



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

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John Hickenlooper, Governor

Robert Randall, DNR Executive Director

Rebecca Mitchell, CWCB Director

TO: Colorado Water Conservation Board Members

FROM: Ben Wade & Kevin Reidy, Water Supply Planning Section Staff

DATE: November 16, 2017

AGENDA ITEM: #21 - Water Efficiency Grant Application - Metropolitan State University of Denver - One World One Water Center: Colorado Water Collaboratory Phase 2 - "Water Action Planning"

Background:

The One World One Water Center (OWOW) at Metropolitan State University of Denver received a Water Efficiency Grant (WEG) to fund Phase 1 of this project in April 2016. The goal was to utilize three university campuses (Metro State, University of Colorado - Boulder & Mesa State University) as "living laboratories" for indoor and outdoor water conservation and efficiency for new technology testing, public awareness assessment and behavioral change.

This type of research can be used by other universities/colleges and water providers across the state to augment their own demand management efforts. The final report can be found here -

<http://cwcbweblink.state.co.us/WebLink/0/doc/203539/Electronic.aspx?searchid=5a575550-8583-4a75-958b-f32387f02662>

Discussion:

For this grant proposal, OWOW will work to bring together a stakeholder group at each campus made up of facility staff, faculty, students as well as a water provider liaison for each campus to set goals, understand water quantity and quality impacts and identify future water strategies/actions. OWOW will use the Net Zero Water toolkit (also supported with a Water Efficiency Grant) to analyze and address specific campus needs and processes. The toolkit will be upgraded through this project taking it from a building-scale only to a campus scale toolkit. This analysis will include significant student engagement through coursework or volunteer positions.

Once the baseline water profile for each campus has been developed, project opportunities will be identified to improve water resource management and create Water Actions Plans that the stakeholders will begin to engage in implementation.

OWOW intends to share materials and strategies with other universities and industries in Colorado and beyond.



The total project cost is \$113,696. OWOW is committing 27% matching funds in the form of \$30,000 in-kind match. CWCB staff has reviewed and evaluated the grant application and has determined that the proposal meets or exceeds the CWCB guidelines for reviewing grant proposals. Attached is the internal checklist used to evaluate the application.

Staff recommendation:

Staff recommends the Board approve a Water Efficiency Grant not to exceed \$83,696 to Metropolitan State University of Denver, One World One Water Center, to fund the Phase 2 of the Colorado Water Collaboratory - Water Action Planning project.





Last Update: August 3, 2017

Colorado Water Conservation Board
Water Efficiency Grant Fund
Grant Application

Instructions
All WEGF grant applications shall conform to Grant Guidelines. Please do not recycle previously used applications; download a current version directly from CWCB .
If you have questions, please contact CWCB staff:
Ben Wade Ben.wade@state.co.us 303-866-3441 ext 3238

WEGF Submittal Checklist (Required)	
X	I acknowledge I have read and understand the WEGF Criteria and Guidelines.
Attachments	
X	Scope of Work ⁽¹⁾ (<i>Word – see Template</i>)
X	Budget & Schedule ⁽¹⁾ (<i>Excel Spreadsheet – see Template</i>)
X	Letters of Support (For Public Education/Outreach Grants)
Contracting Documents (For Public Education/Outreach Grants)	
	W-9 ⁽²⁾
	Certificate of Insurance ⁽²⁾ (General, Auto, & Workers' Comp.)

(1) Required with application if applicable.

(2) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.

CWCB Board Meeting Schedule (only <u>IF</u> grant request is \$50,000 or more):	
CWCB Meeting	Application Submittal Dates
January	December 1
March	February 1
May	April 1
July	June 1
September	August 1
November	October 1



Last Update: August 3, 2017

Water Efficiency Project Summary	
Name of Applicant	One World One Water Center at MSU Denver
Name of Grant Project	Colorado Water Collaboratory Phase II – Water Action Planning
WEGF Grant Request Total	\$83,966
In-Kind Match	\$ 30,000 (27% of WEGF Grant Request)
Cash Match	\$ 0
Total Project Costs	\$ 113,696

Grantee and Applicant Information	
Name of Grantee(s)	One World One Water Center at MSU Denver
Mailing Address	PO Box 173362, Campus Box 8, Denver, CO 80217
Grantee's Organization Contact ⁽¹⁾	Tom Cech
Position/Title	Co-Director
Email	tcech@msudenver.edu
Phone	970-371-9598
Grant Management Contact ⁽²⁾	Tom Cech
Position/Title	Co-Director
Email	tcech@msudenver.edu
Phone	970-371-9598
Name of Consultant (if applicable)	Brendle Group (Becky Fedak)
Mailing Address	1536 Wynkoop St., Suite 430; Denver, CO 80202
Position/Title	Partner and Senior Engineer
Email	bfedak@brendlegroup.com
Phone	970-207-0058

(1) Person with signatory authority

(2) Person responsible for creating reimbursement invoices (Invoice for Services) and corresponding with CWCB staff.



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Organizations & Individuals Assisting on the Project	
A list of the organizations and/or individuals including those hired or otherwise retained by the entity that will assist in the project, and a written statement of their role and contributions	
<p>Colorado Water Collaboratory Members, listed below, will support the project as members of the project Executive Team. This team will lead the overall planning process, guiding all tasks and stakeholder engagement activities. Specific members of each team are also listed below.</p> <ul style="list-style-type: none">• Metropolitan State University of Denver<ul style="list-style-type: none">○ Tom Cech○ Nona Shipman• University of Colorado – Boulder<ul style="list-style-type: none">○ Paul Lander <p>Brendle Group will facilitate all phases of the project and lead the Executive Team in development of a Water Action Plan for each Collaboratory campus. Specific members of the Brendle Group team that will be involved in this project are listed below.</p> <ul style="list-style-type: none">• Rus Sands – Project Manager (guide all project tasks and deliverables)• Becky Fedak – Senior Review (including alignment with Brendle Group Net Zero Water Framework)• Derek Hannon – Project Engineer (support project tasks, data collection and analysis, etc.)	
Type of Eligible Entity (check one)	
<input type="checkbox"/>	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes Public
<input type="checkbox"/>	Non-covered Entity
<input checked="" type="checkbox"/>	State or Local Governmental Entity
<input type="checkbox"/>	Public or Private Agency: entity whose primary purpose includes the promotion of water resource conservation

Type of Project (check one)	
<input type="checkbox"/>	Drought Management Plan
<input type="checkbox"/>	Drought Management Implementation
<input type="checkbox"/>	Water Efficiency Plan
<input type="checkbox"/>	Water Efficiency Implementation
<input checked="" type="checkbox"/>	Public Education & Outreach

Location of Entity	
Please provide the county and applicants (if needed) location identified by SWSI (Statewide Water Supply Initiative)	
County/Countries	Denver and Boulder



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Location of Entity	
Location/Basin	Metro & South Platte

Estimated Water Savings Goals
Estimate water savings goals to be achieved through implementation of the Plan in acre feet and as a percentage.
This is an Education and Outreach grant request so goals have not been included here, but SMART goals will be developed for each participating campus as part of the Water Action Plan development. The intent will be to develop goals that are measurable and align with the targeted measurable results of the Colorado Water Plan, such as acre-feet of water saved through identified efficiency measures.

Estimated Water Savings Goals - Monitoring
Indicate how the activities will be monitored to estimate actual water savings during Project implementation (Implementation & Public Education/Outreach Projects)
This is an Education and Outreach grant request so goals have not been included here, but SMART goals will be developed for each participating campus as part of the Water Action Plan development. The intent will be to develop goals that are measurable and align with the targeted measurable results of the Colorado Water Plan, such as acre-feet of water saved through identified efficiency measures.

Outreach Goals & Efforts
Identify the groups, individuals, organizations and/or institutions that will be included within the education and outreach efforts to be proposed as the Project.
Identify the specific goals of the Project (e.g., identify target audience(s) to reach, policy changes, outcomes of educational efforts, etc.) with respect to promoting the benefits of water resource conservation and water efficiency through education and outreach activities. Make note of how the goals of the Project tie to the mission and objectives of the CWCB and its programs (Colorado Water Plan/Basin Implementation Plans), as appropriate.
Identify in detail the specific activities and tasks to be funded with the Water Efficiency Grant Program monies, including all meetings, workshops, fairs, printings, mailings and all other tasks and activities that will be used to promote the benefits of water resource conservation and water efficiency.



Last Update: August 3, 2017

Outreach Goals & Efforts

As outlined in the Scope of Work for this project, a number of stakeholders will be engaged in the Water Action Plan development for MSU Denver and CU-Boulder. In addition to the Executive Team members mentioned above, other stakeholders will likely include:

- Facilities staff
- Sustainability staff, faculty, and/or student groups
- Faculty that would be engaged in plan development and execution (through research, student projects, etc.)
- Other faculty and staff engaged in key decision points that impact campus water use (e.g., campus redevelopment teams)
- A water provider liaison for each campus

The goals of this project are:

- To directly engage a group of stakeholders at MSU Denver and CU-Boulder in development of a Water Action Plan, helping each campus set a course for strategic and sustainable water resource management
- To develop a template and/or guide for other higher education campuses and sectors (e.g., business campuses, industry) to use in developing their own Water Action Plans in a grassroots effort to have larger water users in the state see their role in sustainable water resource management and support progress towards the Colorado Water Plan goals
- To increase Municipal Conservation and Efficiency - Implement long-term water efficiency strategies to meet local and statewide water needs that are cost-effective and promote a water efficiency ethic throughout Colorado. This meets an important goal in Chapter 10 of the State Water Plan under "Conservation."
- To Advance Education, Outreach, and Innovation - Inform Coloradans about water issues to encourage engagement and innovation in determining Colorado's water future. This meets a second important goal in Chapter 10 of the State Water Plan, and is accomplished in the important setting of university campuses.

The requested grant funds will support development of Water Action Plans for MSU Denver and CU-Boulder as well as resources for guiding others through the planning process. The tasks included in this proposed project are outlined below and described in more detail in the Scope of Work attachment to this proposal packet.

- Task 1: Stakeholder Engagement and Workshop
- Task 2: Water Profile/Baseline
- Task 3: Explore Opportunities
- Task 4: Water Action Plan Development
- Task 5: Plan Implementation
- Task 6: Translating Beyond the Collaboratory

Signature of an individual with the authority to commit the resources of the entity seeking Water Efficiency Grant program monies.

*Tom Cech, Director, One World One Water Center, MSU Denver, digitally signed
11.1.17*

Name/Title

Date



Last Update: May 19, 2017

Water Efficiency Grant Fund	
<u>Scope of Work</u>	
Date:	September 26, 2017
Project Name:	Colorado Water Collaboratory Phase II – Water Action Planning
Grant Applicant:	One World One Water Center at MSU Denver
Objectives: (List the objectives of the project)	
Engage with University campuses to identify opportunities for sustainable water management strategies which are scalable and measurable, with the goal of developing a Water Action Plan that's right sized for each campus (two of the Colorado Water Collaboratory are participating in this project, MSU Denver and CU-Boulder) while also creating a guide for informing the development of water action plans for other campuses and sectors.	

Tasks
<u>Task 1 - Stakeholder Engagement and Workshop</u>
Description of Task:
<p>The first step in developing a Water Action Plan (WAP) for each campus will be the identification and engagement of a targeted group of stakeholders. Priority participants will include:</p> <ul style="list-style-type: none">• Facilities staff• Sustainability staff, faculty, and/or student groups• Faculty that would be engaged in plan development and execution (through research, student projects, etc.)• Other faculty and staff engaged in key decision points that impact campus water use (e.g., campus redevelopment teams)• Water provider liaison for each campus <p>The number of participants at each campus may vary and initial interviews to identify gaps and opportunities may be necessary to help facilitate stakeholder conversation in subsequent meetings.</p>
Method/Procedure:



Last Update: May 19, 2017

Tasks
<p>After the stakeholder group has been identified, a half-day workshop will be organized and conducted at each campus as part of this task. The workshops will be interactive and used to gather input and feedback from the group on all stages of WAP development:</p> <ul style="list-style-type: none">• Water profile/baseline data - Where are we now? What are the current water quantity and quality impacts of the campus?• Goal setting - Where do we want to be? What are the campus objectives for improving water conservation and water quality protection efforts on campus? How do these goals align with the Colorado Water Plan and local water provider's goals or are they at odds? Are there points of overlap and/or tension that need to be addressed?• Understanding Barriers - Where are there gaps? What are the barriers that have to be overcome in order to move toward strategy development and how do these barriers help shape the discussion at each campus?• Water strategies/actions – How do we get there? What processes and/or projects should the campus take on to meet its WAP goals? How do we craft actions that align with other campus priorities? How is alignment with the Colorado Water Plan and local water provider goals/objectives prioritized in action selection? What strategies may be unique to this campus?• Plan implementation – What does success look like? What campus and community stakeholders need to be involved? How will the project be funded? When will any plans or processes be implemented? What partnerships could be explored for future efforts? <p>It will be important to have the right people at the table for these workshops to ensure buy-in to the WAP development process and begin identifying campus-specific strategies and champions for plan development. In addition to participation in the workshop at the beginning of the planning process, all stakeholders will be offered the opportunity to be involved in plan development, review, and implementation.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>The final deliverable from this task will be a completed workshop for each campus with final presentation materials and notes from the group discussion.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>A summary report outlining the deliverables above and project findings from completing this task will be provided to CWCB. It may even be recommended that CWCB attend one or more of the workshops to see how input is being gathered to inform the plan development process.</p> <p>The summary report will be submitted in Apr 2018.</p>
<u>Task 2 - Water Profile/Baseline</u>
Description of Task:



Last Update: May 19, 2017

Tasks
<p>An important step in any planning process is understanding the baseline condition – you need to know where you are today to understand where you want to head. This task will focus on collecting the necessary data and information to inform a comprehensive water profile for each campus. This will include the collection of water data (through utility bills) as well as interviews with campus facilities staff to understand campus operations and equipment. This effort will also look to update and build upon efforts from the Collaboratory Phase 1 initiative.</p>
<p>Method/Procedure:</p> <p>Where there are gaps in ongoing water data collection or related campus oversight, this task will seek to work on a scaffolding approach to continued and enhanced water analysis. This effort will be tailored to address campus-specific needs, teams, and processes. It will also be important to record these differences in approach to outline an array of approaches with an eye toward replicability and which strategies may work best at different campuses.</p> <p>If possible, this task will include a significant student engagement component – through coursework or volunteer positions – to support baseline data collection and analysis. This approach can provide support to the project while providing a strong learning opportunity for the students involved.</p> <p>An important part of this task, and the project as a whole, will be using the Net Zero Water (NZW) toolkit which was developed by Brendle Group (with support from the Colorado Water Conservation Board), to inform building-scale planning. At its core, the NZW toolkit helps identify opportunities to reduce water quantity (e.g. increased water efficiency) and water quality (e.g. reduced stormwater runoff) impacts. The intent will be to update the NZW toolkit, taking it from building-scale to campus-scale, using MSU Denver and CU-Boulder as pilots for the toolkit upgrade.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>Deliverables for this task will include:</p> <ul style="list-style-type: none">• Development of the Water Profile/Baseline section for each campus WEP• Recommended upgrades to the NZW building-scale toolkit baseline section
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>A summary report outlining the deliverables above and project findings from completing this task will be provided to CWCB.</p> <p>The summary report will be submitted in May 2018.</p>
<p><u>Task 3 - Explore Opportunities</u></p>
<p>Description of Task:</p> <p>With the baseline water profile for each campus developed, this task will focus on identifying project opportunities to improve water resource management at each campus.</p>
<p>Method/Procedure:</p>



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Tasks
<p>Using input from the stakeholder workshop and baseline interviews, a series of potential water actions will be identified for analysis. Each action will be analyzed, within the NZW toolkit, for:</p> <ul style="list-style-type: none">• Water quantity (efficiency) impact• Water quality enhancements,• Cost savings and implementation cost, and• Various qualitative factors selected by participating stakeholders such as ease of implementation, co-benefits, and alignment with other campus priorities and goals. <p>The final list of analyzed actions will be organized into a matrix to inform prioritization and planning that may lead to process improvements, targeted campus projects, or larger implementation initiatives as determined by staff to be most appropriate for each campus (Task 5). Each selected action will have an associated implementation plan that will include various details, likely including:</p> <ul style="list-style-type: none">• Action champion• Key supporting stakeholders and/or departments• Funding sources and partners for any potential implementation• Timeline for implementation and/or smaller scale pilot projects• Metrics for success
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Deliverables for this task will include:</p> <ul style="list-style-type: none">• Development of the Strategy/Action section for each campus WEP• Recommended upgrades to the NZW building-scale toolkit strategy section
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>A summary report outlining the deliverables above and project findings from completing this task will be provided to CWCB.</p> <p>The summary report will be submitted in Oct 2018.</p>
<u>Task 4 - Water Action Plan Development</u>
Description of Task:
<p>Led by each of the participating campuses, this task will document all stages of the planning process and summarize the outcomes, providing an opportunity for stakeholders to engage in plan implementation.</p>
Method/Procedure:
<p>Stakeholders will be provided the opportunity to review the plan and provide feedback to ensure buy-in and broad support. Support from senior campus leadership will also be explored as part of the plan development process. This process will be right sized for each campus to ensure each Water Action Plan represents Specific, Measurable, Attainable, Realistic and Timely (SMART) goals and strategies that enjoy broad support and work towards ongoing and long-term campus water planning.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>The deliverables from this task will include draft and final WEP for each campus.</p>



Last Update: May 19, 2017

Tasks
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>The project team will share the draft and final WEPs with CWCB for review and feedback and to document completion of this task. This task will also conclude the halfway mark for the project so a 50% progress report will be shared with CWCB.</p> <p>Draft WEPs will be submitted in Oct/Nov 2018. Final WEPs will be submitted in Dec 2018. The 50% progress report will be submitted in Jan 2019.</p>
<u>Task 5 - Plan Implementation</u>
Description of Task:
<p>The second year of the grant will focus on targeted plan implementation, identifying quick wins and opportunities to increase the level of engagement and buy-in for each campus plan.</p>
Method/Procedure:
<p>Potential activities included in this task include plan launch initiatives, demonstration projects, engagement campaign roll-outs, etc. However, campuses may also have more process-based or back-end support needs such as education, training, or system upgrades that allow for enhanced capabilities around tracking water use. The specific implementation will vary by campus and is dependent on campus goals, direction, priorities, capabilities, and support. The budget for this task includes \$15,000 for each participating campus to support direct implementation of these types of projects. This will directly support making measurable impacts and gaining buy-in from facilities staff to help implement improved water management measures.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Deliverables from this task will include:</p> <ul style="list-style-type: none">• A summary list of potential projects/activities to consider for implementation on each campus• An evaluation matrix to help in selection of projects/activities for direct implementation support
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>A summary report outlining the potential projects/activities and selection process will be provided to CWCB. Additionally, a more detailed description of the selected project/activity for each campus will be provided. An overall project 75% Progress Report will also be shared as part of this task, to comply with CWCB reporting requirements.</p> <p>The summary report outlining potential projects will be submitted in Q1 2019. A more detailed description of selected projects/activities will be submitted in early Q2 2019. The 75% progress report will be submitted in July 2019.</p>
<u>Task 6 - Translating Beyond the Collaboratory</u>
Description of Task:



Last Update: May 19, 2017

Tasks
An important part of this project will be leveraging the opportunity to take lessons learned from the WAP process for MSU Denver and CU-Boulder to other entities in Colorado and beyond.
Method/Procedure:
<p>A few ideas that will be explored further as part of this task include:</p> <ul style="list-style-type: none">• Partner opportunity evaluation (AASHEE, UDFCD, ICMA, EPA, WRF, UN EPIC-N, etc.). As an example, a potential partnership with an organization like WRF could help in developing resources and translating learnings beyond academic campuses to other organizational campuses, increasing the reach of this initiative.• School exchanges for peer-to-peer learning (e.g. Chapel Hill; Stanford).• Alignment with existing initiative's and events (e.g. World Water Day, Water Festival, Watershed Summit, etc.).• Organizational partnerships like Denver Botanic Gardens who help support and showcase efforts.• Half day workshop on green infrastructure and larger connections (Land Use, Climate, Water Quality) and ways these efforts support other initiatives (e.g., Colorado Water Plan).
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
The deliverable from this task will be a summary report and guidance materials outlining proposed next steps for translating the experiences from this grant to other university campuses as well as other industries (e.g., business campuses, other targeted sectors).
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The summary report and guidance materials developed from this task will be shared with CWCB. This report will be submitted in September 2019.

Reporting Requirements
<p>Reporting: The grantee shall provide the CWCB a Progress Report at 50% & 75% completion of the project. The Progress Report shall address the following:</p> <ul style="list-style-type: none">• the success of meeting previously identified goals and objectives• obstacles encountered• preliminary findings or accomplishments• potential need for revisions to the scope of work and timelines <p>(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.)</p>
<p>Final Deliverable: At the completion of the project, the grantee shall provide the CWCB a final report on the grantee's letterhead including a review of the activities completed, an estimate of actual water savings realized (for covered entities), and other information that is relevant to the Board's record of the Project and future use of the Project outcomes.</p> <p>The CWCB will withhold the last 10% of the grant request until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or contract will be closed without any further payment.</p>

Last Update: August 3, 2017



COLORADO
Colorado Water
Conservation Board
Department of Natural Resources

BUDGET & SCHEDULE

Date: September 29, 2017

Project Name: Colorado Water Collaboratory Phase II – Water Action Planning

Applicant: One World One Water Center at MSU Denver

[illegible]

(1) Start Date for funding under \$50K - 30 Days from Application Submittal; Start Date for funding over \$50K - 30 Days from Board Approval

(2) Please insert additional columns if needed for additional staff working on project.

Project may begin as soon as the grantee enters contract/purchase Order

CWCB will withhold the last 10% of the entire grant budget until the Final Report (Deliverable) is completed and accepted (WEGE Criteria & Guidelines).

Applicant: Metro State University of Denver

Date: October 1, 2017

Grant Amount: \$83,696

HB 05-1254: Evaluation checklist for Agencies

For Agency Applicant:	Yes	No	Comments:
Is the applicant a public or private agency whose primary purpose is the promotion of water resource conservation?	x		
Did the applicant provide a charter and/or have they defined their operation principles?	x		
Did the applicant provide a written statement from the agency's governing board, stating the agency's commitment to the project and the implementation of long-term water savings measures and programs (w/authorized signature)?	x		
Did the applicant provide <u>a cover letter with the agency's</u> name, contact information, and a signature of an individual with the authority to commit the resources of the agency?		x	
Description of Project:	-----	-----	-----
Did the agency identify specific goals of the project?	x		Pg 5 – Develop Water Action Plans for MSUD/CU
Did the agency identify: their target audience(s) to reach, possible policy changes, and/or outcomes of educational efforts? (with respects to promoting the benefits of water resource conservation and water efficiency through education and outreach activities)	x		Pg 5 – Target audience are faculty/staff/students of both campuses
Did the agency make a note of how the “goals” of their proposed project tie to the mission and objectives of the CWCB and its programs?	x		Pg 5
Did the agency provide a detailed narrative (scope of work) of specific tasks to be performed with grant monies (stating how grant money will be used to achieve project goals) Including <u>ALL</u> meetings, workshops, fairs, printings, mailings, etc.?	x		
Did the agency provide a “project” timeline, stating milestones with dates and end products with dates; also state the estimated dates when progress reports will be submitted to OWCDP staff (50% & 75% completion)?	x		
Did the applicant present a project budget overview, breaking down tasks by labor hours and costs also including all other direct costs such as travel per diem associated to the tasks?	x		
Did the applicant provide a list of people and/or organizations that will be involved in assisting with the grant project (list of who will be utilizing the grant money)?	x		Pg 3
Does the applicant demonstrate 25% matching funds? Listing all funding sources to complete the “project”? In cash, in-kind services, or through payment of consulting fees or a combination thereof?	x		In-kind match = \$30,000 Match = 27%