

Water Supply Reserve Fund – Grant and Loan Program
Water Activity Summary Sheet
January 28, 2019
Agenda Item 8(e)

Applicant & Grantee: Colorado Watershed Assembly
Water Activity Name: Water Education Coordination
Water Activity Purpose: Education and Outreach
County: All counties in South Platte basin
Drainage Basin: South Platte
Water Source: N/A
Amount Requested: \$18,500 Metro Account
\$18,500 South Platte Account
Matching Funds: N/A: As stated in the 2016 WSRF Criteria and Guidelines: For requests that result directly from Basin Implementation Plans, and are initiated by the respective Roundtable, all funds needed to complete the proposed water activity may be provided from the WSRF.”

Staff Recommendation:

Staff recommends approval of up to \$18,500 from the Metro and up to \$18,500 from the South Platte Account for a total of \$37,000 to fund the project: Water Education Coordination.
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Water Activity Summary: WSRF grant funds, if approved, will help the South Platte Basin Roundtable and the Metro Roundtable promote the Colorado Water Plan (CWP), the South Platte Basin Implementation Plan (BIP), to achieve the goals identified in the joint Education Action Plan (EAP), and to support the efforts of the Education Committee in conjunction with the Roundtables’ Environment and Recreation Committees. The effort will increase engagement with the Basin Implementation Plan through public outreach and participation with the Agricultural Community, local Conservation and Conservancy Districts, Energy Developers as well as Municipal and Industrial water users and suppliers.

The four primary tasks of this effort include: (1) Coordination and Facilitation - working with Water Education Colorado on the Statewide Education Action Plan and the Lower South Platte Water Conservancy District to commence the South Platte Regional Water Development Concept Pre-Feasibility Study; (2) Communication - website update and maintenance, creating articles for publication and reports to Roundtables, PEPO and CWCB; (3) Outreach - providing display materials, volunteers at community events and responding to stakeholder inquiries as well as; (4) Project Management - communicating the annual plan, records maintenance, and leveraging WSRF funds for outreach.

Discussion: As described in the chair recommendation letters, this project was supported and recommended for approval on November 8, 2018 by the Metro Basin and recommended for approval on November 13, 2018 by the South Platte Basin. The Scope of Work proposed in this application acknowledges the need for professional support to accomplish a variety of tasks identified in the 2019

Education Action Plan. The Scope of Work also reflects the fact that CWCB is in the process of developing a Statewide Education Action Plan (SWEAP). We plan to maintain the energy and coordination for the Public Education, Participation, and Outreach (PEPO) Workgroup bringing the South Platte perspective to the statewide public education initiative. By funding this request the WSRF will be supporting a focused and professional effort acknowledging local interests and defining local priorities.

This effort directly assists in satisfying CWP Critical Goals and Actions as identified in *Chapter 10.3.H: Education, Outreach, and Innovation* to inform Coloradans about water issues to encourage engagement and innovation in determining Colorado's water future. To realize the goals of the SPBIP will require an increased level of cooperation among water providers, water users, legislators, and the business community.

Issues/Additional Needs: No additional needs have been identified.

Eligibility Requirements: The application meets requirements of all eligibility components.

Evaluation Criteria: Staff has determined this activity satisfies the Evaluation Criteria.

Funding Summary / Matching Funds:

<u>Funding Source</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
WSRF South Platte Account	\$18,500	n/a	\$18,500
WSRF Metro Account	\$18,500	n/a	\$18,500
Totals	\$37,000	\$0	\$37,000

CWCB Project Manager: Megan Holcomb

December 26, 2018

Megan Holcomb - WSRF Application
Colorado Water Conservation Board
1313 Sherman St., Room 721
Denver, CO 80203

Re: South Platte Basin Education Coordinator

Dear Ms. Holcomb,

The Metro Roundtable voted at its November 8, 2018 meeting, to approve a grant application for "South Platte Basin Education Coordination" proposed by the Colorado Watershed Assembly. The Roundtable unanimously approved \$18,500 from the Metro WSRF. This is a joint request with the South Platte Roundtable which also approved a request for \$18,500 at their November 13, 2018 meeting. There is no request for Statewide WSRF funding. The applicant's request for \$37,000 will be presented for consideration at the CWCB's January, 2018 board meeting.

The Roundtable underwent an evaluation and approval process, and believes this application meets the Threshold and Evaluation Criteria for the WSRF Grant Program and will assist in meeting the water supply needs identified in the basin roundtable's consumptive and/or non-consumptive needs assessments. This request specifically recognizes that familiarity with the South Platte's water issues by regulatory agencies, elected officials, the business community, and the general public will bolster Colorado's ability to maintain sustainable water supplies.

As noted in the South Platte Basin Implementation Plan, Section 4.1.3: "The South Platte Basin is home to 80% of the State's population and accounts for 80% of the State's economy and tax base. It is an area with great diversity both economically and demographically that is facing 75% of the projected statewide municipal water supply gap. **This Basin deserves and needs an intensive education, participation and outreach program designed to generate a lasting baseline of public awareness and support.**

The Scope of Work proposed in this application acknowledges the need for professional support to accomplish a variety of tasks identified in our 2019 Education Action Plan. The Scope of Work also reflects the fact that CWCB is in the process of developing a statewide Education Action Plan (SWEAP). We plan to maintain the energy and coordination for the Public Education, Participation, and Outreach (PEPO) Workgroup bringing the South Platte perspective to the statewide public education initiative. By funding this request the WSRF will be supporting a focused and professional effort acknowledging local interests and defining local priorities.

During the evaluation and approval process, there were no dissenting votes or opinions expressed and there was a quorum present.

This letter is intended to fulfill Threshold Criteria B (Part III 1.b. in the WSRF Application). The full WSRF Application will be provided separately by the applicant. Please let me know if you need any additional information. Thank you for your consideration.

Sincerely,



Barbara Biggs, Chairwoman
Metro Roundtable

December 21, 2018

Craig Godbout - WSRF Application
Colorado Water Conservation Board
1313 Sherman St., Room 721
Denver, CO 80203

Re: South Platte Basin Education Coordination

Dear Mr. Godbout,

The South Platte Roundtable voted at its November 13, 2018 meeting, to approve a grant application for "South Platte Basin Education Coordination" proposed by the Colorado Watershed Assembly. The Roundtable unanimously approved \$18,500 from the South Platte WSRF. This is a joint request with the Metro Roundtable which also approved a request for \$18,500 at their November 8, 2018 meeting. There is no request for Statewide WSRF funding. The applicant's request for \$37,000 will be presented for consideration at the CWCB's January, 2018 board meeting.

The Roundtable underwent an evaluation and approval process, and believes this application meets the Threshold and Evaluation Criteria for the WSRF Grant Program and will assist in meeting the water supply needs identified in the basin roundtable's consumptive and/or non-consumptive needs assessments. This request specifically recognizes that familiarity with the South Platte's water issues by regulatory agencies, elected officials, the business community, and the general public will bolster Colorado's ability to maintain sustainable water supplies.

As noted in the South Platte Basin Implementation Plan, Section 4.1.3: "The South Platte Basin is home to 80% of the State's population and accounts for 80% of the State's economy and tax base. It is an area with great diversity both economically and demographically that is facing 75% of the projected statewide municipal water supply gap. **This Basin deserves and needs an intensive education, participation and outreach program designed to generate a lasting baseline of public awareness and support.**

The Scope of Work proposed in this application acknowledges the need for professional support to accomplish a variety of tasks identified in our 2019 Education Action Plan. The Scope of Work also reflects the fact that CWCB is in the process of developing a statewide Education Action Plan (SWEAP). We plan to maintain the energy and coordination for the Public Education, Participation, and Outreach (PEPO) Workgroup bringing the South Platte perspective to the statewide public education initiative. By funding this request the WSRF will be supporting a focused and professional effort acknowledging local interests and defining local priorities.

During the evaluation and approval process, there were no dissenting votes or opinions expressed and there was a quorum present.

This letter is intended to fulfill Threshold Criteria B (Part III 1.b. in the WSRF Application). The full WSRF Application will be provided separately by the applicant. Please let me know if you need any additional information. Thank you for your consideration.

Sincerely,



Garret Varra, Chairman
South Platte Roundtable



Last Update: July 31, 2018

Colorado Water Conservation Board

Water Supply Reserve Fund Grant Application

Instructions

All WSRF grant applications shall conform to the current [2016 WSRF Criteria and Guidelines](#).

To receive funding from the WSRF, a proposed water activity must be approved by a Roundtable(s) **AND** the Colorado Water Conservation Board (CWCB). The process for Roundtable consideration and recommendation is outlined in the 2016 WSRF Criteria and Guidelines. The CWCB meets bimonthly according to the schedule on page 2 of this application.

If you have questions, please contact the current CWCB staff Roundtable liaison:

Arkansas

Ben Wade
ben.wade@state.co.us
303-866-3441 x3238

Gunnison | North Platte | South Platte | Yampa/White

Craig Godbout
craig.godbout@state.co.us
303-866-3441 x3210

Colorado | Metro | Rio Grande | Southwest

Megan Holcomb
megan.holcomb@state.co.us
303-866-3441 x3222

WSRF Submittal Checklist (Required)

X	I acknowledge this request was recommended for CWCB approval by the sponsoring roundtable.
X	I acknowledge I have read and understand the 2016 WSRF Criteria and Guidelines .
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract . ⁽¹⁾
Application Documents	
X	Exhibit A: Statement of Work ⁽²⁾ (<i>Word – see Template</i>)
X	Exhibit B: Budget & Schedule ⁽²⁾ (<i>Excel Spreadsheet – see Template</i>)
N/A	Letters of Matching and/or Pending 3 rd Party Commitments ⁽²⁾
N/A	Map ⁽²⁾
N/A	Photos/Drawings/Reports
X	Letters of Support
Contracting Documents ⁽³⁾	
X	Detailed/Itemized Budget ⁽³⁾ (<i>Excel Spreadsheet – see Template</i>)
X	Certificate of Insurance ⁽⁴⁾ (<i>General, Auto, & Workers' Comp.</i>)
x	Certificate of Good Standing ⁽⁴⁾
X	W-9 Form ⁽⁴⁾
N/A	Independent Contractor Form ⁽⁴⁾ (<i>If applicant is individual, not company/organization</i>)
	Electronic Funds Transfer (ETF) Form ⁽⁴⁾

(1) Click "Grant Agreements". For reference only/do not fill out or submit/required for contracting

(2) Required with application if applicable.

(3) Additional documentation providing a Detailed/Itemized Budget maybe required for contracting. Applicants are encouraged to coordinate with the CWCB Project Manager to determine specifics.

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

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Schedule		
CWCB Meeting	Application Submittal Dates	Type of Request
January	December 1	Basin Account; BIP
March	February 1	Basin/Statewide Account; BIP
May	April 1	Basin Account; BIP
July	June 1	Basin Account; BIP
September	August 1	Basin/Statewide Account; BIP
November	October 1	Basin Account/BIP

Desired Timeline	
Desired CWCB Hearing Month:	January, 2019
Desired Notice to Proceed Date:	February 1, 2019

Water Activity Summary		
Name of Applicant	Colorado Watershed Assembly	
Name of Water Activity	Water Education Coordination	
Approving Roundtable(s)	Basin Account Request(s) ⁽¹⁾	
South Platte Roundtable	\$18,500	
Metro Roundtable	\$18,500	
Basin Account Request Subtotal	\$37,000	
Statewide Account Request ⁽¹⁾	\$ 0	
Total WSRF Funds Requested (Basin & Statewide)	\$37,000	
Total Project Costs	\$37,000	

(1) Please indicate the amount recommended for approval by the Roundtable(s)

Grantee and Applicant Information



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Grantee and Applicant Information	
Name of Grantee(s)	Colorado Watershed Assembly
Mailing Address	P.O. Box 460736
FEIN	84-1600089
Grantee's Organization Contact ⁽¹⁾	Casey Davenport
Position/Title	Executive Director
Email	casey@coloradowater.org
Phone	303-345-1675
Grant Management Contact ⁽²⁾	Casey Davenport
Position/Title	Executive Director
Email	casey@coloradowater.org
Phone	303-345-1675
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	

(1) Person with signatory authority

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

Description of Grantee
Provide a brief description of the grantee's organization (100 words or less).
<p>The Colorado Watershed Assembly (CWA) is a 501 (c) 3 Not-for-Profit Colorado Corporation organized in 2001. With funding from government grants, contracts, private and foundation support CWA has provided services to local watershed groups for over 15 years ranging from planning, data collection and management, grant-writing and meeting facilitation. CWA is a partner with the Colorado Water Quality Control Commission and the Colorado Water Conservation Board in creating and administering the Healthy Rivers Fund, a state income tax checkoff program raising funds for watershed-based planning and protection. CWA has been a partner with the Colorado Water Quality Control Commission and provides watershed outreach to protect and improve water quality via a grant with the Colorado Water Quality Control Division and the United States Environmental Protection Agency. CWA maintains an informative website, publishes a bi-weekly newsletter to more than 1,000 recipients throughout the state working in water-related fields, co-hosts the Sustaining Colorado Watersheds Conference each year in collaboration with the Colorado Foundation for Water Education and the Colorado Riparian Association and hosts numerous workshops and training sessions in various locations throughout Colorado.</p> <p>CWA is recognized in the Colorado Water Plan as a statewide nonprofit organization with expertise in collaboration and engaging diverse stakeholders to promote informed discussion related to water supply planning and protection.</p>

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Type of Eligible Entity (check one)	
	Public (Government): municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises
	Private Incorporated: mutual ditch companies, homeowners associations, corporations
	Private Individuals, Partnerships, and Sole Proprietors: are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
x	Non-governmental organizations: broadly, any organization that is not part of the government
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes

Type of Water Activity (check one)	
	Study
x	Implementation

Category of Water Activity (check all that apply)		
	Nonconsumptive (Environmental)	
	Nonconsumptive (Recreational)	
	Agricultural	
	Municipal/Industrial	
	Needs Assessment	
x	Education & Outreach	
	Other	Explain:

Location of Water Activity	
Please provide the general county and coordinates of the proposed activity below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Counties	
Latitude	
Longitude	

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Water Activity Overview

Please provide a summary of the proposed water activity (200 words or less). Include a description of the activity and what the WSRF funding will be used for specifically (e.g. studies, permitting, construction). Provide a description of the water supply source to be utilized or the water body affected by the activity. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, area of habitat improvements. If this project addresses multiple purposes or spans multiple basins, please explain. The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, and Schedule.

Funds requested will be used by the South Platte Basin Roundtable and the Metro Roundtable to promote the Colorado Water Plan (CWP), the South Platte Basin Implementation Plan (BIP), to achieve the goals identified in the joint Education Action Plan (EAP), and to support the efforts of the Education Committee in conjunction with the Roundtables' Environment and Recreation Committees. We will also increase engagement with the Basin Implementation Plan through public outreach and work to increase public participation from the Agricultural Community, local Conservation and Conservancy Districts, Energy Developers as well as Municipal and Industrial water users and suppliers.

We have identified four tasks which are described fully in the Metro/South Platte Basin Roundtable PEPO Budget 2019: **Coordination and Facilitation** - working with Water Education Colorado on the Statewide Education Action Plan and the Lower South Platte Water Conservancy District to commence the South Platte Regional Water Development Concept Pre-Feasibility Study, **Communication** - website update and maintenance, creating articles for publication and reports to Roundtables, PEPO and CWCB, **Outreach** - providing display materials, volunteers at community events and responding to stakeholder inquiries as well as **Project Management** - communicating the annual plan, records maintenance, and leveraging WSRF funds for outreach.

Measurable Results

To catalog measurable results achieved with WSRF funds please provide any of the following values.

	New Storage Created (acre-feet)
	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive
	Existing Storage Preserved or Enhanced (acre-feet)
	Length of Stream Restored or Protected (linear feet)
	Efficiency Savings (indicate acre-feet/year OR dollars/year)
	Area of Restored or Preserved Habitat (acres)
	Length of Pipe/Canal Built or Improved

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Measurable Results		
x	Other	We have created a calendar of opportunities to reach an estimated 80,000 people in 2019 using a variety of existing resources.

Water Activity Justification
<p>Provide a description of how this water activity supports the goals of Colorado's Water Plan, the most recent Statewide Water Supply Initiative, and the respective Roundtable Basin Implementation Plan and Education Action Plan ⁽¹⁾. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).</p> <p>For applications that include a request for funds from the Statewide Account, the proposed water activity shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan criteria for state support (CWP, Section 9.4, pp. 9-43 to 9-44;) (Also listed pp. 4-5 in 2016 WSRF Criteria and Guidelines).</p>

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Water Activity Justification

CWA is recognized in Section 9 of the Colorado Water Plan as a statewide nonprofit organization with expertise in collaboration and engaging diverse stakeholders to promote informed discussion related to water supply planning. This request is for funds that will be used to conduct targeted Basin Implementation Plan (BIP) outreach and internal Roundtable coordination, general Colorado Water Plan (CWP) outreach, and will provide mechanisms to gauge public knowledge of the BIP and CWP. Activities will be guided by our combined SPRT/MRT Education Action Plan (EAP).

With guidance from the Strategic Communications Plan, referenced in Section 4.1.3 of the CWP, CWA will communicate projects and information about the South Platte Watershed, CWP, and BIP to key stakeholders using the appropriate communication tools (social, one-on-one, press, southplattebasin.com, email) for each target audience.

By engaging specific expertise of CWA staff and professional contractors we will provide leadership and facilitation for internal and external education that directly supports the overall objectives described in the EAP, BIP and CWP. CWA helped to create the PUBLIC OPINIONS ON WATER QUALITY ISSUES, Corona Insights, 2015 and has significant experience using a watershed approach to communicate water quality issues and the relationship between water quality and supply. The CWP notes the importance of this approach in Section 9.

The South Platte basin is home to nearly 3.5 million residents. This number is rapidly increasing expected to reach 6 million by 2050. We are home to Colorado State University, University of Colorado, Metropolitan State University, Colorado School of Mines, Colorado College and the Colorado Community College system. Numerous cultural and non-governmental organizations including nature, history and science museums, art and culture venues, professional associations and recreational resources provide opportunities to reach thousands of interested citizens. Northern Water, Denver Water, Aurora Water and other local municipal water providers have newsletter and outreach programs to publish press releases and articles created to inform Coloradoans and visitors. As noted in Section 9 of the CWP, leveraging existing education and outreach efforts and materials is crucial to providing a consistent message and is the wise investment. The South Platte and Metro Roundtables recognize the importance of leveraging resources and has worked efficiently with CWA which has a history of effective networking and facilitation.

CWA will provide regular progress reports to the South Platte Basin Roundtable and the Metro Roundtable, establish sound working relationships and cooperative arrangements with watershed stakeholders and enhance collaboration among those with goals that align with those from the CWP and BIP, represent the SPRT and MRT at community events, compile and create outreach materials that can be used in future education and outreach efforts by the SPBRT and MRT members, and respond to stakeholder inquiries.

Funds will also be used to support the upkeep and maintenance of the S. Platte Basin web page: www.southplattebasin.com, to provide necessary materials and supplies to accomplish the objectives noted above and to provide communications and travel reimbursement to a professional contractor. The website can be a tool to establish metrics to evaluate the success and effectiveness of statewide and basin-level communication and will serve as an archive for important stories and reports. (CWP Section 9)

Recognizing that there is always competition for funds for worthy causes, this request is made with the understanding that CWA will also endeavor to identify opportunities, through additional grants or other funding, to leverage the WSRF grant for this position and to research and apply for additional funding to advance the SPBRT and MRT priorities identified in the EAP, BIP and CWP.

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(1) Access Basin Implementation Plans or Education Action Plans from Basin drop down menu.

Matching Requirements: Basin Account Requests	
Basin (only) Account grant requests require a 25% match (cash and/or in-kind) from the Applicant or 3 rd party and shall be accompanied by a letter of commitment as described in the 2016 WSRF Criteria and Guidelines (submitted on the contributing entity's letterhead). Attach additional sheet if necessary.	
Contributing Entity	Amount and Form of Match (note cash or in-kind)
N/A	N/A
Total Match	\$
If you requested a Waiver to the Basin Account matching requirements, indicate the percentage you wish waived.	

Matching Requirements: Statewide Account Requests	
Statewide Account grant requests require a 50% match as described in the 2016 WSRF Criteria and Guidelines. A minimum of 10% match shall be from Basin Account funds (cash only). A minimum of 10% match shall be provided by the applicant or 3 rd party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3 rd party) and shall be accompanied by a letter of commitment . Attach additional sheet if necessary.	
Contributing Entity	Amount and Form of Match (note cash or in-kind):
Total Match	\$
If you requested a Waiver to the Statewide Account matching, indicate % you wish waived. (Max 50% reduction of requirement).	

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Related Studies

Please provide a list of any related studies, including if the water activity is complimentary to or assists in the implementation of other CWCB programs.

Nonpoint Source Survey 2007 (Copy available upon request)

Colorado Water Education Task Force, 2008 (Copy available upon request)

Basin Roundtable Education Survey Report 2010 (Copy available upon request)

Xcelente Research Report for Denver Water – A Survey of Denver Latinos and African Americans, 2010 (available)

Colorado's Water Future: *A Communications Roadmap for Enhancing the Value of Water*, 2011 (available upon request)

Urban Waters Focus Group, 2013 (Powerpoint available upon request)

Follow-up to Nonpoint Source Survey 2015 (Copy available upon request)

Previous CWCB Grants

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order

Colorado Watershed Assembly, Water Education Coordinator, South Platte and Metro RTs, 09/2017, POGG1 201800000202

Colorado Watershed Assembly, Emergency Watershed Protection, CWCB, Board Meeting: N/A, POGG1 201800000787

Colorado Watershed Assembly, Public Outreach Public Participation, CWCB, Board Meeting: N/A, POGG1 201800000841

Colorado Watershed Assembly, Healthy Rivers Fund, CWCB, Board Meeting: N/A, POGG1 201800000496

Tax Payer Bill of Rights

The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

N/A

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<u>Colorado Water Conservation Board</u>	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	January 7, 2019
Water Activity Name:	South Platte and Metro Roundtable Education Coordination
Grant Recipient:	Colorado Watershed Assembly
Funding Source:	South Platte Roundtable - \$18,500; Metro Roundtable - \$18,500
<p>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> <p>Funds requested will be used by the South Platte Basin Roundtable and the Metro Roundtable to promote the Colorado Water Plan (CWP), the South Platte Basin Implementation Plan (BIP), to achieve the goals identified in the joint Education Action Plan (EAP), and to support the efforts of the Education Committee in conjunction with the Roundtables' Environment and Recreation Committees. We will also increase engagement with the Basin Implementation Plan through public outreach and work to increase public participation from the Agricultural Community, local Conservation and Conservancy Districts, Energy Developers as well as Municipal and Industrial water users and suppliers.</p>	
<p>Objectives: (List the objectives of the project)</p> <p>Implementation of the EAP relies on identifying a clear message. Meetings held over the past three years have led to agreement on the message that, in order to address the current and future water supply needs in the South Platte Basin, four key elements of the Basin Implementation Plan (BIP) need to be advanced:</p> <ol style="list-style-type: none"> 1) a high success rate of currently planned identified projects and processes (IPPs) in the basin, 2) the ongoing leadership and advancement of conservation and reuse to efficiently use current and future water supplies in the basin, 3) the development of Alternative Transfer Methods (ATMs) as an alternative to the permanent purchase and dry up of irrigated agriculture in the basin, and 4) the continued investigation, preservation and development of new Colorado River Basin supplies. <p>Programs will be created to promote those four key elements and will be monitored</p>	

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to assess their performance.

Key metrics will include attendance and participation at events, meetings and field trips. We will also enhance our website analytics to determine the volume, duration and areas of interest of visitors to www.southplattebasin.com.

Two significant developments in 2018 will affect the South Platte and Metro Roundtables EAP for the next 12 - 18 months.

First, the Colorado Water Conservation Board (CWCB) has engaged Water Education Colorado (WECO) to develop a Statewide Education Action Plan (SWEAP). Our Education Committee will work closely with WECO on the SWEAP process to develop consistent and locally relevant messaging reflecting the diversity of interests in the northern front range and northeastern Colorado.

Second, the Roundtables are about to begin work with the Lower South Platte Water Conservancy District (LSPWCD) to commence the South Platte Regional Water Development Concept Pre-Feasibility Study. This effort will include significant outreach which includes "...development of an Education Action Plan to guide efforts to engage stakeholders from throughout the Basin and solicit their ideas and perspectives. Development of the Plan will entail coordination with...the Task Force, the Roundtables (including, especially, PEPO representatives)..."¹ Our Education Committee will work closely with LSPWCD Task Force and contractor to leverage outreach and education efforts and resources, such as www.southplattebasin.com, to "...promote well-informed community discourse and decision making regarding balanced water solutions."¹

¹ South Platte Regional Water Development Concept Pre-Feasibility Study, Section 1)h.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 1 - Coordination and Facilitation</u>
Description of Task:
Work with Water Education Colorado on the Statewide Education Action Plan and the Lower South Platte Water Conservancy District to commence the South Platte Regional Water Development Concept Pre-Feasibility Study.
Method/Procedure:



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Tasks
Compile message and check in with Roundtable membership regularly to confirm clear, consistent understanding of message. (See message as stated in the 2019/2020 EAP)
Develop calendar of events and volunteer recruitment needs. Update calendar as opportunities become available.
As requested, participate in meetings and planning process to develop consistent and locally relevant messaging reflecting the diversity of interests in the northern front range and northeastern Colorado.
As requested, share resources such as website access, stakeholder lists and contact information; participate in meetings and planning process to provide context and leverage stakeholder engagement efforts.
Using metrics described in the EAP, provide evaluations and updates on participation in program activities.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Provide monthly progress reports to the SPRT membership and the Executive Committee by attending monthly meetings and preparing written reports
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Metro and South Platte Basin Roundtable calendar of outreach and public participation events.
Submit required reports.

Tasks
Provide a detailed description of each task using the following format:
Task 2 - Communication
Description of Task:
Website update and maintenance, creating articles for publication and reports to Roundtables, PEPO and CWCB.
Provide 12 written stories and announcements specific to work of the Metro and South Platte Basin Roundtables.
Method/Procedure:
Engage professional services in consultation with Roundtable Executive Committees and the Education Committee



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Tasks
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Electronic and written communication to advance the South Platte Basin Implementation Plan
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Submit required reports.

Tasks
Provide a detailed description of each task using the following format:
Task 3 - Outreach
Description of Task:
Provide display materials, volunteers at community events and respond to stakeholder inquiries.
Method/Procedure:
Create displays and develop handouts for use at a variety of public events - approximately 8 full day events utilizing volunteers where possible.
Develop Orientation Package for new RT members, including WeCO Series, By-laws, CWP, BIP, other relevant educational/organizational materials.
Develop and maintain list of organizations and individuals who have requested information, maintain e-mail contact list for e-blasts and other electronic communications.
Develop budget, tasks and time line for series of short videos for www.southplattebasin.com and broader distribution.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Displays and handouts approved by Roundtable members.
Member packet for Roundtable members.
Contact List
Budget and action plan for videos in order to pursue additional funding as appropriate.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Submit required reports.
Tasks
Provide a detailed description of each task using the following format:



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Tasks
Task 4 - Project Management
Description of Task: Communicate the annual plan, maintain records, and leverage WSRF funds for outreach.
Method/Procedure: Develop annual plan, time line and format for activities, ensure reporting requirements are met, maintain related financial records, collect sponsorships, fees and pay invoices, coordinate and manage all related activities as needed.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
 Annual Work Plan, Metro and South Platte PEPO Calendar as well as accurate and timely payment of sub-contractors and invoicing.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
 Submit required reports.

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

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 Water Conservation Board
Water Supply Reserve Fund
EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs
Date: January 7, 2019
Water Activity Name: Metro and South Platte Roundtable Education Coordination
Grantee Name: Colorado Watershed Assembly

<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 (Basin & Statewide combined)</u> ⁽³⁾	<u>Total</u>
1-A	Compile message and check in with Roundtable membership regularly to confirm clear, consistent understanding of message. (See message as stated in the 2019/2020 EAP) Provide monthly progress reports to the SPRT membership and the Executive Committee by attending monthly meetings and preparing written reports - approximately 15 hrs./month and mileage to Roundtable meetings.	3/15/2019	12/31/2019		\$ 7,280	\$7,280
1-B	Develop calendar of events and volunteer recruitment needs. Update calendar as opportunities become available - approximately 3 hrs./month and mileage to partner meetings	3/15/2019	12/31/2019		All PEPO	\$0
1-C	As requested, participate in meetings and planning process to develop consistent and locally relevant messaging reflecting the diversity of interests in the northern front range and northeastern Colorado - approximately 6 meetings both in-person and remote.	3/15/2019	12/31/2019		\$ 545	\$545
1-D	As requested, share resources such as website access, stakeholder lists and contact information; participate in meetings and planning process to provide context and leverage stakeholder engagement efforts - approximately 6 meetings both in-person and remote.	3/15/2019	12/31/2019		\$ 880	\$880
1-E	Using metrics described in the EAP, provide evaluations and updates on participation in program activities	3/15/2019	12/31/2019		\$ 600	\$600
2-A	Website evaluation, concept meetings, website architecture restructuring, text and map edits - approximately 120 hours at professional rates	3/15/2019	12/31/2019		\$ 7,500	\$7,500
2-B	Provide 12 written stories and announcements specific to work of the Metro and South Platte Basin Roundtables - approximately 3 hrs./story	3/15/2019	12/31/2019		\$ 2,000	\$2,000
2-C	PEPO Only	3/15/2019	12/31/2019		\$ -	\$0
3-A	Create displays and develop handouts for use at a variety of public events - approximately 8 full day events utilizing volunteers where possible - approximately 16 hrs./event.	3/15/2019	12/31/2019		\$ 6,500	\$6,500
3-B	Develop Orientation Package for new RT members, including WeCO Series, By-laws, CWP, BIP, other relevant educational/organizational materials - approximately 30 hrs. total	3/15/2019	12/31/2019		\$ 1,250	\$1,250
3-C	Develop and maintain list of organizations and individuals who have requested information, maintain e-mail contact list for e-blasts and other electronic communications - approximately 2 hrs./mo.	3/15/2019	12/31/2019		\$ 760	\$760
3-D	Develop budget, tasks and time line for series of short videos for www.southplattebasin.com and broader distribution - approximately 40 hrs. with assistance from CWCB and other Roundtables	3/15/2019	12/31/2019		\$ 1,600	\$1,600
4	Develop annual plan, time line and format for activities, ensure reporting requirements are met, maintain related financial records, collect sponsorships, fees and pay invoices, coordinate and manage all related activities as needed - approximately 8 hrs./mo. and leverage WSRF grant for outreach, apply for additional grants and sponsorships that advance Roundtable priorities identified in the BIP and CWP.	3/15/2019	12/31/2019		\$8,085	\$8,085
Total				\$0	\$37,000	\$37,000

(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.

• Additional documentation providing a Detailed/Itemized Budget may be required for contracting. Applicants are encouraged to coordinate with the CWCB Project Manager to determine specifics.

• 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