



COLORADO WATER CONSERVATION BOARD



WATER SUPPLY RESERVE ACCOUNT APPLICATION FORM

Solicitation of stakeholder input and advice through publication of a Rio Grande Edition of Headwaters Magazine

Name of Water Activity/Project

Colorado Foundation for Water Education

Name of Applicant

Rio Grande

Amount from Statewide Account:

\$0

Amount from Basin Account(s):

\$33,237.00

Total WSRA Funds Requested:

\$33,237.00

Approving Basin Roundtable(s)

(If multiple basins specify amounts in parentheses.)

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Required Exhibits

- A. Statement of Work, Budget, and Schedule
- B. Project Map
- C. As Needed (i.e. letters of support, photos, maps, etc.)

Appendices – Reference Material

- 1. Program Information
- 2. Insurance Requirements
- 3. WSRA Standard Contract Information (Required for Projects Over \$100,000)
- 4. W-9 Form (Required for All Projects Prior to Contracting)

Water Supply Reserve Account – Application Form

Revised December 2011

Instructions

To receive funding from the Water Supply Reserve Account (WSRA), a proposed water activity must be approved by the local Basin Roundtable **AND** the Colorado Water Conservation Board (CWCBC). The process for Basin Roundtable consideration and approval is outlined in materials in Appendix 1.

Once approved by the local Basin Roundtable, the applicant should submit this application **with a detailed statement of work including budget and schedule as Exhibit A** to CWCBC staff by the application deadline.

WSRA applications are due with the roundtable letter of support 60 calendar days prior to the bi-monthly Board meeting at which it will be considered. Board meetings are held in January, March, May, July, September, and November. Meeting details, including scheduled dates, agendas, etc. are posted on the CWCBC website at: <http://cwcb.state.co.us> Applications to the WSRA Basin Account are considered at every board meeting, while applications to the WSRA Statewide Account are only considered at the March and September board meetings.

When completing this application, the applicant should refer to the WSRA Criteria and Guidelines available at: <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Documents/WSRACriteriaGuidelines.pdf>

The application, statement of work, budget, and schedule **must be submitted in electronic format** (Microsoft Word or text-enabled PDF are preferred) and can be emailed or mailed on a disk to:

Greg Johnson – WSRA Application
Colorado Water Conservation Board
1580 Logan Street, Suite 200
Denver, CO 80203
gregory.johnson@state.co.us

If you have questions or need additional assistance, please contact Greg Johnson at: 303-866-3441 x3249 or gregory.johnson@state.co.us.

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Part I. - Description of the Applicant (Project Sponsor or Owner);

1.	Applicant Name(s):	Colorado Foundation for Water Education		
	Mailing address:	1580 Logan St., Suite 410 Denver, CO 80203		
	Taxpayer ID#:	61-1431665		
	Primary Contact:	Nicole Seltzer	Position/Title:	Executive Director
	Email:	Nicole@yourwatercolorado.org		
	Phone Numbers:	Cell: 720-744-0324	Office:	720-398-6438
	Alternate Contact:	Kristin Maharg	Position/Title:	Program Manager
	Email:	Kristin@yourwatercolorado.org		
	Phone Numbers:	Cell: 303-564-4119	Office:	720-398-6436

2. Eligible entities for WSRA funds include the following. What type of entity is the Applicant?

- ☐ Public (Government) – municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities and the local entity should be the grant recipient. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
- ☐ Public (Districts) – authorities, Title 32/special districts, (conservancy, conservation, and irrigation districts), and water activity enterprises.
- ☐ Private Incorporated – mutual ditch companies, homeowners associations, corporations.
- ☐ Private individuals, partnerships, and sole proprietors are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
- ☒ Non-governmental organizations – broadly defined as any organization that is not part of the government.

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3. Provide a brief description of your organization

The Colorado Foundation for Water Education was created by act of the Colorado State Legislature (HB02-1152) in 2002 to promote a better understanding of water issues through educational opportunities and resources so Colorado citizens will understand water as a limited resource and will make informed decisions. The Foundation's Board of Trustees consists of 22 appointed and selected individuals who represent the diverse geography and affiliations of Colorado's water community. The Foundation has over 400 paying members located across Colorado. Our members include water providers, federal agencies, elected officials, scientists and engineers, attorneys, teachers and the general public. We are Colorado's premiere source of unbiased, independent information on water. The Foundation currently has three full-time staff members, one part-time staff member, and a number of subcontractors to achieve mission-related work.

4. If the Contracting Entity is different then the Applicant (Project Sponsor or Owner) please describe the Contracting Entity here.

5. Successful applicants will have to execute a contract with the CWCB prior to beginning work on the portion of the project funded by the WSRA grant. In order to expedite the contracting process the CWCB has established a standard contract with provisions the applicant must adhere to. A link to this standard contract is included in Appendix 3. Please review this contract and check the appropriate box.

☒ The Applicant will be able to contract with the CWCB using the Standard Contract

☐ The Applicant has reviewed the standard contract and has some questions/issues/concerns. Please be aware that any deviation from the standard contract could result in a significant delay between grant approval and the funds being available.

6. The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

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Part II. - Description of the Water Activity/Project

1. What is the primary purpose of this grant application? (Please check only one)

☐ Nonconsumptive (Environmental or Recreational)

☐ Agricultural

☐ Municipal/Industrial

☐ Needs Assessment

☒ Education

☐ Other Explain:

2. If you feel this project addresses multiple purposes please explain.

3. Is this project primarily a study or implementation of a water activity/project? (Please check only one)

☐ Study

☒ Implementation

4. To catalog measurable results achieved with WSRA funds can you provide any of the following numbers?

New Storage Created (acre-feet)

New Annual Water Supplies Developed, Consumptive or Nonconsumptive (acre-feet)

Existing Storage Preserved or Enhanced (acre-feet)

Length of Stream Restored or Protected (linear feet)

Length of Pipe/Canal Built or Improved (linear feet)

Efficiency Savings (acre-feet/year OR dollars/year – **circle one**)

Area of Restored or Preserved Habitat (acres)

7,000 Other -- Explain: Individuals educated about the Rio Grande BRTs work

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4. To help us map WSRA projects please include a map (Exhibit B) and provide the general coordinates below:

Latitude:

Longitude:

5. Please provide an overview/summary of the proposed water activity (no more than one page). Include a description of the overall water activity and specifically what the WSRA funding will be used for. A full **Statement of Work** with a detailed budget and schedule is required as **Exhibit A** of this application.

The proposal will provide a tool for Rio Grande Basin Roundtable members to actively solicit input and advice from affected local governments and stakeholders. It will also educate over 7,000 Colorado residents about issues in the Rio Grande basin. The publication can be used by water educators, such as the Rio Grande Watershed Conservation and Education Initiative, in the Rio Grande basin to better reach their audience.

Production of this issue will assist Roundtable members and others in the community who do water education work by providing them with high quality materials needed to educate the public. The Foundation will assist the Roundtable with distribution of the publication and will work with local water educators to develop additional means of telling the stories in the publications, such as community presentations, workshops and media stories.

The proposal seeks \$33,237 to fund the production of an edition of Headwaters magazine focused on the Rio Grande basin. Production includes the writing, editing, design, printing, distribution and management of the issue. The issue would be available in June 2013.

Headwaters magazine is the Foundation's most widely available and well-known educational resource. The Foundation distributes over 7,000 copies to residents of Colorado and the West. Once a year, the magazine features a river basin in Colorado and discusses in detail the challenges the basin faces, the agencies and people responsible for managing water resource affiliated issues, and the many success stories already accomplished. The Foundation has featured the San Juan, Dolores, Yampa and White, Arkansas and South Platte basins since the first basin-focused issue in 2004.

The proposal is intended to educate Roundtable stakeholders in the Rio Grande basin about the basin's geography, water supply and environmental challenges, water management agencies (including the IBCC and other Roundtables) and different user groups. The issue will help the Roundtable achieve their goal of communicating with basin stakeholders to better solicit their input for needs assessments and project planning.

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Part III. – Threshold and Evaluation Criteria

1. Describe how the water activity meets these **Threshold Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines.)
 - a) The water activity is consistent with Section 37-75-102 Colorado Revised Statutes.¹

The proposal would help basin residents understand the current water rights system. It is consistent with CRS Section 37-75-102 as it does not impact or impede the current system of water rights allocation nor impair or impede any contractual or property rights.

- b) The water activity underwent an evaluation and approval process and was approved by the Basin Roundtable (BRT) and the application includes a description of the results of the BRT's evaluation and approval of the activity. At a minimum, the description must include the level of agreement reached by the roundtable, including any minority opinion(s) if there was not general agreement for the activity. The description must also include reasons why general agreement was not reached (if it was not), including who opposed the activity and why they opposed it. Note- If this information is included in the letter from the roundtable chair simply reference that letter.

The Rio Grande Basin Roundtable will consider this application at its October meeting. This section will be updated after that meeting occurs.

¹ 37-75-102. Water rights - protections. (1) It is the policy of the General Assembly that the current system of allocating water within Colorado shall not be superseded, abrogated, or otherwise impaired by this article. Nothing in this article shall be interpreted to repeal or in any manner amend the existing water rights adjudication system. The General Assembly affirms the state constitution's recognition of water rights as a private usufructuary property right, and this article is not intended to restrict the ability of the holder of a water right to use or to dispose of that water right in any manner permitted under Colorado law. (2) The General Assembly affirms the protections for contractual and property rights recognized by the contract and takings protections under the state constitution and related statutes. This article shall not be implemented in any way that would diminish, impair, or cause injury to any property or contractual right created by intergovernmental agreements, contracts, stipulations among parties to water cases, terms and conditions in water decrees, or any other similar document related to the allocation or use of water. This article shall not be construed to supersede, abrogate, or cause injury to vested water rights or decreed conditional water rights. The General Assembly affirms that this article does not impair, limit, or otherwise affect the rights of persons or entities to enter into agreements, contracts, or memoranda of understanding with other persons or entities relating to the appropriation, movement, or use of water under other provisions of law.

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- c) The water activity meets the provisions of Section 37-75-104(2), Colorado Revised Statutes.² The Basin Roundtable Chairs shall include in their approval letters for particular WSRA grant applications a description of how the water activity will assist in meeting the water supply needs identified in the basin roundtable's consumptive and/or non-consumptive needs assessments.

CRS Section 37-75-104(2) requires that "Basin Roundtables shall actively seek the input and advice of affected local governments, water providers, and other interested stakeholders and persons in establishing its needs assessment, and shall propose projects or methods for meeting those needs."

This proposal will help the Roundtable communicate to those stakeholders the needs of the basin, the projects and initiatives currently proposed to meet them, and the avenues for input.

Headwaters Magazine has a long history of educating Colorado citizens on the history, use and management of the state's water resources. The Rio Grande edition, like other basin-focused editions before it, will describe the challenges the basin faces, the agencies and people responsible for managing water resource-affiliated issues, and the many success stories already accomplished. The edition will also feature the Rio Grande Basin Roundtable and discuss its roles and responsibilities, its needs assessment and technical work, and avenues to become involved or provide input.

In order for the stakeholders within the Rio Grande basin to provide input and advice to the Basin Roundtable, they must adequately understand the issues the Roundtable is meant to address and know the avenues to provide such input and advice. The proposal will be a tool Roundtable members can use to actively solicit feedback from affected local governments and other stakeholders.

- d) Matching Requirement: For requests from the **Statewide Fund**, the applicants is required to demonstrate a **20 percent** (or greater) match of the request from the Statewide Account. Statewide requests must also include a minimum match of **5 percent** of the total grant amount from Basin Funds. Sources of matching funds include but are not limited to Basin Funds, in-kind services, funding from other sources, and/or direct cash match. Past expenditures directly related to the project may be considered as matching funds if the expenditures occurred within 9 months of the date the application was submitted to the CWCB. Please describe the source(s) of matching funds. (NOTE: These matching funds should also be reflected in your Detailed Budget in **Exhibit A** of this application)

² 37-75-104 (2)(c). Using data and information from the Statewide Water Supply Initiative and other appropriate sources and in cooperation with the on-going Statewide Water Supply Initiative, develop a basin-wide consumptive and nonconsumptive water supply needs assessment, conduct an analysis of available unappropriated waters within the basin, and propose projects or methods, both structural and nonstructural, for meeting those needs and utilizing those unappropriated waters where appropriate. Basin Roundtables shall actively seek the input and advice of affected local governments, water providers, and other interested stakeholders and persons in establishing its needs assessment, and shall propose projects or methods for meeting those needs. Recommendations from this assessment shall be forwarded to the Interbasin Compact Committee and other basin roundtables for analysis and consideration after the General Assembly has approved the Interbasin Compact Charter.

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2. For Applications that include a request for funds from the **Statewide Account**, describe how the water activity/project meets all applicable **Evaluation Criteria**. (Detailed in Part 3 of the Water Supply Reserve Account Criteria and Guidelines and repeated below.) Projects will be assessed on how well they meet the Evaluation Criteria. **Please attach additional pages as necessary.**

Evaluation Criteria – the following criteria will be utilized to further evaluate the merits of the water activity proposed for funding from the Statewide Account. In evaluation of proposed water activities, preference will be given to projects that meet one or more criteria from each of the three “tiers” or categories. Each “tier” is grouped in level of importance. For instance, projects that meet Tier 1 criteria will outweigh projects that only meet Tier 3 criteria. WSRA grant requests for projects that may qualify for loans through the CWCB loan program will receive preference in the Statewide Evaluation Criteria if the grant request is part of a CWCB loan/WSRA grant package. For these CWCB loan/WSRA grant packages, the applicant must have a CWCB loan/WSRA grant ratio of 1:1 or higher. Preference will be given to those with a higher loan/grant ratio.

Tier 1: Promoting Collaboration/Cooperation and Meeting Water Management Goals and Identified Water Needs

- a. The water activity addresses multiple needs or issues, including consumptive and/or non-consumptive needs, or the needs and issues of multiple interests or multiple basins. This can be demonstrated by obtaining letters of support from other basin roundtables (in addition to an approval letter from the sponsoring basin).
- b. The number and types of entities represented in the application and the degree to which the activity will promote cooperation and collaboration among traditional consumptive water interests and/or non-consumptive interests, and if applicable, the degree to which the water activity is effective in addressing intrabasin or interbasin needs or issues.
- c. The water activity helps implement projects and processes identified as helping meet Colorado’s future water needs, and/or addresses the gap areas between available water supply and future need as identified in SWSI or a roundtable’s basin-wide water needs assessment.

Tier 2: Facilitating Water Activity Implementation

- d. Funding from this Account will reduce the uncertainty that the water activity will be implemented. For this criterion the applicant should discuss how receiving funding from the Account will make a significant difference in the implementation of the water activity (i.e., how will receiving funding enable the water activity to move forward or the inability obtaining funding elsewhere).
- e. The amount of matching funds provided by the applicant via direct contributions, demonstrable in-kind contributions, and/or other sources demonstrates a significant & appropriate commitment to the project.

Tier 3: The Water Activity Addresses Other Issues of Statewide Value and Maximizes Benefits

- f. The water activity helps sustain agriculture & open space, or meets environmental or recreational needs.
- g. The water activity assists in the administration of compact-entitled waters or addresses problems related to compact entitled waters and compact compliance and the degree to which the activity promotes maximum utilization of state waters.
- h. The water activity assists in the recovery of threatened and endangered wildlife species or Colorado State species of concern.
- i. The water activity provides a high level of benefit to Colorado in relationship to the amount of funds requested.
- j. The water activity is complimentary to or assists in the implementation of other CWCB programs.

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Continued: Explanation of how the water activity/project meets all applicable **Evaluation Criteria**.

Please attach additional pages as necessary.

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Part IV. – Required Supporting Material

1. **Water Rights, Availability, and Sustainability** – This information is needed to assess the viability of the water project or activity. Please provide a description of the water supply source to be utilized, or the water body to be affected by, the water activity. This should include a description of applicable water rights, and water rights issues, and the name/location of water bodies affected by the water activity.

Not applicable

2. Please provide a brief narrative of any related studies or permitting issues.

The Foundation has produced similar issues focused on the Southwest, Colorado, Arkansas and South Platte basins. Those issues, which were very well received, are available to view electronically at: <http://cfwe.org/headwaters/headwaters.asp>.

3. Statement of Work, Detailed Budget, and Project Schedule

The statement of work will form the basis for the contract between the Applicant and the State of Colorado. In short, the Applicant is agreeing to undertake the work for the compensation outlined in the statement of work and budget, and in return, the State of Colorado is receiving the deliverables/products specified. **Please note that costs incurred prior to execution of a contract or purchase order are not subject to reimbursement.** All WSRA funds are disbursed on a reimbursement basis after review invoices and appropriate backup material.

Please provide a detailed statement of work using the template in Exhibit A. Additional sections or modifications may be included as necessary. Please define all acronyms and include page numbers.

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall 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.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

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.

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The above statements are true to the best of my knowledge:


Signature of Applicant:

Print Applicant's Name: Kristin Maharg

Project Title: Solicitation of stakeholder input and advice through publication of a Rio Grande Edition of Headwaters Magazine

Date: October 3, 2012

Return an electronic version (hardcopy may also be submitted) of this application to:

Greg Johnson – WSRA Application
Colorado Water Conservation Board
1580 Logan Street, Suite 200
Denver, CO 80203
gregory.johnson@state.co.us

Exhibit A
Statement of Work

WATER ACTIVITY NAME - Solicitation of stakeholder input and advice through publication of a Rio Grande edition of *Headwaters* Magazine

GRANT RECIPIENT – Colorado Foundation for Water Education (CFWE)

FUNDING SOURCE - Rio Grande Basin Roundtable funds

INTRODUCTION AND BACKGROUND

Provide a brief description of the project. (Please limit to **no more than 200 words**; this will be used to inform reviewers and the public about your proposal)

The proposal will provide a tool for Rio Grande Basin Roundtable members to actively solicit input and advice from affected local governments and stakeholders. The resulting issue of *Headwaters* magazine will also educate over 7,000 Colorado residents about issues in the Rio Grande basin. The publication can be used by water educators in the Rio Grande basin to better reach their audience.

The proposal seeks \$33,237 to fund the production of an edition of *Headwaters* magazine focused on the Rio Grande basin. Production includes the writing, editing, design, printing, distribution and management of the issue. The issue would be available in June 2013.

Headwaters magazine is the Foundation's most widely available and well-known educational resource. The Foundation distributes over 7,000 copies to residents of Colorado and the West. Once a year, the magazine features a river basin in Colorado and discusses in detail the challenges the basin faces, the agencies and people responsible for managing water resource affiliated issues, and the many success stories already accomplished. The proposal is intended to educate Roundtable stakeholders in the Rio Grande basin about the basin's geography, water supply and environmental challenges, water management agencies, and different user groups.

OBJECTIVES

This project has the following objectives:

1. With input from the Roundtable members, produce a high-quality, accurate and unbiased account of the water management history, issues and challenges of the Rio Grande basin
2. Prominently feature the Roundtable's assessment of both nonconsumptive and consumptive needs and the projects it has funded
3. Provide information the public can use to learn more about the Roundtable's work and become involved
4. Educate the greater Colorado public through distribution of 7,000 copies via normal CFWE channels

5. Educate local stakeholders by assisting the Roundtable and local water educators with distribution of additional copies within the Rio Grande basin
6. Educate local citizens by assisting the Roundtable and local water educators, such as the Rio Grande Watershed Conservation and Education Initiative, in development of additional distribution channels such as workshops, media stories, or presentations

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Story Budget Creation

Description of Task

The first step is creation of a story budget for the issue. A story budget is an outline of the stories to be included in the issue, the length of each story and identification of sources and reviewers for each story.

Method/Procedure

The Foundation has well-vetted procedures for creating the story budget that have been adopted by the Board of Trustees. The adopted *Headwaters* Publication Guidelines are attached. In short, staff and members of the Foundation's Program Development Committee meet to brainstorm the potential stories. Ideas are vetted by the full Board of Trustees and any outside authorities familiar with the topic.

Members of the Rio Grande Basin Roundtable or their designee will be invited to serve as an interim committee member for the Rio Grande issue to better include information on the Roundtable's needs assessment and technical work. Those members will also help the Foundation with creating information in the edition that will instruct readers on how to provide feedback to the roundtables, as per requirements in CRS Section 37-75-104(2).

The Publication's editor then contacts writers for the issue and makes assignments.

Deliverable

The story budget which outlines the issues and length of each story

TASK 2 – Writing and Editing

Description of Task

The next step is writing the copy for the magazine articles, editing the copy, fact-checking and peer review.

Method/Procedure

Writers assigned to each story contact sources, conduct background research and write their pieces. Once draft text is complete, the raw text is submitted to the editor for initial review. Upon completion of her review, the edited text is sent to the Foundation Program Development Committee and the additional outside reviewers for fact-checking, additional editing and general readability. The attached *Headwaters* Publication Guidelines outlines the process more fully.

Deliverable

Edited text of the magazine

Task 3 – Graphic Design and Printing

Description of Task

The next step is combining the text with appropriate photographs, graphics, and other visual art. The layout will then be approved and printed.

Method/Procedure

The edited text is laid out and photographs, graphics and any other visual art is created and included in the layout.

The layout of the magazine is then reviewed by the Foundation Publications Committee and the outside reviewers.

Approved layout is then sent to the printer. 7,000 copies of the Rio Grande Basin issue will be printed.

Deliverable

7,000 copies of the edition

Task 4 – Distribution and Input Solicitation

Description

The Foundation will distribute the edition through multiple means, detailed below.

Method/Procedure

- Mass mailing to all CFWE members and other recipients (approx. 5,000 copies)
- Copies to the Roundtable for distribution to members and stakeholders (1,000 copies)
- Copies available at CFWE office and booth at trade shows and conferences (500 copies)
- Copies to local water educators for use in their programs (500)
- Electronic version on CFWE website

The edition will be used by Roundtable members as a tool to actively solicit feedback from their affected local governments and other stakeholders as required by CRS Section 37-75-104(2). The edition will include information on the roundtables and describe the avenues readers can use to give input and feedback to the Roundtables. The Foundation will assist the Roundtable with distribution of the publication and will work with local water educators, such as the Rio Grande Watershed Conservation and Education Initiative, to develop additional means of telling the stories in the publications such as community presentations, workshops and media stories.

Deliverable

Distribution Work Plan created in conjunction with Rio Grande Roundtable members or their designee.

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall 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.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

BUDGET

Provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, \$/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State's contracting and purchase order processes. Sample budget tables are provided below. Please note that these budget tables are examples and will need to be adapted to fit each individual application. Tasks should correspond to the tasks described above.

Total Costs				
	Labor	Other Direct Costs	Total Project Costs	Total Requested Funds
Task 1	\$2,492	\$0	\$2,492	\$2,492
Task 2	\$8,542	\$0	\$8,542	\$8,542
Task 3	\$5,703	\$9,920	\$15,623	\$15,623
Task 4	\$4,080	\$2,500	\$6,580	\$6,580
In-Kind Contributions	\$10,900	\$0	\$10,900	
Total Costs	\$31,717	\$12,420	\$44,137	\$33,237

Personnel Budget					
Project Personnel	Project Manager	Editor	Writers	Graphic Design	Total Costs
Hourly Rate	\$62	\$50	\$.50 / word	\$85	
Task 1	16	30	0	0	\$2,492
Task 2	16	65	8600	0	\$8,542
Task 3	9	40	0	37	\$5,703
Task 4	40	15	0	10	\$4,080
Total Hours	81	150	8600	47	
Total Cost	\$5,022	\$7,500	\$4,300	\$3,995	\$20,817

Other Direct Costs				
	Photography	Printing (7000 copies at \$1.06 each)	Mailing	Total Costs
Task 1				\$0
Task 2				\$0
Task 3	\$2,500	\$7,420		\$9,920
Task 4			\$2,500	\$2,500
Total Cost	\$2,500	\$7,420	\$2,500	\$12,420

In-Kind Contributions			
Project Personnel	CFWE Committee Members*	Graphic Design	Total Costs
Hourly Rate	400	85	
Task 1	8	0	\$3,200
Task 2	12	0	\$4,800
Task 3	0	20	\$1,700
Task 4	3	0	\$1,200
Total Hours	23	20	43
Total Cost	\$9,200	\$1,700	\$10,900

* Committee member hours assume 8 members at \$50/hour

SCHEDULE

Provide a project schedule including key milestones for each task and the completion dates or time period from the Notice to Proceed (NTP). This dating method allows flexibility in the event of potential delays from the procurement process. Sample schedules are provided below. Please note that these schedules are examples and will need to be adapted to fit each individual application.

SCHEDULE

Task	First 3 months			Second 3 months			Third 3 months		
	1/13	2/13	3/13	4/13	5/13	6/13	7/13	8/13	9/13
Task 1: Story Budget Creation									
Task 2: Writing and Editing									
Task 3: Graphic Design and Printing									
Task 4: Distribution and Input Solicitation									
Final Report									

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.

Colorado Foundation for Water Education Headwaters Guidelines

Headwaters Magazine is published three times a year (June, October and January) and addresses current events and news items of interest. The magazine's audience is not technical or legal in nature. Stories will be written in language suitable for a wide audience. The goal of every Foundation publication is to present balanced, accurate, non-positional water-related information to Colorado citizens. The tone and content of each issue should reflect this goal while, at the same time, being interesting, readable and inclusive of controversial subjects.

The following guidelines generally describe the Foundation's process for publication of issues of Headwaters Magazine. These guidelines are subject to adjustment by the Executive Director, in consultation with the Chair of the Publications Committee, as the need arises in regard to any particular issue of Headwaters. These guidelines also provide a basic framework for editing of Citizen Guides; however, the selection and management of authors for Citizen Guides resides in the Executive Director and the Publications Committee and these guidelines will be adapted as necessary to the publication of each Citizen's Guide.

1. The Foundation Publications Committee, Executive Director, Editor and Designer will identify topics to be covered in the issue.
2. The Executive Director and Editor will work together to develop a story budget, writer assignments, schedule and financial budget for each publication. The Executive Director then gives the go ahead to the Editor to manage writers.
3. The Executive Director and the Publications Committee Chair, in consultation with the Editor, can identify additional reviewers (other than members of the Publications Committee and CFWE board members) at any time during the publication process. The reviewers will be held to the same confidentiality standards as members of the CFWE board and Publications Committee. Reviewers shall not be persons who are quoted in any article or to whom comments are attributed in any article.
4. The Executive Director will establish the story budget in collaboration with the Editor, Designer, and Chair of the Publications Committee and devise deadlines for submission of draft copy, layout, review, and other identified steps towards completion of the publication. The Editor and Designer will not be held responsible for delays that result from Foundation review. Design will always be given at least three weeks.
5. The Editor shall communicate the Foundation's list of suggested sources to the designated writers for the story involved, and the writer shall be responsible for identifying additional sources. If sources are difficult to reach, writers shall notify the Editor and move on to other sources.
6. Writers will submit the raw copy to the Editor. If the Editor has questions about the contents or point of view of a particular story, the Editor shall contact the Executive Director for clarification.
7. Breaks with AP style may be made in certain circumstances. For instance, the State Engineer and Foundation will always be capitalized even though it is a violation of AP style.
8. Raw copy will be sent to the Designer to begin assigning photos and graphics. The Designer and Editor will discuss preliminary layout and then work to identify additional graphics or any other material needed for the publication.
9. Raw copy will also go to the Executive Director and the Publications Committee Chair for a first read. Outside subject matter experts, if not previously identified, may be designated to

- review story drafts at this point. The Executive Director, the Publications Committee Chair, and the Editor will work together to avoid situations of potential prior restraint by third parties over the contents of the publication.
10. After any revisions of the raw text by the Executive Director and the Publications Committee Chair, edited copy is sent as a PDF file to the members of the Publications Committee and designated reviewers. The Foundation will consider the reviewers' comments but is not bound to accept them.
 - a. Committee members will treat copy as confidential material;
 - b. Committee members should check facts and dates and to the greatest extent possible, leave punctuation, grammar and syntax to the editor and/or copy editor;
 - c. Committee members should provide comments to the Executive Director, Publications Committee Chair and Editor, related to holes in stories, confusing content, inaccurate or inappropriate illustrations or content, and any other observations;
 - d. Committee members should identify any needed sidebars or additional stories as early in the process as possible;
 - e. Committee members are expected to meet predetermined deadlines. Comments past deadlines will be read, but might not be included.
 - f. The Editor will review Committee comments and rectify any conflicting suggestions. Changes will be prepared by the Editor. In the case of unresolved conflicts over copy, the Editor seeks guidance from the Executive Director and Publications Committee Chair, as they have final authority to approve copy.
 11. The magazine draft may go to an outside copy editor for grammar, style and punctuation.
 12. The edited copy goes to the Designer for layout.
 - a. Headlines are done and copy is proofed. At this point, unless last minute story or news item breaks, stories and copy are finalized;
 - b. Designer and Editor collaborate on headlines, placement of stories, and all matters of layout;
 - c. Publications Committee Chair and Executive Director review layout, proof the publication and approve changes.
 13. The draft final magazine is provided to members of the Publications Committee and the full Board for final comments, with a set time for response.
 14. The corrected magazine is reviewed, proofed by the Editor, Designer, Executive Director, and Publications Committee Chair.
 15. The Executive Director gives the go-ahead to the Designer for publication.
 16. The Executive Director and the Editor coordinate any news releases regarding the Publication.

Adopted March 20, 2008

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.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return) Colorado Foundation for Water Education	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ 501 (c) 3 non-profit	
	<input checked="" type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 1580 Logan St, Suite 410		Requester's name and address (optional)
City, state, and ZIP code Denver, CO 80203		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
			-				-			

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

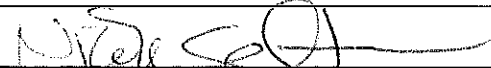
Employer identification number									
6	1	-	1	4	3	5	6	6	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 10/4/12
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.