



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

January 10, 2018

Judy Lopez  
Colorado Open Lands  
623 4<sup>th</sup> Street, Alamosa  
CO 81101

RE: CWP GRANTS - OFFICIAL NOTICE TO PROCEED - [POGG1 PDAA 2018000] -  
[Colorado Open Lands] - *[Enhancing the Colorado Water Plan through  
Comprehensive Education and Outreach]*

Dear Judy,

This letter is to inform you that the purchase order 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 January 10, 2023. 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 Ben Wade, Project Manager at 303-866-3441 x[3238] or at [ben.wade@state.co.us](mailto:ben.wade@state.co.us). When submitting invoices and progress reports, please cc both the PM and [waterplan.grants@state.co.us](mailto:waterplan.grants@state.co.us).

Thank you.





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 201800000657		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 01/10/18						
Description: Water Plan Grant CO Open Lands Education and Outreach		<b>BILL TO</b> COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 01/10/18      Expiration Date: 01/10/23						
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
COLORADO OPEN LANDS 1546 COLE BLVD STE 200 LAKEWOOD, CO 80401		Delivery/Install Date:				
Contact: .		F.O.B:				
Phone: .		<b>VENDOR INSTRUCTIONS:</b>				
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$61,750.00	<input type="checkbox"/>
Description: Water Plan Grant CO Open Lands Education and Outreach						
Service From: 01/10/18      Service To: 01/10/23						
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$61,750.00</b>						

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit A

#### Statement Of Work

<b>Date:</b>	<b>July 25, 2017</b>
<b>Name of Applicant:</b>	<b>Colorado Open Lands</b>
<b>Name of Water Project:</b>	<b>Enhancing the Colorado Water Plan through Comprehensive Education and Outreach</b>
<b>Funding Source:</b>	<b>CWP Grant program</b>

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

The project *Enhancing the Colorado Water Plan through Comprehensive Education and Outreach* gets to the heart of the State and basin water plans by delivering comprehensive water and ag education to a variety of groups and partners. This project was developed by members of the Rio Grande Basin Roundtable Education Committee, PEPO Liaison and partners; Each of the project tasks will be directed by a lead team member and will enlist the help of Roundtable Members, Education Committee members and partners. The project oversight will be done by Rio Grande Basin Roundtable PEPO Liaison, Judy Lopez, Colorado Open Lands.

We have developed a set of education and outreach mechanisms designed for the specific target audience. Youth, Educators, Community, Ag Producer and Elected officials. By having educational and outreach programs designed for each audience we believe and studies show that we can “significantly improve the level of public awareness and engagement regarding water issues statewide by 2020”.

**Objectives:** List the objectives of the project.

Objective for the project are as follows:

- Youth Education will consist of instructional mechanisms built into existing, well attended and received programs: the Youth Conservation Camp for students 8-13 years old, State Envirothon competition and class room visits that target water and water issues using the Riparian and River Study Center and Ground Water Model and will be offered to students in the six counties in the upper Rio Grande Basin but are easily replicated for other areas in the state.
- Educator education will be offer teachers from across the state and opportunity to attend week long workshops that look intensively at water and watersheds in terms of the human role, sustainability, the role of watersheds and food and food production.
- Internship opportunities for students ages 16 - 22 years of age, who are partnered with private organizations who work in natural resources and resource management, where the earn while they learn.
- Community education and outreach will engage community members on a set of tours of projects across the basin and state that meet Colorado Water Plan outcomes. accompanied face time in workshops designed to address key water issues.
- Elected officials will have the opportunity to engage water leaders regarding key question and concerns. They will also be introduced to the collaborative community of the roundtable process and it mission to protect and sustain Colorado water resources.
- Ag Producers both farmers and ranchers, will engage in a collaborative set of tours and workshops both here in the Rio Grande and across the state. They become a part of “The

Water Story” series that will be a part of the basin website and upload to the CWCB website.

## Tasks

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

### Task 1 – Community Education Programming

Description of Task:

The funding will plan and implement:

- **Youth Conservation Camp** engages students ages 8-13 in this 3-day camp which takes place at the edge of the Rio Grande National Forest. Campers choose from 5 tracks related to water and natural resources. While in their sessions, campers engage in interactive activities led by outdoor agency professionals.
- **The SLV Envirothon Workshops** connect high school students with natural resource topics that encompass a wide range of ecosystems and encourage understanding and stewardship of these resources. These workshops will address key water subjects facilitated throughout the school year and focus on five key environmental topics including Forestry, Wildlife, Soil & Land Use, Aquatic Ecology, and current issues.).
- **Class to Field Program** provides programming aligning with Colorado state science standards, focusing on water to help teachers meet their academic outcomes for students in grades K-12. This classroom visit and field excursion program will target water and water issues using the Riparian and River Study Center and Ground Water Model and will be offered to students in the six counties in the upper Rio Grande Basin these topics will align with the State Water Plan and BIP by helping students learn about water Healthy Watershed, Healthy Community, and includes lessons on water quality and movement, groundwater and aquifers, and pollution.
- **Teacher Workshops and Intern Placement:** Educator education will be offered to teachers from across the state. This opportunity is open to K-12, environmental and water support educators. This week-long workshop looks intensively at water and watersheds in terms of the Human Role, Sustainability, Watersheds and Food Production. This Program provides teachers hands-on lessons that are classroom ready; real world resource management experience as well as three graduate credits, \$400 worth of classroom equipment and free room and board. To date there have been 265 teachers from across the state that have attended and completed the full four sessions. The workshop is open to 30 teachers from across the state with two weeks of alternating sessions in the series offered annually.
- **Internship:** The Internship opportunities will be open to up to ten students ages 16 – 22 years of age who will work within the private sector doing a variety of natural resources tasks. Partners include Colorado Open Lands, Sangre de Cristo Acequia Association, Costilla Water Conservancy, Friends of National Wildlife Refuge, Rio Grande Farm Park, Dos Hermanos Ranch, Johnson Surveying, Wildland Fire Education. A six-week commitment is required to participate and interns who complete the internship are also given an exit interview. This program will develop leadership in and exposure to the water community, building skill sets through training, providing exposure to members of the water community through meeting attendance and field work on projects.
- **Water Leaders 1.0:** The Rio Grande Basin Roundtable facilitates a highly successful Water Leaders course aimed at providing a broad overview of water-related topics for community



## Tasks

decision makers and interested community members. This course is specifically designed to provide water basics to community members and elected officials. The week-long course is presented by partners from the Conejos Water Conservancy District, SLV Water Conservancy District, Rio Grande Watershed Conservation and Education Initiative, SLV Irrigation District, The Basins CCB Representative, Rio Grande Water Conservation District, CPW, DOWR, USFWS, NPS and others. This course provides insight into the basin and state water plans and introduces attendees to water dynamics. The course will be offered on an application basis, 20 attendees will be accepted into the week-long course. Attendees will be given all course presentations and a set of CFWE Citizens guides

- **Tours and Seminars:** Tours will provide an opportunity for Roundtable members and members of the public, local elected officials and agency representatives to visit local water infrastructure, projects completed with Roundtable and CWCB funds, and other projects in areas within Colorado. This will allow tour participants to learn about the hydrology of the Basin, the communities throughout the San Luis Valley, and lessons learned from completed projects. A series of 4 tours will be offered periodically throughout the spring summer and early fall. These tours will be organized by RGBRT outreach Intern. Lunch will be provided to attendees and carpooling will be utilized to get to the site visits.

Examples of tours within the Rio Grande Basin include:

- Results of Sub-District Formation: Participants will visit farming and ranching operations in different Sub-Districts to learn how participants feel about and have been affected by the changes that have occurred as part of Sub-Districts.
  - River Diversion Structures and Habitat Restoration Projects: Participants will visit rebuilt diversion dams, new ditch head gates, river restoration sites, and habitat improvement projects.
  - Radar Installation: Participants will visit the permanent radar, once completed at the Alamosa airport.
  - Wildlife Areas and Species Recovery facilities: Participants will visit wildlife refuges and facilities, such as the John Mumma Native Aquatic Species Restoration Facility, to learn about ongoing efforts to protect fish and wildlife species and their habitat.
- **Water Leaders 2.0:** This course extends the learning time from our normal evening course to all day site visits to projects around the San Luis Valley. Course members will be required to have either taken the previous water leaders course or be a member of the Rio Grande Round Table, and the course itself will be limited to approximately 15 members. The 2.0 course will expand from the broader topics covered in the basic Water Leaders course such as water law and basic geography of the aquifers into specific areas and projects that represent those issues, such as the Closed Basin Project. The site visits will provide an opportunity for interactive, hands-on experiences as well as in depth discussions with water agency professionals. Course attendees may choose to attend one or all the proposed site visits for which we will provide transportation, food, and course materials. The 2.0 course will be a “graduate” type of experience.

### Method/Procedure:

The procedure is addressed in each sub-task, but the applicant will partner with community organizations to plan and implement a variety of events and programs that target various audiences and offer hands-on, experiential learning, as well as provide high-quality materials for participants.

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



## Tasks

We expect to see the following outcomes:

Decision-makers, citizens, students, and roundtable members will show positive pre-and post-event knowledge gain of water concepts, including water cycle, supply and demand, water users, watershed dynamics, drought, and water quality issues. They will reach a deeper understanding of water issues and interaction with those agencies and individuals who will facilitate that understanding.

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

The final report will include number of participants, cost per participant, pre-and post-event knowledge gains, and general evaluation results from all programs and events.

## 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.

**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

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 are the responsibility of the grantee and 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 B  
Budget and Schedule**

**Date: July 27, 2017**

**Name of Applicant: Colorado Open Lands on behalf of the Rio Grande Basin Roundtable Education Committee**

**Name of Water Project: Enhancing the Colorado Water Plan through Comprehensive Education and Outreach**

Task No.	Task Description	Start Date	End Date	Water Project Funding Category	Grant Funding Request	Match Funding	Total
1	Community Education Programming	1/15/2018	1/15/2022	Engagement & Innovation	\$ 61,750.00	\$ 48,500.00	\$110,250
<b>Total</b>					<b>\$61,750</b>	<b>\$48,500</b>	<b>\$110,250</b>