



STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **	
Number: POGG1 PDAA 201800000733 Date: 02/14/18 Description: Water Plan Grant Mancos Consv Dist MWOD SOLL Projects Effective Date: 02/14/18 Expiration Date: 02/14/23		The order number and line number must appear on all invoices, packing slips, cartons and correspondence	
BUYER		BILL TO	
Buyer: Email:		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203	
VENDOR		SHIP TO	
MANCOS CONSERVATION DISTRICT PO BOX 694 MANCOS, CO 81328-0694 Contact: . Phone: .		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203	
		SHIPPING INSTRUCTIONS	
		Delivery/Install Date: F.O.B: VENDOR INSTRUCTIONS:	
1		G1000	
		0	0.00
		\$81,250.00	<input type="checkbox"/>
Description: Water Plan Grant Mancos Consv Dist MWOD SOLL Projects			
Service From: 02/14/18 Service To: 02/14/23			
TERMS AND CONDITIONS			
https://www.colorado.gov/osc/purchase-order-terms-conditions			
DOCUMENT TOTAL = \$81,250.00			

Colorado Water Conservation Board

Water Plan Grant - Exhibit A

Statement Of Work

Name of Grantee:	MANCOS CONSERVATION DISTRICT
Name of Water Project:	Mancos Watershed Outreach and Data (MWOD) and School-based Outdoor Learning Labs (SOLL) Projects
Funding Source:	WPG Education and Innovation Grant – (Match: CDPHE - \$20,000; AmeriCorps - \$73,121; Applicant - \$7,250)

Water Project Overview:

The Mancos Conservation District is proposing two projects that will promote well-informed community discourse regarding balanced water solutions statewide. The first project is the Mancos Watershed Outreach and Data Project (MWOD) which addresses priorities identified in the Colorado Water Plan and Colorado's Water Values. As the plan suggests, MWOD will provide an opportunity to support water awareness education that creates a productive, vibrant economy in the Town of Mancos, viable and productive agriculture, efficient and effective water infrastructure promoting smart land use; and a strong environment that includes healthy watersheds, rivers and streams, and wildlife.

We will focus our outreach in two ways, publicly held meetings, inviting partners, stakeholders and landowners to come and voice their concerns and outreach events using our Mancos River Resiliency Assessment, currently being developed, to address existing concerns and gaps in scientific information. This outreach initiative will enlist the time of our outreach and data collection coordinator, the two MCD Conservation Technicians, our board, as well as the participant's to-date in the Mancos Valley Watershed Group's Mancos River Resilience Project.

The second project is the Mancos Conservation District's Montezuma School to Farm (MSTFP) School-based Outdoor Learning Labs (SOLL). SOLL will enhance Colorado's water education and public engagement efforts through: 1) providing standards aligned, school garden based experiential education lessons to 2300 K-8th grade Montezuma County students that focus on water conservation studies, practices and methods; 2) providing an Annual Two-Day Teacher Training Intensive to 25+ regional educators with a focus on water conservation lessons that can be taught in school garden classes across the Southwestern region. Educators will leave with access to MSTFP's K-8th grade Drought Resilient Curriculum Manuals and the tools to be able to implement them in their school districts. SOLL achieves the Colorado Water Plan's goal of enhancing Colorado's outreach, education and public engagement efforts and supporting a statewide water innovation ecosystem by engaging students and teachers at the crossroads of regenerative agriculture and water conservation. 3) Collaborate with local partners to organize a regional Ag Expo for youth with multiple learning stations over a 3 day period.

Project Objectives:

MWOD will:

1. Increase knowledge of the CWP, BIP and water issues and concerns in the Mancos Watershed through stakeholder outreach and education with our Mancos River Resilience Report.
2. Increase awareness to the agricultural community and watershed partners on past reports. Educate on scientific data, gaps and concerns that need to be addressed.
3. Increase awareness of MCD as a source of education and information for conservation, environmental concerns and best practices for a healthy watershed.

SOLL will:

1. Increase awareness of K-8th grade students of water conservation, environment, gardens, food production
2. Offer hands-on learning opportunities for regional youth at 4 Corners Ag Expo and C.A.L.F.
3. Offer new teaching materials and awareness to regional teachers using drought resilient manuals and other curriculum materials through a 2 day training.

Tasks
Task 1 – Conduct Outreach and Education Event
Description of Task:
<p>MWOD will hold publicly advertised stakeholder meetings, convene an advisory committee, hold outreach and educational events, one-on-one outreach and education from our Outreach Coordinator and our District Conservation Technicians and include the use of social media and our local newspaper to support water awareness education. MCD’s board is well educated in the subjects we are tackling, but we also partners with strategic local, state and federal agencies and experts to best inform our public about previously collected data, water issues and plans for water in the State of Colorado. MWOD targets local MCD members, the Mancos Valley Watershed Group and partners in a watershed approach to concern gathering outreach, and at increasing local support for and involvement in implementation actions to improve water quality. MCD is certain that the landowners and other stakeholders impacted by a watershed plan must be included in the process, and given the opportunity to help identify the practices for implementation. In order to involve Mancos Valley landowners and other community members in planning for the Mancos River and watershed health, MCD plans to implement an intensive outreach initiative. Attendance and participation of landowners and community members in educational efforts and actions aimed at improving watershed health and resilience can only be achieved if they are aware of the problems and if they feel included to join in efforts to address issues that they care about. We are working to find people who are passionate about specific concerns and then harness their energy and ideas to guide our actions to address those concerns.</p>
Method/Procedure:

Tasks
<p>Our Evaluation methods will be a survey questionnaire given at meetings, education events and one on one outreach and education from Conservation Technicians. 1) We will document partner, stakeholder and landowner concerns and attendance, by providing survey questionnaires to request feedback on each event from each attendee. 2) Our Conservation Technicians will continue to report monthly on their planning, implementation, education and outreach hours, number of contacts made and project accomplishments.3) Our media outreach will also have a feedback element to encourage contacting the District to let your voice be heard and a survey questionnaire will track their feedback.</p> <p>Our measure of success will be determined when we compile the information collected and compare the number of participants and population reached by the overall population targeted and prioritize concerns based on the feedback received. This will then be recorded in our 2018 Annual Plan of Work Progress report and a Summary of Concerns report.</p>
Deliverable:
<p>MWOD will</p> <ol style="list-style-type: none"> 1. Convene or attend the following public meetings: 3 public stakeholder meetings, convene 2 advisory meetings and outreach and educational events (2 field tours), social media (25 Facebook posts), as well as 1 newspaper article. 2. Invite strategic partners and experts to speak to stakeholder concerns and educational needs. 3. Distribute and provide access to the Mancos River Resilience Report and CWP, BIP and MCD educational and outreach materials. 4. Attendance at a CWCB board meeting to present these reports

Tasks
Task 2 – Collect Data and Create a Summary of Concerns Report
Description of Task:

Tasks
<p>The information we gather from stakeholders will be useful only when you put it into a format that allows us to analyze it. Looking at the information as a whole will allow us to see trends for all stakeholder groups and compare the perspectives of different groups. For example, we may learn that there are significant discrepancies between the perceptions of stakeholder groups. When compiling the information we have gathered we will use different spreadsheets for quantitative information and qualitative information. For individual respondents, we will be sure to include personal information on each, such as which education and outreach event we received their feedback from. We will use consistent language to record personal information and/or affiliations. We will use the same format or the same questions for surveys and interviews to collect consistent information from the different stakeholders, groups and events.</p>
<p>Method/Procedure:</p>
<p>The MWOD will generate information on stakeholder concerns and river health issues. These concerns will be compiled into a summary that can be the basis assessing support for implementation of remaining BMPs identified in the 2011 Mancos Watershed Plan as well as for identifying new priority actions that they can support. The summary of concerns will be stored and shared with the 2011 plan and the Mancos River Resilience Report on the Mancos Conservation District website at: http://www.sanjuanwatershed.org. A library of studies, reports, and data regarding water quality and watershed health is available.</p>
<p>Deliverable:</p>
<ol style="list-style-type: none"> 1. Catalog and create a Summary of Concerns report and electronically distribute for further outreach and Partner collaboration from information gathered with Task 1. 2. Distribute and provide access to the Mancos River Resilience Report and CWP, BIP and MCD educational and outreach materials. 3. Attendance at a CWCB board meeting to present these reports

Tasks
<p>Task 3 - Target K-8th grade students in Montezuma county to receive experiential learning of outdoor gardening, water conservation aligned with Colorado school standards</p>
<p>Description of Task:</p>

Tasks
<ul style="list-style-type: none"> - MSTFP will schedule regular classes for K-8th grades in 6 schools throughout the school year, including outdoor garden learning as well as classroom time. - Use Drought Resilient Manuals to teach youth
Method/Procedure:
<p>MSTFP will use outdoor learning garden spaces to offer experiential, hands-on learning as well as classroom based learning.</p> <p>AmeriCorps staff will interact weekly with students in class and in garden areas.</p> <p>Students will experience via hands on, taste testing, food offered in cafeterias.</p>
Deliverable:
<ul style="list-style-type: none"> - Students will increase knowledge of garden interactions between soil, plants, water, sun, insects - Students will increase their knowledge of different vegetables and fruits through taste testing and opportunities to take vegetables home or try in the cafeteria.

Tasks
Task 4 - Hold Annual Teacher Training using SOLL materials
Description of Task:

Tasks
<ul style="list-style-type: none"> - MSTFP will hold a two-day teacher training using standards-aligned materials. Teachers, approximately 25+, from the four Corners area will attend and learn about teaching materials and methods for SOLL activities.
Method/Procedure:
<p>A two-day training session will be held in July for 4 Corners regional teachers using MSTFP developed Drought Resilient Manuals and other pertinent curriculum for the region.</p>
Deliverable:
<ul style="list-style-type: none"> - 25 plus teachers/instructors will be trained on curriculum and practical methods of teaching SOLL oriented activities. - Increase the number of teachers aware and trained to teach about gardens, water conservation and healthy environments. - MSTFP will provide feedback from two day training gathered via surveys and feedback forms. - MSTFP will document increased awareness and new methods of teaching

Tasks
Task 5 - Facilitate and organize Youth component of Ag Expo/C.A.L.F.
Description of Task:

Tasks
<p>MSTFP has facilitated and organized the youth component of the 4 Corners Ag Expo the past two years. MSTFP will organize 12 learning stations for youth over 3 days. C.A.L.F. - stands for Children's Agriculture Learning Facility. Approximately 500 youth will visit C.A.L.F. over the 3 days, including student field trips from local schools.</p>
<p>Method/Procedure:</p>
<p>MSTFP will coordinate volunteers and staff to offer 12 learning stations at C.A.L.F. Experiential, hands-on learning for youth from pre-school to 12th grade will be offered focusing on water conservation, environment, soils, plants.</p>
<p>Deliverable:</p>
<ul style="list-style-type: none"> - MSTFP will document the number of youth that attend the C.A.L.F. - MSTFP will gather feedback on learning via surveys and direct contact - MSTFP will raise awareness of attending youth and families of conservation, environment, plants, soil and insects.

Budget and Schedule
<p>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 excel format.</p>

Reporting Requirements
<p>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.</p>

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 pay out the last 10% of the 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 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.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be paid out when 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 pay out the last 10% of the 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 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.



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Plan Grant - Exhibit B Budget and Schedule

Name of Applicant: Mancos Conservation District

Name of Water Project: Mancos Watershed Outreach and Data and School-based Outdoor Learning Labs

Task No.	Task Description	Start Date	End Date	Grant Funding Request	Match Funding	Total
1	Conduct Outreach and Education Events	4/1/2018	3/15/2019	20,500	22,000	\$42,500
2	Collect Data and Create a Summary of Concerns Report	4/1/18	3/15/19	\$3,750	\$5,250	\$9,000
3	Target K-8th grade students in Montezuma county to receive experiential learning of outdoor gardening, water conservation aligned with Colorado School standards	4/1/18	3/15/19	\$48,250	\$73,121	\$121,371
4	Hold Annual Teacher Training using SOLL materials	4/1/18	3/15/19	\$5,000		\$5,000
5	Facilitate and organize Youth component of Ag Expo/C.A.L.F.	4/1/18	3/15/19	\$3,750		\$3,750
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total				\$81,250	\$100,371	\$181,621



Colorado Water Conservation Board

Water Plan Grant - Detailed Budget Estimate

Fair and Reasonable Estimate

Name of Applicant:* Mancos Conservation District
Name of Water Project: Mancos Watershed Outreach and Data and School-based Outdoor Learning Labs

Task 1 - Conduct Outreach and Education Events

Sub-task	Item	Hourly Rate	# Hours	Sub-total	Item Cost	Item Quantity	Sub-total	Total	CWCB Funds	Other Matching Funds
Stakeholder Meetings										
	Staff Time	\$ 25.00	757	\$ 18,925.00			\$ -	\$ 18,925.00	\$ 10,525.00	\$ 8,400.00
	Facilitator	\$ 75.00	75	\$ 5,625.00				\$ 5,625.00	\$ 1,625.00	\$ 4,000.00
	Catering			\$ -	\$ 200.00	5.00	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
	Travel/Mileage			\$ -	\$ 0.40	1500.00	\$ 600.00	\$ 600.00		\$ 600.00
Education Events										
	Staff Time	\$ 25.00	533	\$ 13,325.00			\$ -	\$ 13,325.00	\$ 6,650.00	\$ 6,650.00
	Facilitator	\$ 75.00	31	\$ 2,325.00			\$ -	\$ 2,325.00	\$ 1,700.00	\$ 1,350.00
	Catering			\$ -	\$ 200.00	3.50	\$ 700.00	\$ 700.00		
TOTAL								\$ 42,500.00	\$ 20,500.00	\$ 22,000.00

Task 2 - Collect Data and Create a Summary of Concerns Report

Sub-task	Item	Hourly Rate	# Hours	Sub-total	Item Cost	Item Quantity	Sub-total	Total	CWCB Funds	Other Matching Funds
Catalog and Create Report										
	Staff Time	\$ 25.00	220	\$ 5,500.00			\$ -	\$ 5,500.00	\$ 3,000.00	\$ 5,000.00
Distribute Report										
	Staff Time	\$ 25.00	100	\$ 2,500.00			\$ -	\$ 2,500.00	\$ 750.00	\$ 250.00
	Travel			\$ -	\$ 1,000.00	1.00	\$ 1,000.00	\$ 1,000.00		
TOTAL								\$ 9,000.00	\$ 3,750.00	\$ 5,250.00

Task 3 - Target K-8th grade students with SOLL

Sub-task	Item	Hourly Rate	# Hours	Sub-total	Item Cost	Item Quantity	Sub-total	Total	CWCB Funds	Other Matching Funds
School-based Outdoor Learning Labs										
	Staff Time	\$ 25.00	4175	\$ 104,375.00			\$ -	\$ 104,375.00	\$ 41,254.00	\$ 63,121.00
	Mileage				\$ 0.40	17490.00	\$ 6,996.00	\$ 6,996.00	\$ 6,996.00	
	Materials				\$ 10,000.00	1.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
TOTAL								\$ 121,371.00	\$ 48,250.00	\$ 73,121.00

Task 4 - Hold Annual Teacher Training using SOLL materials

Sub-task	Item	Hourly Rate	# Hours	Sub-total	Item Cost	Item Quantity	Sub-total	Total	CWCB Funds	Other Matching Funds
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25+ teacher/instructors training on curriculum and SOLL oriented activities										
	Staff Time	\$	25.00	120	\$	3,000.00		\$	-	\$ 3,000.00 \$ 5,000.00
	Materials				\$	1,275.00	1.00	\$	1,275.00	\$ 1,275.00
	Catering				\$	725.00	1.00	\$	725.00	\$ 725.00
TOTAL									\$ 5,000.00	\$ 5,000.00 \$ -
Task 5 - Facilitate and organize Youth component of Ag Expo/C.A.L.F.										

Sub-task	Item	Hourly Rate	# Hours	Sub-total	Item Cost	Item Quantity	Sub-total	Total	CWCB Funds	Other Matching Funds
Facilitate Ag Expo/C.A.L.F.										
	Staff Time	\$	25.00	150	\$	3,750.00		\$ -	\$ 3,750.00	\$ 3,750.00
TOTAL									\$ 3,750.00	\$ 3,750.00 \$ -
TOTAL									\$ 181,621.00	\$ 81,250.00 \$ 100,371.00