



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

December 22, 2017

Jean Van Pelt
Arkansas River Basin Water Forum
PO BOX 11295
PUEBLO, CO 81001

RE: CWP GRANTS - OFFICIAL NOTICE TO PROCEED - [POGG1 PDAA 201800000598] -
[Arkansas River Basin Water Forum] - [Water Plan Grant Arkansas Basin Education
and Outreach]

Dear Jean,

This letter is to inform you that the PO to assist in the above Colorado's Water Plan grant project has been approved. The documents attached to the email correspondence serve as your original contract documents.

With the executed agreement, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through 12/22/2022. Please provide the project name and POGG1 number when corresponding with or invoicing for your project along with back-up documentation of cost incurred for the portion of the grant according to the original scope of work tasks. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval of the project manager.

Please refer to the CWP Grant Guidelines on our website for the six month progress report and final deliverable requirements in order to avoid a delay in payment. A 30-day advance notice in an official letter of request to the CWCB project manager is required in the event you are seeking an amendment to the term of this agreement.

If you have any questions or concerns regarding the project, please contact Mara MacKillop, Project Manager at 303-866-3441 x 3242 or at mara.mackillop@state.co.us.

When submitting invoices and progress reports, please cc both the PM and waterplan.grants@state.co.us.

Thank you.





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 201800000598		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 12/22/17						
Description: Water Plan Grant Arkansas Basin Education and Outreach		BILL TO COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 12/22/17 Expiration Date: 12/22/22						
BUYER		SHIP TO				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
VENDOR		SHIPPING INSTRUCTIONS				
ARKANSAS RIVER BASIN WATER FORUM		Delivery/Install Date:				
PO BOX 11295		F.O.B:				
PUEBLO, CO 81001		VENDOR INSTRUCTIONS:				
Contact: .						
Phone: .						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$24,350.00	<input type="checkbox"/>
Description: Water Plan Grant Arkansas Basin Education and Outreach						
Service From: 12/22/17 Service To: 12/22/22						
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$24,350.00						



Colorado Water Conservation Board

Water Plan Grant - Exhibit A

Statement Of Work

Date:	December 20, 2017
Name of Grantee:	Arkansas River Basin Water Forum
Name of Water Project:	Implementing the Education & Outreach Goals of the Arkansas Basin Implementation Plan through Education to Action Projects/Programs
Funding Source:	Colorado Water Plan – Engagement and Innovation Grant Program

Water Project Overview: Please provide a summary of the proposed water project (200 words or less).

The proposed grant funded project will provide collaboration between three entities to provide the necessary means to successfully implement all education and outreach projects within this grant application. In this collaboration, the ARBWF will act as the fiscal agent for the projects/programs. The PEPO Coordinator and Workgroup will provide the ground work that includes: organization, planning and implementation of all programs and the Executive Committee of the Arkansas Basin Roundtable will oversee all projects/programs and will provide guidance and direction to ensure that the programs align with the needs identified in the Arkansas Basin Implementation Plan (ArkBIP).

Funding will be used to address the ArkBIP identified concerns, provide education and promote action through multiple outreach mechanisms geared to engage a vast audience. The projects/programs include:

1. Arkansas Valley Conduit Outreach and Education Meetings
2. Arkansas River Basin Water Forum Education & Outreach Programs
3. Support the PEPO Coordinator
4. Development of a Community or Children Water Festival
5. Creek Week on the Purgatoire River
6. State of the Purgatoire Event
7. Arkansas River Watershed Collaborative (ARWC) Outreach Program

Objectives: List the objectives of the project.

1. Engage the public in support of the Arkansas Valley Conduit (AVC).
2. Support the annual ARBWF VIP Dinner and associated educational materials that are provided to those in attendance.
3. Support the PEPO Coordinator position. The PEPO Coordinator is responsible for the organization, coordination, task management, and reporting on all proposed educational ArkBIP projects.
4. ARBWF, PEPO, and partners will plan, coordinate and implement a new Community or Children's Water Festival where such a program does not currently exist.
5. Goal is to have at least 50 volunteers, representing five local partnering organizations collecting trash specifically in the riparian area of the Purgatoire River in the City of Trinidad. The event will connects people with the river and encourages those who attends or observes these activities to consider where their trash goes when they throw it out.
6. As multiple agencies and organizations continue to implement projects to conserve and improve the Purgatoire River, we want to capitalize on this momentum by publicizing these projects. Goal is to have

five guest speakers, five sponsors, and thirty to fifty people in attendance at the workshop.
7. In partnership with Arkansas River Watershed Collaborative raise awareness of watershed health principals, practices, and issues through collaborative educational events.

Tasks

Provide a detailed description of each project task using the following format:

Task 1 – Education/Outreach Programming

Description of Task:

Host education and outreach meetings about the Arkansas Valley Conduit

The AVC is a project to provide clean drinking water to 50,000 people in the Lower Arkansas River Valley of Colorado. The AVC developed out of grass-roots meetings in the communities it will serve dating back to the 1950s. The AVC was authorized by federal law in 1962, but never built because of the cost. While support for the AVC has been constant, it has been difficult to retain the public's focus on a project that has taken decades to mobilize. After several years of discussions, the AVC was resurrected, and it gained momentum and federal funding. The AVC is one of the Identified Programs and Processes identified in the BIP. Because it has become an intergenerational project, it is important to keep it at the forefront of the public's attention. The AVC is the primary project for addressing future water supply issues in the Lower Arkansas River basin. More discussions are needed to bring the AVC across the finish line. With funding assistance from the Colorado Water Plan grant program, the Southeastern District intends to engage the public in support of the AVC.

The District will host community meetings to explain the AVC and to solicit ideas which may facilitate more economic construction and a shorter time frame for completion. They plan to hold a series of approximately six meetings to engage the public in discussions about the AVC. At the meetings, they will make presentations about the value of the AVC, comparing it to more costly alternatives for clean drinking water, exploring options for the program and discussing future actions. The project will engage the beneficiaries of the AVC in a discussion that will both improve their understanding and aid in the completion of the AVC.

Arkansas River Basin Water Forum

The Arkansas River Basin Water Forum (ARBWF) was created in 1995 to create dialogue among water users and decision makers in the Arkansas River Basin. The annual Water Forum includes 3-days of presentations, keynote speakers, and educational events. Each year, the Forum is held in a different Arkansas Basin location and focuses on the needs and issues specific to that area. This is a highly successful event that engages policy makers, government agencies and the public to come together and discuss the many issues relating to water resources.

The CWP Engagement and Innovation grant funding will support the annual VIP Dinner and associated educational materials that are provided to those in attendance. This includes: the cost of the dinner, venue, the educational program, and an update to the ARBWF infographic, which illustrates various water facts. The infographic is provided to all the VIP dinner and the ARBWF attendees (approximately 300 people).



Tasks

PEPO Coordinator

The Arkansas River Basin Water Forum (ARBWF) in partnership with the PEPO (Public Education, Participation & Outreach) Workgroup and the Arkansas Basin Roundtable is requesting \$10,000 in CWP Engagement and Innovation grant funds to support the PEPO Coordinator position. The goal of this collaboration is to provide leadership in water education and promote Arkansas Basin Implementation Plan (ArkBIP) identified education to action programs that address the needs of the ArkBIP.

In February 2015, the ARBWF as the fiscal agent, hired a part-time PEPO Coordinator to ensure the success of these programs. The PEPO Coordinator receives direction & reports to the Arkansas Basin Roundtable Executive Committee. The PEPO Coordinator acts as a liaison to the ARBWF, PEPO workgroup, CWCB, IBCC, and Arkansas Basin Roundtable. The PEPO Coordinator relies heavily on all partners who are responsible for providing in-kind support and for implementation of ArkBIP identified programs.

The requested CWP Engagement and Innovation grant funds would continue to support the PEPO Coordinator position. The PEPO Coordinator is responsible for the organization, coordination, task management, and reporting on all proposed educational ArkBIP projects. The PEPO Coordinator will report to the ARBWF, PEPO workgroup, CWCB, and the Executive Committee of the Arkansas Basin Roundtable on PEPO developments.

Community or Children Water Festival

This program will be designed to provide education and outreach through community-led water festivals. The program will support and gain knowledge from existing water festivals in Pueblo, Trinidad, Salida and Colorado Springs which PEPO has been very active in developing and/or supporting. The program will provide organization and implementation of a new water festival in Otero/Crowley Counties (where such a program does not currently exist).

The ARBWF and PEPO will pull on the partnerships already being developed in the Lower Arkansas Valley by hosting the ARBWF there in 2018. Potential partners are Colorado Parks and Wildlife, La Junta and Ordway Parks and Recreation, Lower Arkansas Valley Water Conservancy District, Natural Resource Conservation Service, Crowley & Otero Counties Cooperative Extension, local school districts, City of La Junta, Town of Ordway, and Otero Junior College. ARBWF, PEPO, and partners will plan, coordinate and implement a new Community or Children's Water Festival where such a program does not currently exist.

PEPO will secure partnerships with ARBWF partners in the lower Arkansas valley to plan, coordinate and implement a Community Water Festival that will take place in May 2018.

PEPO will provide resources, management, festival planning, outreach with local partners, project coordination, funding, volunteer organization, and implementation of the new Water Festival.

PEPO will partner with the Colorado Foundation for Agriculture to utilize the Understanding Water Activity Book as an educational resource for teachers in preparation for the water festival.

Creek Week on the Purgatoire River

Creek Week is Colorado's largest cleanup event in the state hosted by Colorado Springs Utilities. The event occurs over 9 days and extends across all 8 communities within the Fountain Creek Watershed. Over the last 3 years, 5,000 citizens have been engaged to remove 30 tons of litter with the support of



Tasks

private, nonprofit, governmental partners and individuals. Watershed health is an important program and processes which is identified in the Arkansas Basin Implementation Plan. This project will assist in meeting the goals set by the Ark BIP.

In upcoming years, the Arkansas River Roundtable PEPO Coordinator and Workgroup wants to expand this program across the Arkansas River Basin. One of the watersheds identified for expansion is the Purgatoire River Watershed. The PEPO Coordinator and Workgroup in collaboration with the Purgatoire Watershed Partnership would be responsible for overseeing the river cleanup in the community of Trinidad, which is located along the Purgatoire River. The goal is to have at least 50 people attend a three-hour cleanup and pick up trash along one mile of the river.

The Creek Week cleanup expansion into Trinidad would be a collaborative event that brings together multiple volunteer groups in the community. The Comcast Cares Day is an annual community cleanup event that occurs every Spring and is hosted by the Trinidad Community Foundation. To emphasize cleaning up on the river, Purgatoire Watershed Partnership would collaborate with the Trinidad Community Foundation and several other organizations, like Trout Unlimited and Trinidad Outdoor Club, to rally a group of volunteers to pick up trash along the river.

Planning for the event would begin in early January where we would reach out to Creek Week and Trinidad Community Foundation staff. By mid-February, we would begin outreach efforts to other local organizations through social media, newsletters, flyers, and direct emails and conversations. The event would occur at the end of April. Trash bags and gloves will be provided by in-kind donations and volunteers will be provided with lunch and given headbands to thank them for their service. All the trash that is collected will be hauled to the local landfill by one of the local trash haulers.

State of the Purgatoire Event

The State of the Purgatoire Event is an all-day workshop that will be held in March of 2018. The Arkansas Basin Roundtable PEPO Coordinator and Workgroup and the Purgatoire Watershed Partnership will be the lead on planning and implementing this educational project. This event will meet the needs of the Arkansas Basin Implementation Plan Education to Action program by engaging many local people to learn about the value of the Purgatoire River. In addition, it will educate attendees on current and future projects that benefit the Purgatoire River Watershed.

The event will have a distinct focus on the Purgatoire River and its watershed with guest speakers addressing topics ranging from invasive species, water quality, and sedimentation. Rather than target professionals specifically, the event will be advertised to attract any community member interested in the conservation and preservation of the Purgatoire River resources.

The event will be held in March of 2018 at Trinidad State Junior College. Guest speakers will be invited to talk for thirty minutes to an hour. Much of the event will showcase current projects occurring along the Purgatoire River and will explore future opportunities to protect our water resources. We will also hold a field session so people can visit sites where projects are being implemented, to see the work first hand, and learn about the issues and reasons that these projects are necessary and the benefits that will be provided when completed.

In January of 2018, we will begin the process of planning, creating an agenda for the workshop, inviting speakers to talk at the workshop, and finding sponsors to fund the event. Once we have an agenda



Tasks

solidified, we will begin outreach through newspaper articles, radio spots, flyers, social media, and our monthly newsletter. This will all culminate in March 2018 when we host the workshop. With the first half of the day focused on presentations, the second half of the day will be our afternoon field session to tour project sites.

Arkansas River Watershed Collaborative (ARWC) Outreach Program

ARWC and PEPO proposes to utilize CWP Engagement and Innovation grant resources as a means to raise awareness of watershed health principals, practices, and issues through collaborative educational events. ARWC is a product resulting from the planning process for the Arkansas Basin Implementation Plan.

Cohost at least three watershed health education events/training opportunities. The audiences will be geared toward Basin professionals and adult audiences. Speakers will include experts on water quality, invasive species, fire & flood mediation methods, best management practices, etc.

Method/Procedure:

Discussed above for each sub-task. Work with partners to host events and programs that educate citizens about water and that implement the Arkansas Basin Implementation Plan.

Grantee Deliverable: Describe the deliverable the grantee expects from this task

Citizen engagement and learning about water in the Arkansas Basin and Colorado.

CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task

CWCB deliverables will include summary reports about the programs and events with statistics about attendees and outcomes and that include feedback from participant surveys.

Budget and Schedule

This Statement of Work shall be accompanied by a combined Budget and Schedule that reflects the Tasks identified in the Statement of Work.

Reporting Requirements

Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.



Reporting Requirements

Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will withhold disbursement the last 10% of the budget 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 grant will be closed without any further payment.

Payment

Payment will be made based on actual expenditures and must include invoices for all work completed. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for 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.

Project costs not covered by other grants, and are therefore the responsibility of the grantee, will be eligible for CWCB funds.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be withheld until the final deliverable has been received. All products, data and information developed as a result of this contract must be provided to CWCB in hard copy and electronic format as part of the project documentation.

Performance Measures

Performance measures for this contract shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit B. Per Water Plan Grant Guidelines, the CWCB will withhold disbursement of the last 10% of the budget 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 grant will be closed without any further payment.

(b) Accountability: Per Water Plan Grant Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per Water Plan Grant Guidelines, Progress Reports must be submitted at least once every 6 months. A Final Report must be submitted and approved before final project payment.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the Grant Agreement.



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Water Plan Grant - Exhibit A Budget and Schedule

Date: August 1, 2017

Name of Applicant: Arkansas River Basin Water Forum

Name of Water Project: Implementing the Education & Outreach Goals of the Arkansas Basin Implementation Plan through Education to Action Projects/Programs

Task No.	Task Description	Start Date ⁽¹⁾	End Date	Grant Funding Request	Match Funding	Total
1	Education/Outreach Programming	15-Jan-18	15-Jan-21	\$24,350	\$8,450	\$32,800
						\$0
						\$0
						\$0
Total				\$24,350	\$8,450	\$32,800