
Fort Collins Solar Power Purchase Program Timeline 2017-2018 (Rev 6/14/2017)

Round 2 Timeline

Application Submittal	Shortlist Selection	Study, Review, Sign Agreements	Dev. and Constr.	Operation
18 weeks Oct 12 th - Feb 15 2018 Customer Prepares Submittal Application Form Site Control Form Project Team Form Single Line Diagram Site Layout Diagram Customer Reviews: <ul style="list-style-type: none"> • SPPA • Interconnection Stds • Interconnection Agrmt Submit Program Appl. Deposit Application submittal period closes midnight Feb 15 th .	2 week Feb 15-March 1 Bid Review Screen for eligible site, team experience and complete submittal Selection to Shortlist	Target May 1 Utility Interconnect Review and City Development Review Sign Agreements <ul style="list-style-type: none"> • SPPA • Interconnect Agreement • Submit proof of insurance • Submit 100% of Dev. Fee 	6 months May-Nov 2018 Construct And Test <ul style="list-style-type: none"> • Allow 6 months for all systems • Quarterly Constr. Status Update • Acceptance Test 	20 years 2018 to 2038 Deliver MWh's Per SPPA <ul style="list-style-type: none"> • Receive Monthly Payment from FC Utilities • Provide Inspection and Maintenance Report every other year

Fort Collins Solar Power Purchase Program 2nd Round Timeline 2017/2018
(Rev 10/11/2017)

Appendix B:



Fort Collins Solar Energy System Development FAQs

Where Fort Collins zone districts permit solar energy systems?

The Fort Collins Land Use Code defines three types of solar energy systems: small-scale, medium-scale and large-scale. The main distinction between the three is the size (area) of coverage.

Small Scale Solar Energy Systems:	Up to ½ acre in size
Medium Scale Solar Energy Systems:	Between ½ and 5 acres
Large Scale Solar Energy Systems:	Larger than 5 acres

Small- and medium-scale solar energy systems are permitted in all zone districts, while large-scale solar energy systems are permitted only in the Employment (E) or Industrial (I) zone districts. You can determine a site's zoning online using [FCMaps](#).

What type of development review process is required?

The size and zoning of the project are the main determinants of the required type of review process. In general:

- Flush rooftop mounted systems may only require a building permit review.
- Large rooftop systems or smaller ground-mounted systems on an existing development site may require a minor amendment.
- Large ground-mounted systems or systems on vacant lots where development has not previously occurred likely require either Administrative (Type 1) or Planning & Zoning Board (Type 2) review.

Please contact Kai Klee in the City's Planning Services department at 970-416-4284 or kklee@fcgov.com to discuss project characteristics to receive feedback on the anticipated review process.

How long does the development review process take?

The length of the review process can be highly variable depending on the size and process for the review. General *estimates* of review times are listed below:

<u>Review Process:</u>	<u>Estimated Duration:</u>
Building Permit	1-3 weeks.
Minor amendment (2 rounds of review):	4-8 weeks
Type 1 or Type 2 review (2 rounds of review):	4-8 months *

* before a formal submittal, Type 1 and Type 2 projects are required to complete a conceptual review meeting. Conceptual reviews help identify potential issues early in the process. Information from the conceptual review will also help staff estimate with greater accuracy a general timeline for the review process. Type 2 projects may also be required to hold a neighborhood meeting before making a formal application.

Are there additional considerations for development of solar energy systems in Fort Collins?

The permitting and construction of a solar energy system must “pay its own way” in terms of infrastructure and public improvements just like other types of development in the community.

Depending on the specific project location, this could include the need to dedicate right of way, construct missing local street frontage improvements (e.g., sidewalks, street trees), stormwater improvements if impervious areas are being added, or establishing natural habitat buffer zones if the project site is located near sensitive natural features such as wetlands or canals.

Solar energy systems may also be required to provide landscape screening along their fenced perimeter, depending on the site’s context and adjacent users. It is the project’s responsibility to budget for the establishment and maintenance of this landscaping.

What fees are associated with the development review process?

Land use and building permit application and review fees for systems under 2MW in size are capped at \$2,000 for non-residential systems, in alignment with Section 24-48.5-113, Colorado Revised Statutes.

Where can I find specific Land Use Code standards for solar energy systems?

The Land Use Code includes a [supplementary section](#) with solar energy system requirements. In addition, projects must also meet general development standards or specific standards unique to the zone districts in which the project is proposed.

Who should I contact if I have with additional questions?

Please contact Kai Kleer in the Fort Collins Planning Department at 970-416-4284 or kkleer@fcgov.com for questions related to the development review process.

Appendix C: Case Studies of Solar Projects Development Fees and Timeline)

Case Study 1

Overview

PDP150003 – 1912 Laporte Ave., Fort Collins, CO; Laporte Solar Array

Zone District: Low Density Mixed Use Neighborhood District (LMN)

Type of Review: Planning and Zoning Board (Type II)

Project Planner: Ryan Mounce

Development Review

Conceptual Review: 12/12/2014

Neighborhood Meeting: 01/05/2015

Combined Project Development Plan Final submittal date: 02/06/2015

Development Agreement recorded: 07/16/2015

Project Review Fees: No project review fees per state statute

Building Permit

Building Permit submittal date: 07/31/2015

Building Permit issued full: 09/03/2015

Building Permit Fees: \$43,582.28

Job Valuation: \$1,892,546.00

System Specifications: 970.92kw ground mounted with 3,132 PV modules

Summary

Timeline from Conceptual Review to Issued Full: 8 months 22 days (265 days)

Case Study 2

Overview

MA130090 – Scotch Pines Village Solar Array

Zone District: NC – Neighborhood Commercial

Type of Review: Minor Amendment

Project Planner: Peter Barnes

Development Review

Conceptual Review: not applicable

Neighborhood Meeting: not applicable

Minor Amendment Submittal Date: 11/21/2013

Decision: Approved 12/05/2013

Final Plan submittal date: not applicable

Development Agreement recorded: not applicable

Project Review Fees: \$600.00

Building Permit

Building Permit submittal date: 12/06/2013

Building Permit issued full: 12/18/2013

Building Permit Fees: \$7,101

Job Valuation: \$274,230

System Specifications: Installation of a commercial roof mounted photovoltaic system 95kw 330 modules.

Summary

Timeline from Minor Amendment application to Issued Full is approximately 27 days.

Case Study 3

Overview

MA140091 – 4701 Technology Parkway, Fort Collins, CO; Intel Solar Carports

Zone District: Harmony Corridor District (HC)

Type of Review: Minor Amendment (MA)

Project Planner: Jason Holland

Development Review

Conceptual Review: Not Applicable

Neighborhood Meeting: Not Applicable

Minor Amendment submittal date: 08/13/2014

Resubmittal: 10/21/2014

Building Permit

Building Permit submittal date: 08/28/2014

Building Permit issued full: 12/08/2014

Building Permit Fees: $\$3,368.15 \times 9 = \$30,313.35$

Job Valuation: $\$85,714 \times 9 = \$771,426$

System Specifications: Installation nine 6,885 SF steel carport structure to support PV Solar array installation on separate electrical permit

Summary

Timeline from Minor Amendment application to building permit issued full: 3 months 10 days (118 days)

Appendix D: Service Territory and Zoning Maps

(See www.fcgov.com/gis/maps.php for map and GIS resources.)

Appendix E: Application and Program Documents

Please see separate attachments at www.fcgov.com/sp3.

- 1) Application (Project Data, Site Control and Project Team forms)
- 2) SP³ Power Purchase Agreement
- 3) Interconnection Agreement
- 4) Program Sequence Summary
- 5) SP³ Factsheet
- 6) SP³ Metering Schematic and SP³ Advanced Inverter Functionality - Supplement to Utility Interconnection Standard

Please check the website for updates from time-to-time.

Appendix F: Utility Interconnection Review Process and Fees

Process

If a project is selected to the shortlist, an initial Utilities Engineering review will be scheduled to identify any technical questions with respect to the interconnection of the proposed project with the Utilities electric distribution system. Any system upgrades to accommodate the project will be identified and development fees will be determined per Utilities' standard electric development fee schedules. The project will have three weeks from the reporting of this initial review to confirm a decision to proceed with the project and pay the applicable fees and sign the PPA and Interconnection Agreement. (See Program Timeline – **Appendix A**)

Fees

Utility development fees for SP³ projects are likely in most cases to be handled in the category of “service upgrades.” With commercial service, the customer (building owner) owns the service drop on the secondary side of the transformer. If it is deemed that there is no upgrade of service on a primary side lateral and/or transformer, no utility development fees would apply. The project would incur whatever costs are involved to interconnect on the secondary side.

Utilities would continue to own the step-down transformer and upstream fuse devices and/or re-closers. The PV project would bring secondary conduit/conductor to the transformer pad. Fault protection (beyond the interconnection guidelines for the Utilities system feeder/transformer) to protect the PV system is the customer's responsibility.

Standard service upgrade fees will apply with adjustments for a generation-only interconnection. For example, “capacity fees” of approximately \$71.00 per kVA are reduced to \$62.00 per kVA for generation-only service. Utilities study and review expenses are included in the standard Utilities development fees.

Further information can be found at:

www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees/

and a Utilities development fee calculator at:

www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees/electric-development-fee-estimator?id=3

Fort Collins Utilities Interconnection Standards can be found at:

http://www.fcgov.com/utilities/img/site_specific/uploads/interconnection_standards.pdf

For service upgrades “per square foot” and “per frontage foot” charges will not generally apply (these are for new or “greenfield” development). Development fees will include a capacity charge “per 100 amps” of additional capacity to serve the PV system, a “trenching fee” if Utilities must upgrade conductor from a lateral circuit to a transformer pad, a transformer setting fee and the cost of meter socket and production meter CT's.

Examples of Electric Utility Development Fees

(For scoping purposes only, actual electric development fees will be calculated and provided by Fort Collins Utilities Light & Power engineering):

(1) **Existing 25 kVA, 100A site** with adequate single phase interconnection:

Cost per Sq.Ft.:	0.0
Cost per Linear Ft.:	0.0
Primary Circuit extension: (none)	\$0
Transformer Installation:	\$0
Service Entrance: single phase	\$0
TOTAL	\$0.00

(2) **Upgrade 25 kVA, 200 A site to 100kVa**, single phase: 240V, 400 amp

Cost per Sq.Ft.:	0.0
Cost per Linear Ft.:	0.0
Primary Circuit extension: (none)	\$ 0
Transformer Change out:	\$570
Service Entrance (x 0.87) +200A	\$2936
TOTAL	\$3,506

(3) **25 kVA, 100A to 100kVA, three phase**, 480V, 200A

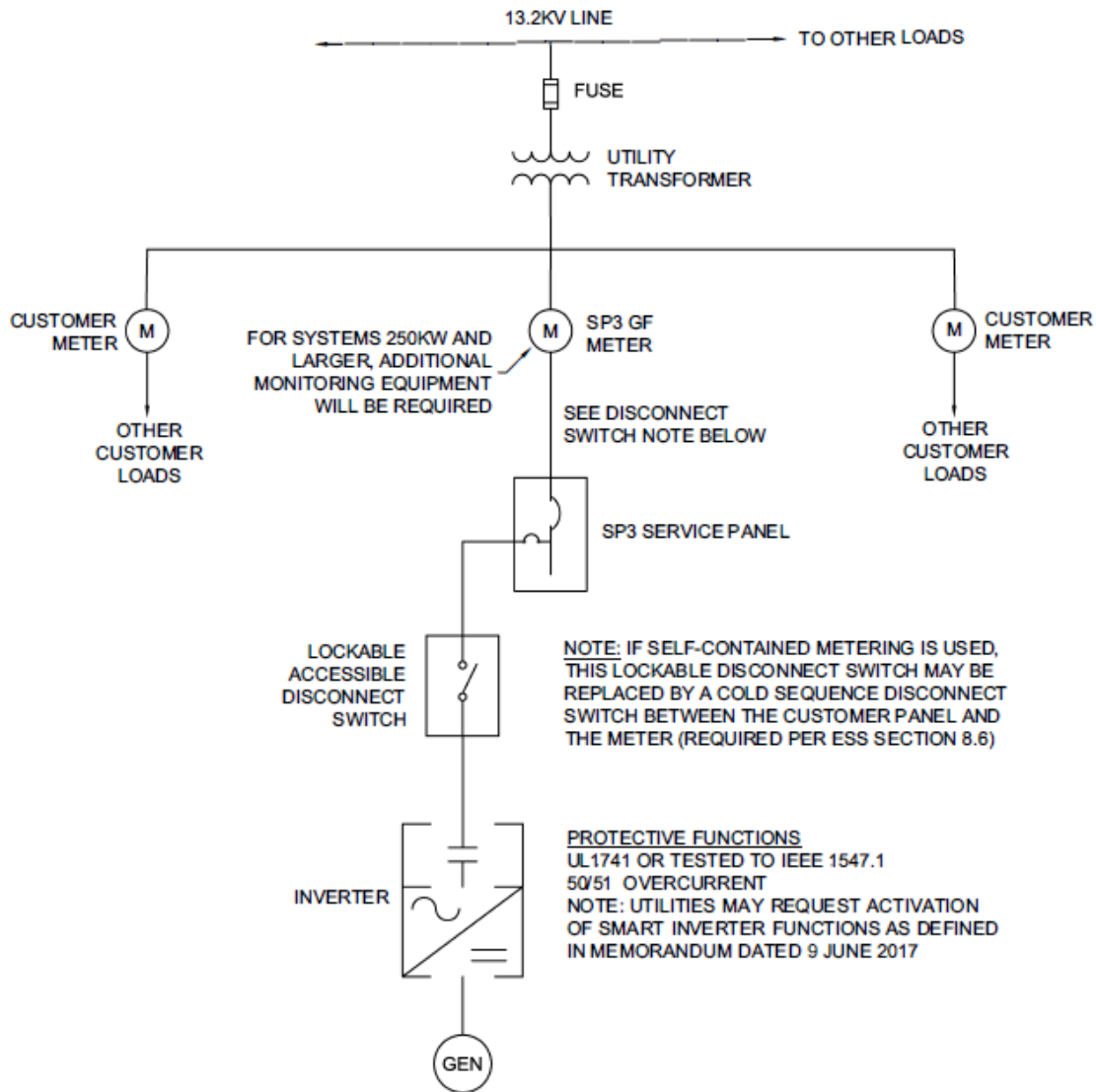
Cost per Sq.Ft.:	0.0
Cost per Linear Ft.:	0.0
Primary Circuit extension: (100 ft.)	\$2,700
Transformer Change out:	\$1,073
Service Entrance (x 0.87): +100A	\$5,085
TOTAL	\$8,858

(4) **“New Service” 1000 kVA**, three phase: 480V, 1200 amp

Cost per Sq.Ft. (5 acres, 218,000 sq. ft.):	\$11,305
Cost per Linear Ft. (Est. 500 ft.) :	\$19,400
Primary Circuit extension: (500 ft)	\$13,500
Transformer Installation:	\$ 2,433
Service Entrance (x 0.85): +1200A	\$60,985
TOTAL	\$107,623

Appendix G: SP³ Metering Schematic and SP³ Advanced Inverter Functionality - Supplement to Utility Interconnection Standard

TYPICAL SP3 ONE-LINE INVERTER CONNECTED GENERATOR BELOW 1000KW



The Fort Collins Utilities' Solar Power Purchase Program (SP³) is intended to accommodate the delivery of renewable energy directly to the City's distribution grid. The delivered energy is purchased directly by Utilities. This summary outlines the inverter and metering requirements necessary to effectively accomplish the tracking and contractual payments for energy from SP³ projects interconnecting to Fort Collins Utilities' electric distribution system.

For all SP³ projects, Utilities is requiring that the customer design their generating facility for the inclusion of a smart inverter defined as follows: an inverter that performs functions that, when activated, can autonomously contribute to grid support during excursions from normal operating voltage and frequency system conditions by providing: dynamic reactive/real power support, voltage and frequency ride-through, ramp rate controls, communication systems with ability to accept external commands and other functions.

Because Utilities' billing systems can support only one meter per Service Delivery Point (SDP), SP³ installations must be connected directly to Utilities' electric grid (i.e., not on the customer side of the utility billing meter). All parallel generation projects must also comply with the requirements in the Utilities *Electric Service Standards* (ESS) and the Fort Collins Utilities *Interconnection Standards For Generating Facilities (GF) Connected To The Fort Collins Distribution System*.

Utilities personnel will work on the metering equipment and the distribution system to which the generating facility is connected. Therefore, the following requirement from our *Interconnection Standards for Generating Facilities (GF) Connected to the Fort Collins Distribution System* is particularly important.

- Section 3.2 of the Interconnection Standards, which requires that *“Each GF installation must include a manually operated, lockable, disconnect switch with a visual break. The disconnect switch must be visible and accessible at all times by FCU personnel to allow the GF to be disconnected safely during maintenance or outage conditions. In the case of a PV system this disconnect switch must be located next to the FCU electric meter.”* Note that, if self-contained metering is employed, the cold sequence disconnect defined in section 8.2.9.2 of the Electric Service Standards can also be used as the lockable, accessible disconnect switch.

For further explanation on the technical requirements, contact Chad Stanley (970-221-6392), Kraig Bader (970-416-2481), or Adam Bromley (970-221-6673).