



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

July 31, 2017

Colorado Watershed Assembly
Attn: Casey Davenport, Executive Director
P.O. Box 211729
Denver, CO 80221

RE: Notice to Proceed – WSRF Grant – CTGG1 2018-202

Dear Casey,

This letter is to inform you that the grant request to assist in the above WSRF grant project has been approved. The attachments serve as your original contracting documents.

With the executed agreement, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through December 31, 2018. Please provide the project name, POGG1 number, and basin when corresponding with or invoicing for your project along with back-up documentation of cost incurred for the WSRF portion of the grant according to the original scope of work. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval of the project manager.

Please refer to the current WSRF Criteria & Guidelines on our website for the six month progress report and final deliverable requirements in order to avoid a delay in payment. A 60-day advance notice is required in the event you are seeking an additional amendment to the term of this agreement. An official letter of request to the CWCB project manager briefly describing the need for the extension, updated insurance certificates (if applicable) and an updated schedule reflecting the specific tasks that require additional time to complete is required.

If you have any questions or concerns regarding the project, please contact Megan Holcomb, Project Manager at 303-866-3441 3222 or at Megan.Holcomb@state.co.us. Please send the 6 month progress reports and invoices directly to Megan and cc me at Dori.vigil@state.co.us.

You can contact me at 303-866-3441 ext. 3250 for additional invoicing and payment disbursement questions.

Thank you.

Sincerely,

//s//

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





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 201800000202		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 07/31/17						
Description: PDAA 2500 WSRF - CO WTRSHED_SP ED COORDINATOR		BILL TO COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date: 07/27/17 Expiration Date: 12/31/18						
BUYER		SHIP TO				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
VENDOR		SHIPPING INSTRUCTIONS				
COLORADO WATERSHED ASSEMBLY PO BOX 211729 DENVER, CO 80221-0384		Delivery/Install Date: F.O.B: FOB Dest, Freight Allowed				
Contact: .		VENDOR INSTRUCTIONS:				
Phone: .						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$25,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF - CO WTRSHED_SP ED COORDINATOR						
Service From: 07/27/17 Service To: 12/31/18						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$25,000.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF - CO WTRSHED_SP ED COORDINATOR						
Service From: 07/27/17 Service To: 12/31/18						
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$50,000.00						

EXHIBIT A – SCOPE OF WORK

Water Activity Name -

South Platte Basin Education Coordinator

Grant Recipient – Colorado Watershed Assembly

Funding Source – South Platte and Metro Basin Roundtables

Introduction and Background

The South Platte Basin and Metro Roundtables are seeking an **Education Coordinator** to oversee internal roundtable and external stakeholder educational activities as the Round Tables proceed to implement their Education Action Plan (EAP), South Platte Basin Implementation Plan (BIP) and Colorado's Water Plan (CWP). The position will also serve as a Public Education, Participation, and Outreach (PEPO) liaison for the roundtable and will work with the Colorado Water Conservation Board (CWCB) public engagement specialist to carry out the responsibilities of the PEPO workgroup. This position is funded by a Water Supply Reserve Fund (WSRF) grant provided by the Colorado Water Conservation Board (CWCB) and administered through the Colorado Watershed Assembly (CWA). Decision making and oversight will be jointly managed through the South Platte Basin and Metro Round Table Education and Executive Committees. Specific activity plans, content and messages will be developed with Committee participation. Work is expected to start upon execution of a state contract for the grant funds and continue through December, 2018. A minimum of two events/activities per quarter for the six quarter-year period are being proposed in the region.

Objectives

This proposal is primarily focused on community education, outreach and stakeholder participation. Objectives include:

- Provide professional, informative educational activities in the region
- Promote increased understanding of South Platte Basin Implementation Plan
- Provide information on regional water projects, studies and related issues
- Engage with community members and regional stakeholders
- Encourage community participation in solution based discussions of issues and recommendations

South Platte and Metro Education Committees have begun the process of creating a communications plan and engaging water stakeholders about discussions of the topics and venues that will be most beneficial to the area during the next 18 months. Four audience areas have been identified:

- Academic, including professors and students
- Agricultural interests
- Environment and recreation (non-consumptive) interests
- Committees/internal

South Platte and Metro representatives recognize that opportunities to address topics of immediate interest will occur throughout the 18 months of this grant application and we will be responsive to the topics and needs of the targeted audiences within the basins.

Tasks

Description of Tasks --

Task 1. Coordination & Facilitation (34% of project funds):

- Provide leadership and facilitation for the internal and external education that directly supports the overall objectives described in the EAP, BIP and CWP.
- Using the BIP and CWP as a guide, update and implement an education plan that includes strategies for collaboration and leveraging of financial and human resources with partners and stakeholders.
- Coordinate closely with Round Table leadership to ensure internal educational activities are incorporated into monthly Round Table agendas and consistent with leadership goals.
- Produce regular progress reports to the Round Table leadership.

Task 2. Communication (32% of project funds): (Strategic Communications Plan is being developed and is currently under review by the South Platte and Metro Round Table membership)

- Communicate projects and information about the South Platte Watershed, CWP, and BIP to key stakeholders using the appropriate communication tools (eg. social, one-on-one, press, radio southplattebasin.com, email) for each target audience
- Compile and/or create a range of outreach materials that can be used now and in the future by the Education Coordinator and the Round Table membership
- Establish sound working relationships and cooperative arrangements with watershed stakeholders and enhance collaboration among those with goals similar to the goals of the CWP and BIP.
- Produce regular progress reports to the Round Table leadership
- Develop program/activity evaluation

Task 3. Outreach (22% of project funds):

- Represent the Round Tables at community events
- Recruit volunteers to assist with public education, participation and outreach activities
- Respond to stakeholder inquiries
- Develop program/activity evaluation

Task 4. Reporting and Project Management (8% of project funds):

- Develop annual plans, time line and format for activities
- Ensure all reporting requirements are met
- Maintain all related financial records; collect sponsorships, fees and pay invoices
- Coordinate and manage all related activities as needed.

Task 5. Other (4% of project funds):

- Leverage the WSRF grant for this position and research and apply for additional grants and sponsorships that advance the SPBRTs priorities identified in the BIP and CWP.
- When additional grant funding is obtained, manage project expenditures and reimbursements.

Budget – *Request is for \$25,000 each from the S. Platte and Metro Round Tables

Task	Hourly	Mileage	Program Expenses*	Total Expenses	WSRF Request	Relative %
Task #1 - Coordination & Facilitation	330 hrs. at \$40/hr	3000 miles at \$.49/mi	2,420	17,090	17,090	34%
Task #2 - Communication	320 hrs. at \$40/hr	1500 miles at \$.49/mi	2,420	15,955	15,955	32%
Task #3 - Outreach	200 hrs. at \$40/hr	1800 miles at \$.49/mi	2,074	10,956	10,956	22%
Task #4 - Project Management	100 hrs. at \$40/hr			4,000	4,000	8%
Task #5 - Other	50 hrs. at \$40/hr			2,000	2,000	4%
				50,000	50,000	100%

*Program expenses include publication costs, printing, registration fees, facilities fees and non-mileage based transportation.

Schedule –

The S. Platte and Metro Round Tables will be involved in planning specific activities. The following provides a tentative outline:

<u>Activity</u>	<u>Start Date</u>	<u>Completion Date</u>
Develop facilitation plan with RT Leadership	August, 2017	August, 2017
Develop Communications Calendar	August, 2017	October, 2017
Compile/Create Outreach Materials	August, 2017	December, 2017
Coordinate w/ RT leadership	August, 2017	December, 2018
Establish Relationships with Key Stakeholders	September, 2017	December, 2018
Representation at Community Events	October, 2017	December, 2018
Respond to Stakeholder Inquiries	October, 2017	December, 2018
Semi-annual Reporting	December, 2017	December, 2018
Develop Program/Activity Evaluation	July, 2018	December, 2018

Reporting and Final Deliverable

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion 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 Deliverable: At completion of program the applicant shall provide CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings, participant contact information and examples of outreach materials.