

Water Supply Reserve Account – Grant and Loan Program
Water Activity Summary Sheet
March 18-19, 2014
Agenda Item 17c

Applicant: Pikes Peak Regional Water Authority

Water Activity Name: Arkansas Basin Implementation Plan – Section 2.1, Nonconsumptive Needs; Section 4.1: Education, Participation, and Outreach; and Section 4.7, Nonconsumptive Projects and Methods

Water Activity Purpose: All inclusive

River Basin: Arkansas

Water Source: Arkansas River and tributaries

Amount Requested: \$58,750 Arkansas Basin Account

Matching Funds: \$6,750 In-kind match (Applicant and volunteers)

Staff Recommendation:
Staff recommends approval of up to \$58,750 from the Arkansas Basin Account to help complete the project titled: Arkansas Basin Implementation Plan – Section 2.1, Nonconsumptive Needs; Section 4.1: Education, Participation, and Outreach; and Section 4.7, Nonconsumptive Projects and Methods

Water Activity Summary: WSRA funds will be expended to draft Section 2.1, Nonconsumptive Needs; Section 4.1: Education, Participation, and Outreach; and Section 4.7, Nonconsumptive Projects and Methods; of the Arkansas Basin Implementation Plan that conforms to the Basin Implementation Plan Guidance Document. This section will be drafted by WestWater Research, while Pikes Peak Regional Water Authority will act as the applicant and fiscal agent.

Threshold and Evaluation Criteria:

The application meets all four Threshold Criteria.

In-Kind Match:

The applicant, as well as the Arkansas River Water Basin Forum, and PEPO will contribute funds and in-kind services, totaling \$6,750.

Discussion:

Pikes Peak Regional Water Authority has been contracted for a total of \$104,746 to draft additional components of the Arkansas Basin Implementation Plan (November 2013 and January 2014 CWCB approval). If this request of \$58,750 is approved, the total from the Arkansas Basin Account dedicated to the Arkansas Basin Implementation Plan will increase to \$163,496.

Issues/Additional Needs:

No additional issues or needs were identified.

Staff Recommendation:

Staff recommends approval of up to \$58,750 from the Arkansas Basin Account for project titled: Arkansas Basin Implementation Plan – Section 2.1, Nonconsumptive Needs; Section 4.1: Education, Participation, and Outreach; and Section 4.7, Nonconsumptive Projects and Methods

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 will help promote the development of a common technical platform. In accordance with the revised WSRA Criteria and Guidelines, staff would like to highlight additional reporting and final deliverable requirements. The specific requirements are provided below.

Reporting and Final Deliverable: 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 scope of work including a description of any major issues that have occurred and any corrective action taken to address these issues. At completion of the project, 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.

Engineering: All engineering work (as defined in the Engineers Practice Act (§12-25-102(10) C.R.S.)) performed under this grant shall be performed by or under the responsible charge of professional engineer licensed by the State of Colorado to practice Engineering.



Arkansas Basin Roundtable
P.O. Box 1976
Colorado Springs, CO 80901

February 14, 2014

Mr. Craig Godbout
Colorado Water Conservation Board
Water Supply Planning Section
1580 Logan Street, Suite 200
Denver, Colorado 80203

Re: Arkansas Basin Implementation Plan, Section 4.1, Education, Participation and Outreach

Dear Craig:

Under separate cover you will receive a WSRA grant application for the Arkansas Basin Implementation Plan, Section 4.1, Education, Participation and Outreach. At the February 12, 2014, Arkansas Basin Roundtable meeting, the Roundtable agreed by consensus to approve this application for \$8,750 in Basin Funds and \$6,750 in matching funds.

My expectation is that this grant request will be heard at the March, 2014 CWCB meeting. Please do not hesitate to contact me if you have any questions.

Sincerely,

Gary Barber
Chair

cc: Executive Committee, Ark Roundtable
Ms. Elise Bergsten, Manager, PPRWA



Arkansas Basin Roundtable
P.O. Box 1976
Colorado Springs, CO 80901

February 14, 2014

Mr. Craig Godbout
Colorado Water Conservation Board
Water Supply Planning Section
1580 Logan Street, Suite 200
Denver, Colorado 80203

Re: Arkansas Basin Implementation Plan, Sections 2.1 Nonconsumptive Needs and 4.7 Nonconsumptive Projects and Methods

Dear Craig:

Under separate cover you will receive a WSRA grant application for the Arkansas Basin Implementation Plan, Section 4.1, Education, Participation and Outreach. At the February 12, 2014, Arkansas Basin Roundtable meeting, the Roundtable agreed by consensus to approve this application for \$50,000 in Basin Funds.

My expectation is that this grant request will be heard at the March, 2014 CWCB meeting. Please do not hesitate to contact me if you have any questions.

Sincerely,

Gary Barber
Chair

cc: Executive Committee, Ark Roundtable



**WATER SUPPLY RESERVE ACCOUNT
APPLICATION FORM FOR
BASIN IMPLEMENTATION PLANS**



ARKANSAS

Pikes Peak Regional Water Authority

Basin

February 12, 2014

Applicant/Fiscal Agent

Amount from Statewide Account:

Roundtable Approval Date

Amount from Basin Account:

Total WSRA Funds Requested:

8,975.00

8,975.00

Applicant Mailing
Address:

231 Security Blvd
Colorado Springs, CO 80911

Taxpayer ID#:

84-1428849

Primary Contact:

Elise Bergsten

Position/Title:

Manager

Email:

elise@dmcs.us

Phone Numbers:

Cell:

719-963-1809

Office:

719-634-8980

The Colorado Water Conservation Board (CWCB) has requested that each basin roundtable complete a Basin Implementation Plan as a fundamental component of the forthcoming update to the Statewide Water Supply Initiative and the Colorado Water Plan requested by Governor Hickenlooper's Executive Order D 2013-005. The CWCB's technical team will be available to help with the creation of these plans. In addition, resources of the Colorado River Water Availability Study Continuation will be available to west slope basins to help with more detailed modeling analyses in the plans. Basins are also encouraged to use Water Supply Reserve Account (WSRA) funds to complete all or a portion of their plans.

Since the plans meet the intent and criteria of the WSRA program, fund requests for this purpose should use this streamlined WSRA application form. In addition, staff has determined that Basin Implementation Plans meet the WSRA evaluation criteria for funds from the Statewide WSRA Account, however, applications that seek more than 33% of funds from the Statewide Account must provide a separate sheet justifying the request.

Along with this completed form, the applicant must submit **a detailed scope of work as Exhibit A**, including a budget and schedule. The scope should closely follow the items set forth in the Basin Implementation Plan Guidance Descriptive Outline available on the CWCB website, including the following components:

Included in this
Application (Y or N)?

Executive Summary	No
Section 1: Basin Goals and Measurable Outcomes	No
Section 2: Evaluate Consumptive and Nonconsumptive Needs	No
2.1 Nonconsumptive Needs	No
2.2 Consumptive Needs	No
Section 3: Evaluate Consumptive & Nonconsumptive Constraints and Opportunities	No
3.1 Current Basin Water Operations and Hydrology	No
3.2 Water Management and Water Administration (Optional)	No
3.3 Hydrologic Modeling (Optional)	No
3.4 Shortages Analysis	No
Section 4: Projects and Methods	
4.1 Education, Participation & Outreach	Yes
4.2 WATERSHED HEALTH	No
4.3 M&I Projects and Methods (i.e. projects, conservation, reuse, drought planning)	No
4.4 Agricultural Projects & Methods	No
4.5 Non-consumptive Projects and Methods	No
4.6 Interbasin Projects and Methods (optional)	No
Section 5: Implementation Strategies for the Projects and Methods	No
Section 6: How the plan meets the Roundtables' Goals and Measurable Outcomes	No

The application must also be accompanied by the roundtable's letter of approval, required for all WSRA applications. In addition, the applicant must: coordinate plan development with CWCB's staff and technical team; meet all the WSRA eligibility criteria detailed in the WSRA Criteria and Guidelines document; be able to use the standard contract; address any TABOR issues; provide a W-9 form; and provide proof of required insurance. Other WSRA reference material is available on the CWCB website. Applications must be approved by the CWCB board, but the CWCB approval process may be expedited to accommodate aggressive timelines.

Signature of Applicant:

Elise M. Bergster

Print Applicant's Name: Pikes Peak Regional Water Authority

Date: February 10, 2014

Return an electronic version of all application materials to:

WSRA Application – Basin Implementation Plans
Colorado Water Conservation Board
1580 Logan Street, Suite 200
Denver, CO 80203
rebecca.mitchell@state.co.us

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 of invoices and appropriate backup material from the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The invoice must include: a description of the work accomplished by major task, an estimate of the percent completed by individual tasks and the entire project 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 project budget will be withheld until final plan 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.

Exhibit A - Statement of Work

WATER ACTIVITY NAME – Arkansas Basin Implementation Plan, Section 4.1, Education, Participation and Outreach

GRANT RECIPIENT – Pikes Peak Regional Water Authority

FUNDING SOURCE – WSRA Funds – BIPs/State's Water Plan with Matching Funds from PEPO (balance of 2014), Arkansas River Forum & PPRWA

INTRODUCTION AND BACKGROUND

Education, Participation and Outreach will be a combined effort to accomplish three goals:

- Education about and solicitation of input into the Basin Implementation Plan development in the first and second quarters of 2014;
- Direct input and feedback from citizens and stakeholders as to projects and methods to meet the needs of the Arkansas Basin, and;
- Communication, in a consistent manner, about the process of development of the Basin Implementation Plan to individuals and groups who may not historically have been involved in water resource issues.

To achieve these goals, PPRWA will engage with the Arkansas River Forum to feature an overview of the Colorado Water Plan and the Arkansas Basin Implementation Plan (see draft Forum agenda included under separate cover). The Forum will be broadcast and recorded as a web link. Following the Forum, the entire presentation will be available on line on a website developed and maintained by Colorado State University-Pueblo. Attendees and those who later view the web presentation will be asked to complete an Arkansas Basin Implementation Plan Input Form (attachment #1). The Forum presentation will conclude with a feedback session using clicker technology to provide feedback on the draft elements of the Basin Implementation Plan elements.

With the Forum presentation as a point of reference, two public meetings will be held, one in Pueblo, Colorado in June, 2014 as a central point within the Arkansas Basin, and one in July, 2014 in Colorado Springs, as the center of population with the basin. Each of these public meetings will include the feedback survey using clickers. The vendor, Peak Facilitation, will provide a summary report of the survey results from the three events.

To capture the greatest possible participation by citizens with the Arkansas Basin, each seated roundtable member, including liaison representatives, has been provided with the Arkansas Basin Implementation Plan Input Form. The Arkansas Roundtable has an input protocol, wherein each member is charged with soliciting the suggestions of their respective constituencies. The Executive Committee has taken on a charge to provide geographic and area-of-interest coverage for sub-regions of the Arkansas Basin where full representation on the roundtable may be lacking.

Finally, the individual conservancy districts will support the outreach effort through in-kind support of venues and refreshments for public gatherings. Individual conservancy, municipal, utility and stakeholder board members will be solicited to carry the message to their fellow citizens about the availability of the

Arkansas Basin Implementation Plan Input Form. Input forms will be collect and collated by Balanced Management Services.

OBJECTIVES

1. Provide a consistent source of information about the Arkansas Basin Implementation Plan process.
2. Obtain quantitative feedback from citizens and stakeholders via a survey methodology.
3. Maximize input from citizens and stakeholders via an Input Form widely available and actively distributed by roundtable members.
4. Organize and collate the input received to improve the quality of the Basin Plan.

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Obtain Public Feedback and Input

Description of Task 1: Ark River Forum Plus 2 "Clicker" events

Attend the Arkansas River Forum on April 23-25th, survey attendees with Clicker feedback. Organize and attend two (2) other public events to obtain feedback from the public on the Basin Plan.

Method/Procedure See budget breakdown below

Task 1: Arkansas Basin Forum - April 2014					
Planning	2	\$ 260	2	\$ 150	\$ 410
Facilitation	8	\$ 1,040	8	\$ 600	\$ 1,640
Documentation	2	\$ 260	6	\$ 450	\$ 710
Travel Time	7	\$ 910	7	\$ 525	\$ 1,435
Hotel/Meals		\$ 150		\$ 150	\$ 300
Task 1 Total	19	\$ 2,620	23	\$ 1,495	\$ 4,115
Task 2: Colorado Springs Community Outreach - June 2014					
Planning	1	\$ 130	1	\$ 75	\$ 205
Facilitation	3	\$ 390	3	\$ 225	\$ 615
Documentation	1	\$ 130	3	\$ 225	\$ 355
Travel Time	3	\$ 390	3	\$ 225	\$ 615
Task 2 Total	8	\$ 1,040	10	\$ 650	\$ 1,690
Task 3: Pueblo Community Outreach - July 2014					
Planning	1	\$ 130	1	\$ 75	\$ 205
Facilitation	3	\$ 390	3	\$ 225	\$ 615
Documentation	1	\$ 130	3	\$ 225	\$ 355
Travel Time	4	\$ 520	4	\$ 300	\$ 820
Task 3: Total	9	\$ 1,170	11	\$ 715	\$ 1,885
Task 4: Data Integration					
Data Integration	2	\$ 260	2	\$ 150	\$ 410
Task 4 Total	2	\$ 260	2	\$ 150	\$ 410
PROJECT TOTAL	\$ 38	\$ 5,090	\$ 46	\$ 3,010	\$ 8,100

Deliverable Survey report with data analysis of feedback.

TASK 2 – Web Recording of Ark River Forum

Description of Task Record Ark River Forum presentations.

Method/Procedure Provide a live webfeed of the event and a record suitable for maintenance on a website for later viewing.

Deliverable Web recording and web broadcast

TASK 3 – Website support and summary of input received

Description of Task Develop website for Arkansas River Forum and maintain during Basin Plan process

Method/Procedure Website construction and maintenance

Deliverable Website with capacity for input and feedback

TASK 4 – Venue, travel, refreshments

Description of Task Provide locations for public events and appropriate refreshments

Method/Procedure Provide or otherwise obtain location and suitable materials

Deliverable Venue

TASK 5 – Publications/copying

Description of Task Provide hard copies or prints of materials for distribution, blank Arkansas Basin Implementation Plan Input Forms for completion

Method/Procedure Copier or printer

Deliverable Documents

TASK 6 – Collect/collate input forms

Description of Task Collect Input Forms, either hard copy or electronically, collate using logical format, deliver to Arkansas Basin Roundtable

Method/Procedure Attend events, provide electronic delivery, organize hard copies into files

Deliverable Organize, collated input forms

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.

Task #	Task Name	Basin Funds	Match	Source
1	Ark River Forum Plus 2 "Clicker" events	\$8,100	\$2,500	Ark Forum
2	Web Recording of Ark River Forum	\$1,500	\$1,500	Ark Forum
3	Website support and summary of input received	\$1,500	\$750	PEPO
4	Venue, travel, refreshments	\$1,400	\$1,000	In-kind
5	Publications/copying	\$1,500		
6	Collect/collate input forms	\$1,500	\$1,000	PPRWA
		\$15,500	\$6,750	
Net Request for Basin Funds		\$8,750		

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.

Task #	Task Name	Feb, 14	Mar, 14	Apr, 14	May, 14	Jun, 14	Jul, 14
1	Obtain Public Feedback and Input						
2	Web Recording of Ark River Forum						
3	Website support and summary of input received						
4	Venue, travel, refreshments						
5	Publications/copying						
6	Collect/collate input forms						

Attachment

Arkansas Basin Implementation Plan Input Form