



Metro/South Platte Basins – Water Education Coordination
POGG1 2019-2732

March 4, 2019

Colorado Watershed Assembly
Attn: Casey Davenport, Executive Director
P.O. Box 460736
Denver, CO 80221-0384

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your request for funding pursuant to the WSRF Grant Program (“Program”). This letter authorizes you to proceed with the Water Education Coordination Project (“Project”) in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions, as they are requirements of this Grant to which you, Colorado Watershed Assembly, agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information. If you have any questions or concerns regarding the project, please contact Megan Holcomb, Project Manager at 303-866-3441 or at Megan.Holcomb@state.co.us. Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at Dori.vigil@state.co.us.

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

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ORDER		*****IMPORTANT*****				
Number:	POGG1,PDAA,201900002732	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
Date:	3/4/19	BILL TO				
Description:	PDAA 2500 WSRF - CO WTRSHED ASSEM_ED COORD_SP & METRO	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date:	03/04/19	SHIP TO				
Expiration Date:	12/31/19	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
BUYER		SHIPPING INSTRUCTIONS				
Buyer:		Delivery/Install Date: -				
Email:		FOB: FOB Dest, Freight Allowed				
VENDOR						
COLORADO WATERSHED ASSEMBLY PO BOX 211729 DENVER, CO 80221-0384						
Contact:	.					
Phone:	.					
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$18,500.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF - CO WTRSHED ASSEM_ED COORD_SP & METRO						
Service From: 03/04/19		Service To: 12/31/19				
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$18,500.00	<input type="checkbox"/>
Description: PDAA 2500 WSRF - CO WTRSHED ASSEM_ED COORD_SP & METRO						
Service From: 03/04/19		Service To: 12/31/19				
TERMS AND CONDITIONS						
https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions						



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DOCUMENT TOTAL = \$37,000.00

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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
<p>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)</p> <p>Develop calendar of events and volunteer recruitment needs. Update calendar as opportunities become available.</p> <p>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.</p> <p>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.</p> <p>Using metrics described in the EAP, provide evaluations and updates on participation in program activities.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>Provide monthly progress reports to the SPRT membership and the Executive Committee by attending monthly meetings and preparing written reports</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>Metro and South Platte Basin Roundtable calendar of outreach and public participation events.</p> <p>Submit required reports.</p>

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

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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
<p>Description of Task:</p> <p>Communicate the annual plan, maintain records, and leverage WSRF funds for outreach.</p>
<p>Method/Procedure:</p> <p>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.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p>
<p>Annual Work Plan, Metro and South Platte PEPO Calendar as well as accurate and timely payment of sub-contractors and invoicing.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p>
<p>Submit required reports.</p>

Budget and Schedule
<p>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.</p>

Reporting Requirements
<p>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.</p>
<p>Final Report: At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that:</p> <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

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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.

Last Update: July 31, 2018



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund EXHIBIT B - BUDGET AND SCHEDULE

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</u> (Basin & Statewide combined) ⁽³⁾	<u>Total</u>
1	Coordination & Facilitation	3/4/2019	12/31/2019	n/a	\$ 9,305	\$9,305
2	Communicatioin	3/4/2019	12/31/2019	n/a	\$ 9,500	\$9,500
3	Outreach	3/4/2019	12/31/2019	n/a	\$ 10,110	\$10,110
4	Project Management	3/4/2019	12/31/2019	n/a	\$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