



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Basin – Roaring Fork Watershed Plan
Contract CORE No. POGG1 2019-30
CMS #

June 20, 2018

Roaring Fork Conservancy
Attn: Heather Lewin, Watershed Action Coordinator
P.O. Box 3349
Basalt, CO 81621

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your application for funding pursuant to the WSRF Grant Program (“Program”) for \$37,500.00. This letter authorizes you to proceed with the Roaring Fork Watershed Plan Interactive Information System Project (“Project”) in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions, as they are requirements of this Grant to which you, Roaring Fork Conservancy, agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information.

If you have any questions or concerns regarding the project, please contact Megan Holcomb, Project Manager at 303-866-3441 or at Megan.Holcomb@state.co.us. Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at Dori.vigil@state.co.us.

Thank you.

Sincerely,

//s//

Doriann Vigil
Program Assistant II
O 303-866-3441 ext. 3250
1313 Sherman Street, Rm. 719, Denver, CO 80203
Dori.vigil@state.co.us / cwcb.state.co.com

Attachments



STATE OF COLORADO
Department of Natural Resources

Page 1 of 1

ORDER

*****IMPORTANT*****

Number: POGG1,PDAA,201900000030

Date: 6/20/18

Description:

PDAA 2500 WSRFROARING FORK WTR
CONSERV_WS PLAN INTERACT INFO

Effective Date: 06/20/18

Expiration Date: 06/30/19

The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. Please review each line for its corresponding shipping/billing address and delivery instructions.

BUYER

Buyer:

Email:

VENDOR

ROARING FORK CONSERVANCY

PO BOX 3349

BASALT, CO 81621-3349

Contact: JEANNE BEAUDRY, EXEC. DIR.

Phone: 9709271290

EXTENDED DESCRIPTION

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$37,500.00	<input type="checkbox"/>
Description:	PDAA 2500 WSRFROARING FORK WTR CONSERV_WS PLAN INTERACT INFO					

Service From: 06/20/18

Service To: 06/30/19

Delivery Instructions

FOB: FOB Dest, Freight Allowed

Delivery Date: -

Ship To:

Bill To:

COLORADO WATER BOARD
CONSERVATION

COLORADO WATER BOARD CONSERVATION

1313 SHERMAN STREET, ROOM 718

1313 SHERMAN STREET, ROOM 718

DENVER, CO 80203

DENVER, CO 80203

TERMS AND CONDITIONS

<https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions>

DOCUMENT TOTAL = \$37,500.00



Last Update: January 9, 2018 (d.vigil)

Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	January 15, 2018
Water Activity Name:	Roaring Fork Watershed Plan Interactive Information System
Grant Recipient:	Roaring Fork Conservancy
Funding Source:	Colorado River Basin Roundtable WSRF
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.	
<p>This project will create a web-based interactive map and information system for the Roaring Fork Watershed that builds upon the digital database and map generated in Tasks 2 and 3 of the Integrated Water Management Planning Framework Project, also sponsored by the Colorado River Basin Roundtable. It will include information specific to the Roaring Fork Watershed with the addition of data that identifies and provides background and linkages connected to the specific action items detailed in the Roaring Fork Watershed Plan Update. The purpose of this project is to create a place to house information about the Roaring Fork Watershed that is easy to access and filter so that every user, from grade school students to the seasoned-scientist, can peruse research and recommended actions regarding a particular stretch of river, sub-basin, or watershed-wide. Displayed information may include, but not be limited to: watershed locations linked to technical, hydrologic and geophysical data; documented issues; areas of concern; and recommended projects. This interactive information system will facilitate a better understanding of watershed dynamics and renewed momentum towards implementation of projects recommended by the Roaring Fork Watershed Plan.</p>	
Objectives: (List the objectives of the project)	
<p>This objectives for this project include:</p> <ol style="list-style-type: none">1. Creation of Roaring Fork Specific Database: A refinement and filtering of the platform and data developed for the Colorado Mesa University site in the Integrated Water Management Planning project to support a Roaring Fork Specific website and platform.2. Refinement of Roaring Fork Watershed Stream Health Initiative Data: Determining the most helpful data regarding stream health for each stream segment in the basin from these reports and locating and depicting that information on the interactive platform created in Task 1.3. Identification of Data Points and Sortable Metrics of RFWP Action Items: Reviewing the new categorization of action items delivered in the Roaring Fork Watershed Plan Update to refine sorting for this interactive website. Creating data points for all action items based upon potential or anticipated search options.4. Stakeholder Engagement and Education: Consultation with stakeholders to refine the tools, sortable metrics, and data included in the interactive information site. Once the site is established, outreach will be conducted throughout the watershed to showcase the site and increase interest and understanding of the Roaring Fork Watershed Plan. Additionally, and if timing is conducive, the site will be showcased on a large-screen monitor in Roaring Fork Conservancy's new River Center during the Grand Opening (currently schedule for July of 2018).	

Tasks



Last Update: January 9, 2018 (d.vigil)

Tasks
Provide a detailed description of each task using the following format:
<u>Task 1 – Creation of Roaring Fork Specific Data Visualization Tool</u>
Description of Task: A refinement and filtering of the platform and data developed for the Colorado Mesa University site in the Integrated Water Management Planning project to support a Roaring Fork Specific website and platform. This will include a map of the Roaring Fork Watershed with links to relevant projects and existing data.
Method/Procedure: The project team will work with Lotic Hydrological to make the IWMP tool specific to the Roaring Fork Watershed by reviewing the current tool, eliminating extraneous information, and adding a RFWP searchable and sortable component.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) Interactive website that details the Roaring Fork Watershed existing data and has capability to add RFWP recommended actions.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) CWCB will have access to the website and, upon request of the CWCB staff or board, RFC will provide a presentation detailing website features.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 2 – Refinement of Roaring Fork Watershed Health Assessment Data</u>
Description of Task: Determine the most relevant stream health data for each stream segment in the basin using the 2008 State of the Roaring Fork Watershed and associated Roaring Fork Stream Health Initiative, locating and depicting that information on the interactive map created in Task 1.
Method/Procedure: Project team will review 2008 State of the Roaring Fork Watershed and Stream Health Initiative and determine what and how data from these reports will be displayed within the database.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)



Last Update: January 9, 2018 (d.vigil)

Tasks
An initial wire frame of the visualization tool. Results will be added to geospatial database and depicted in website built in Task 1.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
CWCB will have access to the website and, upon request of the CWCB staff or board, RFC will provide a presentation detailing website features.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 3 - Identification of Data Points and Sortable Metrics of RFWP Action Items</u>
Description of Task:
Review the new categorization of action items delivered in the Roaring Fork Watershed Plan Update to determine information that will be mapped and a hierarchy for that information. Create representative data points, lines, or polygons for all selected action items based upon potential or anticipated search options. Identify relevant documentation and references that support action items that should be included in database.
Method/Procedure:
With input from the Project team, Steering Committee and other stakeholders, use updated RFWP material to review the database and tool. Test and ground truth sort-ability features and their utility and function for all various user groups. This will be done through group and/or individual meetings to test prototypes of the database, gather feedback, and refine the tool.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Results will be part of the geospatial database depicted in the website built in Task 1.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
CWCB will have access to the website and, upon request of the CWCB staff or board, RFC will provide a presentation detailing website features.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 4 – Stakeholder Engagement and Education</u>
Description of Task:
Consultation with stakeholders to refine the tools, sorting metrics, hierarchy, and data included in the interactive information site. Once the site is established, outreach will be conducted throughout the watershed to showcase the site and increase interest and understanding of the Roaring Fork Watershed Plan. Additionally, and if timing is sufficient, the site will be showcased on a large-screen monitor in the entry/lobby of the new Roaring Fork Center during the Grand Opening (currently schedule for July of 2018).



Last Update: January 9, 2018 (d.vigil)

Tasks
<p>A stakeholder process will be conducted by RFC for the purposes of:</p> <ul style="list-style-type: none">• Achieving input possible tools, sorting, and display options• Gathering feedback on specific components and functionality <p>Stakeholder engagement will occur throughout project and outcomes from stakeholder discussions will be used to inform work completed in Tasks 1-3.</p>
Method/Procedure:
<p>The project team will host a series of 3 public meetings and incorporate feedback from each into the tool.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Meeting summaries and attendance will be documented.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>Meeting summaries and attendance will be included in final report to CWCB.</p>

Tasks
<p>Provide a detailed description of each task using the following format:</p>
<u>Task 5 – Review, Develop, and Publish</u>
Description of Task:
<p>Finalize and publish Roaring Fork Interactive Information System</p>
Method/Procedure:
<p>This task will involve internal and targeted public review of prototype tools, feedback to consultants, and finalization of the tool. The Interactive Information System will then be housed on a server through RFC and “go live” online.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Public website access to Roaring Fork Interactive Information System</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>CWCB will have access to the website and, upon request of the CWCB staff or board, RFC will provide a presentation detailing website features along with including relevant information in all required reporting.</p>



Last Update: January 9, 2018 (d.vigil)

Tasks
Provide a detailed description of each task using the following format:
<u>Task 6 – Project Management/Administration and Final Report</u>
Description of Task:
This task includes contract and fiscal management, solicitation of and management of project consultants, and reporting to CBRT and other funders.
Method/Procedure:
RFC will be the fiscal agent and administrative reporting agency for this grant. RFC will designate Heather Lewin as the Project Manager. Mark Fuller, Executive Director of RWAPA will advise on project management elements throughout the term of the project.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Twice-yearly progress reports (three estimated) that describe the completion or partial completion of Tasks 1 through 5 including a reporting of any major issues that have arisen and the corrective action taken to address those issues. A final report will be submitted at project completion, summarizing the project, all documents and other deliverables, and how the project was completed.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
6 month update and Final Report.

Budget and Schedule
Exhibit B - 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 and shall be submitted to CWCB in <u>excel format</u> . A separate <u>excel formatted</u> Budget is required for engineering costs to include rate and unit costs.

Reporting Requirements
Progress Reports: The grantee 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.
Final Report: At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that: <ul style="list-style-type: none">• 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.
Payments



Last Update: January 9, 2018 (d.vigil)

Reporting Requirements

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. 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.

The CWCB will pay the last 10% of the entire water activity budget when 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 water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Performance Requirements

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 Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the 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 the 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.

**COLORADO**Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund

EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date: (Including all edit dates) January 15, 2017

Water Activity Name: Roaring Fork Watershed Plan Interactive Information System

Grantee Name: Roaring Fork Conservancy

<u>Task No.</u> ⁽¹⁾	<u>Description</u>	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽³⁾	<u>WSRF Funds</u> (Basin & Statewide combined) ⁽³⁾	<u>Total</u>
1	Creation of Roaring Fork Specific Database	June 20, 2018	July 15, 2018	\$7,500	\$7,500	\$15,000
2	Refinement of RF Watershed Health Assessment Data	June 20, 2018	July 31, 2018		\$10,000	\$10,000
3	Identification of Data Points and Sortable Metrics from RFWP Action Items	June 20, 2018	October 31, 2018		\$10,000	\$10,000
4	Stakeholder Engagement and Education	June 20, 2018	October 31, 2018		\$5,000	\$5,000
5	Review, Develop, and Publish	August 1, 2018	December 31, 2018		\$5,000	\$5,000
6	Project Management/Administration and Final Report	June 20, 2018	June 30, 2019	\$5,000	\$0	\$5,000
						\$0
						\$0
Total				\$12,500	\$37,500	\$50,000

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution

- Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.

Roaring Fork Watershed

