



Last Updated: November 2018

Colorado Water Conservation Board

Water Plan Grant Application

Instructions

To receive funding for a Water Plan Grant, applicant must demonstrate how the project, activity, or process (collectively referred to as “project”) funded by the CWCB will help meet the measurable objectives and critical actions in the Water Plan. Grant guidelines are available on the CWCB website.

If you have questions, please contact CWCB at (303) 866-3441 or email the following staff to assist you with applications in the following areas:

Water Storage Projects	Anna.Mauss@state.co.us
Conservation, Land Use Planning	Kevin.Reidy@state.co.us
Engagement & Innovation Activities	Ben.Wade@state.co.us
Agricultural Projects	Alexander.Funk@state.co.us
Environmental & Recreation Projects	Chris.Sturm@state.co.us

FINAL SUBMISSION: Submit all application materials in one email to waterplan.grants@state.co.us in the original file formats [Application (word); Statement of Work (word); Budget/Schedule (excel)]. Please do not combine documents. In the subject line, please include the funding category and name of the project.

Water Project Summary

Name of Applicant	Ditch and Reservoir Company Alliance (DARCA)	
Name of Water Project	Innovative Water Education Workshops	
CWP Grant Request Amount		\$ 10,200
Other Funding Sources <u>DARCA</u>		\$10,638.69
Other Funding Sources _____		\$
Other Funding Sources _____		\$
Applicant Funding Contribution		\$
Total Project Cost		\$20,838.69



Last Updated: November 2018

Applicant & Grantee Information	
Name of Grantee(s)	Ditch and Reservoir Company Alliance (DARCA)
Mailing Address	PO Box 119 Longmont, CO 80502-0119
FEIN	20011157089
Organization Contact	Mannie Colon
Position/Title	Board President
Email	m.colon@colonorchards.com
Phone	719-240-6359
Grant Management Contact	Amber Weber
Position/Title	Owner of Arkansas Valley Writing and Planning Services, LLC
Email	arkvalleywps@gmail.com
Phone	719-688-9941
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	
Description of Grantee/Applicant	
Provide a brief description of the grantee's organization (100 words or less).	
<p>The Ditch and Reservoir Company Alliance was founded in 2001 as a non-profit company with the intent to be the “definitive resource for networking, information exchange, and advocacy among ditch and reservoir companies, irrigation districts, laterals, and private ditches.” DARCA is governed by a board of directors spanning the state of Colorado with representation from each part of the state. DARCA’s goal has always been to educate its members and has held an annual conference since its conception to exemplify its mission.</p>	



Last Updated: November 2018

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: Private parties may be eligible for funding.
X	Non-governmental organizations (NGO): Organization that is not part of the government and is non-profit in nature.
	Covered Entity: As defined in Section 37-60-126 Colorado Revised Statutes .

Type of Water Project (check all that apply)	
	Study
	Construction
X	Identified Projects and Processes (IPP)
	Other

Category of Water Project (check the primary category that applies and include relevant tasks)	
	Water Storage - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity and Multi-beneficial projects and those projects identified in basin implementation plans to address the water supply and demand gap.. <i>Applicable Exhibit A Task(s):</i>
	Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, and drought planning. <i>Applicable Exhibit A Task(s):</i>
X	Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website. <i>Applicable Exhibit A Task(s):</i>
	Agricultural - Projects that provide technical assistance and improve agricultural efficiency. <i>Applicable Exhibit A Task(s):</i>
	Environmental & Recreation - Projects that promote watershed health, environmental health, and recreation. <i>Applicable Exhibit A Task(s):</i>
	Other Explain:



Last Updated: November 2018

Location of Water Project	
Please provide the general county and coordinates of the proposed project below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Countries	Fremont, Prowers, and Alamosa
Latitude	38.5307° N
Longitude	105.5005° W

Water Project Overview
<p>Please provide a summary of the proposed water project (200 words or less). Include a description of the project and what the CWP Grant funding will be used for specifically (e.g., studies, permitting process, construction). Provide a description of the water supply source to be utilized or the water body affected by the project, where applicable. 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, and area of habitat improvements, where applicable. If this project addresses multiple purposes or spans multiple basins, please explain.</p> <p>The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, Other Funding Sources/Amounts and Schedule.</p>
<p>Typically, DARCA holds an annual conference, but changing needs by the membership has caused attendance of a traveling conference to vary. The Board of Directors feels it is necessary to broaden the educational efforts of the organization in order to truly meet its mission and the growing needs of its members. The Ditch and Reservoir Company Alliance will hold a series of workshops, tours, and demonstrations focused on specific issues that will benefit the ditch and reservoir companies in order to increase attendance as well as educational efforts to support DARCA's mission to be the "definitive source of information". The topics will cover things like Sustaining Agriculture, Advancing the Colorado Water Plan, Educating the Next Generation of Users, and Watershed Health. These topics are the elements that will keep DARCA and its members fully informed and moving in a positive direction. The workshops will be held in Prowers, Fremont, and Alamosa counties to get a wide range of participants and topics covered. If these three workshops are successful, DARCA will implement a variety of other workshops across the state.</p>



Last Updated: November 2018

Measurable Results	
To catalog measurable results achieved with the CWP Grant funds, please provide any of the following values as applicable:	
	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)
	Quantity of Water Shared through Alternative Transfer Mechanisms
	Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning
~100	Number of Coloradans Impacted by Engagement Activity
	Other Explain:

Water Project Justification
<p>Provide a description of how this water project supports the goals of Colorado's Water Plan, the most recent Statewide Water Supply Initiative, and the applicable Roundtable Basin Implementation Plan and Education Action Plan. 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>The proposed water project shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan Framework for State of Colorado Support for a Water Project (CWP, Section 9.4, pp. 9-43 to 9-44;)</p>
<p>Tier 1: Promoting Collaboration/Cooperation and Meeting Water Management Goals and Identified Water Needs</p> <ol style="list-style-type: none"> a. This proposal supports education and outreach around key projects and programs that will support action on proposed projects and goals identified in the ArkBIP including storage, agriculture, municipal, and environment/recreation uses. The general goals and objectives are to promote education to action on multiple needs and issues and support collaboration and cooperation between all water users. The programs proposed will necessitate collaboration across multiple interests and bridge the gap between diverse interest groups within the Basin. Each project/program is geared to provide education to action on multiple water interests and provide outreach to a vast audience through multiple outreach mechanisms. The workshops, demonstrations, and tours will focus on issues and concerns identified in the ArkBIP and Rio Grande BIP. b. The number and types of entities represented in the application and the degree to which the activity will promote cooperation and collaboration among traditional consumptive water interests and/or non-consumptive interests, and if applicable, the degree to which the water activity is effective in addressing intrabasin or interbasin needs or issues. To be successful, each of the programs proposed in this grant requires effective collaboration and partnership between multiple water entities. The partnership between the conservation districts, ditch and reservoir companies, two roundtables' PEPO Coordinators (Arkansas and Rio Grande basins), and DARCA will be utilized and made stronger.



Last Updated: November 2018

- c. The water activity helps implement projects and processes identified as helping meet Colorado's future water needs, and/or addresses the gap areas between available water supply and future need as identified in SWSI or a roundtable's basin-wide water needs assessment. Sustaining agriculture, advancing the Colorado Water Plan, education of future generations, and watershed health all pertain to the goals of both basins' BIP as well as the PEPO's Education to Action plans and the Colorado Water Plan which is directly linked to the Statewide Water Education Action Plan and State Water Supply Initiative. The Education to Action program is designed to promote action through education to help meet future water needs. The purpose of this program is to provide outreach for projects and processes identified in the Arkansas and Rio Grande BIPs and support their efforts by supplying education and outreach for the implementation of their projects.

Tier 2: Facilitating Water Activity Implementation

- a. A series of workshops/demonstrations/tours have not been developed that focus solely on the importance sustaining agriculture, educating our future water users, advancement of the Water Plan, watershed health, etc. that is readily available specifically to ditch and reservoir companies. The audience for these workshops/demonstrations/tours is vastly different from the general public in each basin and therefore need a different approach and delivery method. With this funding and the Ditch and Reservoir Company background, these workshops/demonstrations/tours will be a success. Such workshops will receive both funding for completion and a chance to promote it successfully. This type of education medium is highly successful and is the preferred method for ditch and reservoir members. Without such funding the project will take much longer to implement. Education to Action Programs have been tested in the Lower Arkansas Basin with success. With this important grant funding, we will advance a similar model to solicit support and interest from government and non-government key stakeholders for implementation of important Arkansas and Rio Grande basin BIP projects.
- b. The amount of matching funds provided by the applicant via direct contributions, demonstrable in-kind contributions, and/or other sources demonstrates a significant & appropriate commitment to the project. The Ditch and Reservoir Company Alliance and PEPO partners are committed to the success of these projects/programs.

Tier 3: The Water Activity Addresses Other Issues of Statewide Value and Maximizes Benefits

- a. The water activity helps sustain agriculture & open space, or meets environmental or recreational needs. All programs and activities are designed to provide education and outreach on the identified goals in the Arkansas and Rio Grande BIPs. These goals include agriculture, environmental, and recreational needs. The workshops/demonstrations/tours will provide a medium that will discuss concerns and issues associated with agriculture, open space, and environment/recreation. The Education to Action Program will highlight projects that have a multipurpose approach and are striving to find water solutions that meet the needs of all water interests.
- b. The water activity assists in the administration of compact-entitled waters or addresses problems related to compact entitled waters and compact compliance and the degree to which the activity promotes maximum utilization of state waters. These projects/programs have the ability to provide education to the general public on compact-entitled waters.
- c. The Education to Action program will leverage the experience of many different interest groups to provide education and outreach on such topics.
- d. The water activity provides a high level of benefit to Colorado in relationship to the amount of funds requested.

Education and outreach is key to moving forward and understanding the importance of water resources. We hope that through these programs we will engage a targeted audience and provide education to action on projects throughout the Arkansas and Rio Grande Basins. Successful implementation of these projects could be transferable throughout the state and provide leadership on the successful implementation of such programs.

Related Studies

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



Last Updated: November 2018

These workshops are similar to breakout sessions performed at the Ditch and Reservoir Company Alliance conference, The Arkansas Basin Water Forum, and Colorado Water Congress. Spreading the message that these conferences contain to local ditch and reservoir companies and its members is DARCA's mission and workshops that support the larger functions are a great way to get this targeted audience involved.

Previous CWCB Grants, Loans or Other Funding

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; 6) Percentage of other CWCB funding for your overall project.

None.

Taxpayer Bill of Rights

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

Not applicable.



Last Updated: November 2018

Submittal Checklist	
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract .
Exhibit A	
X	Statement of Work ⁽¹⁾
X	Budget & Schedule ⁽¹⁾
	Engineer's statement of probable cost (projects over \$100,000)
X	Letters of Matching and/or Pending 3 rd Party Commitments ⁽¹⁾
Exhibit C	
	Map (if applicable) ⁽¹⁾
	Photos/Drawings/Reports
	Letters of Support (Optional)
	Certificate of Insurance (General, Auto, & Workers' Comp.) ⁽²⁾
	Certificate of Good Standing with Colorado Secretary of State ⁽²⁾
	W-9 ⁽²⁾
	Independent Contractor Form ⁽²⁾ (If applicant is individual, not company/organization)
Engagement & Innovation Grant Applicants ONLY	
	Engagement & Innovation Supplemental Application ⁽¹⁾

(1) Required with application.

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

Last Updated: November 2018

ENGAGEMENT & INNOVATION GRANT FUND SUPPLEMENTAL APPLICATION

Introduction & Purpose

Colorado’s Water Plan calls for an outreach, education, public engagement, and innovation grant fund in Chapter 9.5.

The overall goal of the Engagement & Innovation Grant Fund is to enhance Colorado’s water communication, outreach, education, and public engagement efforts; advance Colorado’s water supply planning process; and support a statewide water innovation ecosystem.

The grant fund aims to engage the public to promote well-informed community discourse regarding balanced water solutions statewide. The grant fund aims to support water innovation in Colorado. The grant fund prioritizes measuring and evaluating the success of programs, projects, and initiatives. The grant fund prioritizes efforts designed using research, data, and best practices. The grant fund prioritizes a commitment to collaboration and community engagement. The grant fund will support local and statewide efforts.

The grant fund is divided into two tracks: engagement and innovation. The Engagement Track supports education, outreach, communication, and public participation efforts related to water. The Innovation Track supports efforts that advance the water innovation ecosystem in Colorado.

Application Questions

*The grant fund request is referred to as “project” in this application.

Overview (answer for both tracks)

In a few sentences, what is the overall goal of this project? How does it achieve the stated purpose of this grant fund (above)?

The goal of this project is to engage a targeted audience (ditch and reservoir companies and their respective members) in education and outreach opportunities that they may not otherwise have the opportunity to get at a larger and longer conference. The topics of the workshops/demonstrations/tours include Sustaining Agriculture, Advancing the Colorado Water Plan, Education and Outreach to the Next Generation of Water users, and Watershed Health which contributes directly to promoting “well-informed community discourse regarding balanced water solutions statewide”. These workshops and demonstrations will happen in communities that are impacted by the topics and having a smaller setting will allow the attendees to participate in discussions and activities that will contribute to the success of the programs. Collaboration and community engagement will be an integral piece to the planning and implementation of the program as partnership is an important value to DARCA.

Who is/are the target audience(s)? How will you reach them? How will you involve the community?

The targeted audience is ditch and reservoir companies and their respective members. Reaching these members will take personal communication through visits, calls, and emails to inform the members of the program and to get them involved. Through the help of established networks, this communication can be carried out locally in each county and basin. Not only will the roundtables and PEPO coordinators be involved, but DARCA will utilize local newspapers, radio, restaurants, venues, etc. will be utilized to perform this program and bring it to the ditch and reservoir companies of the respective basins.



Last Updated: November 2018

Overview (answer for both tracks)
Describe how the project is collaborative or engages a diverse group of stakeholders. Who are the partners in the project? Do you have other funding partners or sources?
Collaboration is an importance piece of the planning and implementation of the workshops/demonstrations/tours. Public Education, Participation, and Outreach Coordinators for the Arkansas and Rio Grande basins will be a valuable resource in planning and spreading the word as well as roundtable members. PEPO Coordinators along with DARCA board members will be in contact through the entire process in order to utilize local resources and engage stakeholders. DARCA and PEPO of each basin are partners, but DARCA is the only match.
Describe how you plan to measure and evaluate the success and impact of the project?
Success will mean that at least 35 attendees will be present at each workshop/tour/demonstration for a total of three programs and 105 total attendees. If there are more attendees, it will be a greater success. Another data point will be feedback in the form of surveys and oral feedback to presenters, organizers, DARCA board members, etc. A survey will be given at the end of each workshop to verify the success of the program.
What research, evidence, and data support your project?
Through the years of DARCA, it is evident that an annual conference is harder to attend for ditch and reservoir companies and their members. The audience we are targeting for our workshops are typically those in the agricultural community that has a hard time leaving their operations to go to a large conference. We have noticed that the majority of the attendees of the conference are not our targeted audience, but engineers, lawyers, and conservation districts. Of those registered for the 2019 DARCA conference, only 19.5% are a ditch/reservoir company member. The workshops/demonstrations/tours will allow DARCA to meet the audience where they are to deliver the content in a meaningful and efficient manner.
Describe potential short- and long-term challenges with this project.
A potential challenge short-term is gaining traction for attendance. There are many events held for many organizations. Proving that we are the “definitive source for information” will be key in gaining attendance for our workshops. Combining workshops with demonstrations and hands-on experiences will be a key component that will gain attendance as well. A short and long-term challenge is getting youth involved so that we can educate future generations of ditch and reservoir company members so that we have an educated group of youth lead.

Please fill out the applicable questions for either the Engagement Track or Innovation Track, unless your project contains elements in both tracks. If a question does not relate to your project, just leave it blank. Please answer each question that relates to your project. Please reference the relevant documents and use chapters and page numbers (Colorado’s Water Plan, Basin Implementation Plan, PEPO Education Action Plan, etc.).



Last Updated: November 2018

--

Engagement Track

Describe how the project achieves the education, outreach, and public engagement measurable objective set forth in Colorado’s Water Plan to “significantly improve the level of public awareness and engagement regarding water issues statewide by 2020, as determined by water awareness surveys.”
--

With the topics DARCA has chosen, Sustaining Agriculture, Educating our Future Water Users, Watershed Health, and Advancing the Colorado Water Plan, we will both reach and engage our targeted audience while encouraging engagement and leadership in water decisions and groups. These workshops, by coming to the specific basins and audience members, will greatly improve the education level of those in attendance. This group of people generally does not attend larger conferences where the information is readily available. These workshops will bring the content to the ditch and reservoir companies that will allow the members to become more aware of the topics presented.
--

Describe how the project achieves the other measurable objectives and critical goals and actions laid out in Colorado’s Water Plan around the supply and demand gap; conservation; land use; agriculture; storage; watershed health, environment, and recreation; funding; and additional.
--

The issues of “the supply and demand gap; conservation; land use; agriculture; storage; watershed health, environment, and recreation; and funding” are key components of the topics covered in each workshop/demonstration. Each of these topics are directly linked to ditch and reservoir companies and their members, so it will be beneficial for each group to be informed and educated on the topics. Because these topics are so important, it is equally important that DARCA bring these topics directly to its membership.

Describe how the project achieves the education, outreach, and public engagement goals set forth in the applicable Basin Implementation Plan(s).
--

The water activity helps sustain agriculture & open space, or meets environmental or recreational needs. All programs and activities are designed to provide education and outreach on the identified goals in the Arkansas and Rio Grande BIPs. These goals include agriculture, environmental, and recreational needs. The workshops/demonstrations/tours will provide a medium that will discuss concerns and issues associated with agriculture, open space, and environment/recreation.
--

Describe how the project achieves the basin roundtable’s PEPO Education Action Plans.

It is necessary for both the Arkansas and Rio Grande basins to educate and reach out to their basins on important issues outlined in the Colorado Water Plan and the respective Basin Implementation Plans. Providing workshops/demonstrations/tours, will allow the basins to meet their EAPs while DARCA meets their mission.



Last Updated: November 2018

Innovation Track
Describe how the project enhances water innovation efforts and supports a water innovation ecosystem in Colorado.
N/A
Describe how the project engages/leverages Colorado's innovation community to help solve our state's water challenges.
N/A
Describe how the project helps advance or develop a solution to a water need identified through TAP-IN and other water innovation challenges. What is the problem/need/challenge?
N/A
Describe how this project impacts current or emerging trends; technologies; clusters, sectors, or groups in water innovation.
N/A



Last Updated: November 2018

Colorado Water Conservation Board
Water Plan Grant - Exhibit A

Statement Of Work	
Date:	February 1, 2019
Name of Grantee:	Ditch and Reservoir Company Alliance
Name of Water Project:	Innovative Water Education Workshops
Funding Source:	Colorado Water Plan Grant and DARCA
Water Project Overview:	
<p>Typically, DARCA holds an annual conference, but changing needs by the membership has caused attendance of a traveling conference to vary. The Board of Directors feels it is necessary to broaden the educational efforts of the organization in order to truly meet its mission and the growing needs of its members. The Ditch and Reservoir Company Alliance will hold a series of workshops, tours, and demonstrations focused on specific issues that will benefit the ditch and reservoir companies in order to increase attendance as well as educational efforts to support DARCA's mission to be the "definitive source of information". The topics will cover things like Sustaining Agriculture, Advancing the Colorado Water Plan, Educating the Next Generation of Users, and Watershed Health. These topics are the elements that will keep DARCA and its members fully informed and moving in a positive direction. The workshops will be held in Prowers, Fremont, and Alamosa counties to get a wide range of participants and topics covered. If these three workshops are successful, DARCA will implement a variety of other workshops across the state.</p>	
Project Objectives:	
<ol style="list-style-type: none"> 1. The objectives of this water activity is to educate a targeted audience on important issues of the Colorado Water Plan, Basin Implementation Plans, and the DARCA mission. 2. Reach multi-facets of the state including youth, non-roundtable members, and non-DARCA members. 	



Last Updated: November 2018

Tasks	
Task 1 - Planning	
Description of Task:	
<p>Collaboration between DARCA staff and board members, PEPO Coordinators, and local stakeholders of each basin will be a key component to the planning of the workshop/demonstration/tours. DARCA will plan for three workshops/demonstrations/tours with two being the Arkansas Valley and one in the Rio Grande basin. The needs for each of the workshops/demonstrations/tours will be different as the audience has different needs. Roundtable members, committees, and locals will help DARCA plan an event that supports the DARCA mission, the Colorado Water Plan, Basin Implementation Plans, and the Education to Action Plans of the basins. Venue, food, tour, transportation, outreach efforts (radio, phone, newsletter, email, mail, etc.), attending meetings in the area of implementation, etc. will all contribute to the planning of each event.</p>	
Method/Procedure:	
<ol style="list-style-type: none">1. Create a list of key members for a steering committee2. Nurture or create a relationship with local stakeholders and basin members3. Contact each key member and stakeholder to begin planning process.4. Visit ditch and reservoir company meetings in order to gain knowledge on important topics, knowledge level on topics, and interest.5. Begin finding venue, catering, tours, demonstrations, etc.6. Continually work with a steering committee to plan all aspects of each program7. Make site visits to solidify event details and stakeholder interest	
Deliverable:	
<p>Each steering committee will have planned an event for the specific area that is well-attended and useful to those in attendance. Partnerships will be made and feedback retained from committee to measure success. The success of planning this event will contribute to future success with each program and with future programs after these. A written report will be made for the events and included in the final report.</p>	



Last Updated: November 2018

Tasks
Task 2 - Implementation
<p>Description of Task:</p> <p>Three workshops/demonstrations/tours will be held in the Arkansas and Rio Grande basins with the topics of Sustaining Agriculture, Watershed Health, Advancement of the Colorado Water Plan, and Educating our Future Water Users. These topics are directly linked to the BIPs, CWP, and EAPs of each basin and will educate the targeted audience that typically does not attend larger conferences, which is DARCA's membership. After task 1 is complete, each program will be carried out with one in the Rio Grande basin, one in the Upper Arkansas Basin, and one in the Lower Arkansas Basin. Each of the locations has a different need as the audience changes in each.</p>
<p>Method/Procedure:</p> <ol style="list-style-type: none"> 1. Workshops will contain a discussion piece along with hands-on applications/demonstrations/or tours, speakers, and networking. 2. Attendance at each program will be taken, noting the organization he/she is associated with 3. Feedback will be gathered and compiled in one place 4. Feedback will be utilized at the next and any future programs <p>The workshops will be implemented in either Fall 2019 or Spring 2020, as decided by the steering committee. The goal is to have at least 35 attendees at each event, totaling over 100 participants combined.</p>
<p>Deliverable:</p> <p>A written report will be provided in the final report that will contain the attendance, the contents of the workshops, and feedback of those in attendance.</p>
Tasks



Last Updated: November 2018

Tasks	
Task 3 – Grant Management	
Description of Task:	
<p>For successful implementation of the project’s deliverables and outcomes along with the reporting, leadership, communication, and support; DARCA will support a grant management piece of this grant in order to provide a streamlined process in the reporting and implementation of the grant.</p>	
Method/Procedure:	
<ol style="list-style-type: none">1. Grant manager will be responsible to compile and organize projects and set up tasks.2. Communication; leadership; and time, grant, and task management will be used to support the grant and keep the grant on track both on time and money.3. Information tracking and reporting will be done efficiently and consistently and sent to the necessary organizations to ensure the grant is on track.4. A final written report will be sent to CWCB and the DARCA board.	
Deliverable:	
<p>Successful administration and task management of all tasks and pieces to the grant, partnerships, and objectives met.</p>	



Last Updated: November 2018

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 excel format.

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.

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.



Last Updated: November 2018

Performance Measures

(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.

Mannie Colon
Ditch and Reservoir Company Alliance
3175 Grandview Ave.
Canon City, CO 81212
January 31, 2019

Ben Wade
Colorado Water Conservation Board
1313 Sherman St., Room 271
Denver, CO 80203

Dear Ben Wade:

Thank you for the consideration of the Ditch and Reservoir Company Alliance's grant to perform workshops/demonstrations/tours in the Arkansas and Rio Grande Basins for Sustaining Agriculture, Educating Future Water Users, Watershed Health, and Advancing the Colorado Water Plan. We are lucky enough to be able to contribute \$10,638.69 to this project which will greatly benefit our organization, members, stakeholders, and ditch and reservoir companies across the two basins. This match will be in the form of monetary and in-kind support and totals to be about 51% of the total match.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mannie Colon', with a small mark above the final 'e'.

Mannie Colon
Ditch and Reservoir Company Alliance