

**Water Supply Reserve Fund
Water Activity Summary Sheet
March 11-12, 2020
Agenda Item 23(n)**

Applicant & Grantee: Rio Grande Watershed Conservation & Education Initiative
Water Activity Name: Rio Grande Basin Roundtable Community Education Liaison
Water Activity Purpose: Education/Implementation
County: Alamosa, Mineral, Rio Grande, Costilla, Conejos & Saguache
Drainage Basin: Rio Grande
Water Source: n/a
Amount Requested: \$133,500 Rio Grande Basin Account
Matching Funds: Applicant Match = \$50,400
• 38% of Basin Account request (meets 25% min)

Staff Recommendation:
Staff recommends approval of up to \$133,500 from the Rio Grande Basin Account to help fund the project: Rio Grande Basin Roundtable Community Education Liaison.

Water Activity Summary: WSRF Funds, if approved will assist the Rio Grande Watershed Conservation & Education Initiative (RGWCEI), the public outreach arm of the Rio Grande Basin Roundtable, to increase time and effort on projects beneficial to the Rio Grande Basin by using partner and WSRF funds to provide administrative support in the form of a full-time Roundtable staff liaison. These projects will include assisting with Basin Implementation Plan updates alongside the Local Expert and the state contractor, implementing the newly drafted Statewide Water Education Action Plan, and spearheading the projected Water 2022 campaign. As mandated by the Colorado Water Plan, PEPO activities are vital to facilitating community understanding of and engagement with water use, particularly within the Rio Grande Basin. This community engagement is even more important as our Basin assesses and implements the Basin Implementation Plan updates as well as the other statewide water education initiatives which will entail a great amount of effort and planning. The Rio Grande Watershed Conservation & Education Initiative is asking the Roundtable for funding for a 3 year cycle of interrelated communication, media, and event strategies on behalf of the Roundtable and other water district partners. The purpose of these strategies is to provide high quality Roundtable projects that raise awareness, provide education, and promote engagement with water issues affecting the Rio Grande Basin and the state of Colorado. The strategies are reflective of the needs of the Roundtable for increasing interaction with the community on a long-term basis. All the strategies have multiple purposes and will include collaborations and partnerships to achieve success.

Discussion: This effort will assist the Rio Grande Basin Roundtable achieve the goals of: Operate, maintain, rehabilitate, and create necessary infrastructure to meet the Basin’s long-term water needs, including storage; Support the development of projects and methods that have multiple benefits for agricultural, municipal and industrial, and environmental and recreational water needs; and Establish a

long-term education and outreach effort for water use and needs in the San Luis Valley/Rio Grande Basin as called for in the Rio Grande Basin Implementation Plan.

Issues/Additional Needs: Prior to entering into a grant contract with the state, the applicant must submit all letters of matching commitment, otherwise there are no additional issues or needs.

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

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

Funding Sources/Match	Cash	In-kind	Total	Status
RGWCEI	\$12,000	\$0	\$12,000	Secured
CWCB PEPO Basin Allocation	\$19,500	\$0	\$19,500	Pending
Rio Grande Watershed Association of Cons Districts	\$4,500	\$0	\$4,500	Pending
Rio Grande Basin Roundtable Partners	\$0	\$14,400	\$14,400	Pending
Sub-total	\$36,000	\$14,400	\$50,400	
WSRF Rio Grande Basin Account	\$133,500	\$0	\$133,500	Secured
Total Project Costs	\$169,500	\$14,400	\$183,900	

CWCB Project Manager: Craig Godbout



623 4th Street
Alamosa, CO 81101

Colorado Water Conservation Board
1313 Sherman Street
Denver, CO 80203

February 26, 2020

Colorado Water Conservation Board of Directors,

On behalf of the Rio Grande Basin Roundtable, we would like to express our support for the Rio Grande Watershed Conservation & Education Initiative's grant application of the project "Rio Grande Basin Roundtable Community Education Staff Liaison."

We believe this project will enhance the mission and goals of the Rio Grande Basin's implementation plan and the goals and mission of the Colorado Water Plan, specifically in regard to Outreach and Education.

The Roundtable supports the proposed use of Basin funds in the amount of \$133,500 in order to accomplish this project's tasks and objectives and has satisfied its members as to the relevance and need for this particular project in the Rio Grande watershed. This project was approved during the January 14, 2020 Roundtable meeting and as there was no opposition during the vote, the majority present approved.

Thank you for your support of Rio Grande Basin projects and for your dedication to safeguarding and administering Colorado's water resources.

Sincerely,

A handwritten signature in black ink that reads "Nathan Coombs". The signature is written in a cursive, flowing style.

Nathan Coombs
Rio Grande Basin Roundtable Chairman

Last Update: August 3, 2017

Colorado Water Conservation Board
Water Supply Reserve Fund Grant Application

Instructions		
<p>All WSRF grant applications shall conform to the current 2016 WSRF Criteria and Guidelines.</p> <p>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.</p> <p>If you have questions, please contact the current CWCB staff Roundtable liaison:</p>		
<p>Arkansas</p> <p>Ben Wade ben.wade@state.co.us 303-866-3441 x3238</p>	<p>Gunnison North Platte South Platte Yampa/White</p> <p>Craig Godbout craig.godbout@state.co.us 303-866-3441 x3210</p>	<p>Colorado Metro Rio Grande Southwest</p> <p>Megan Holcomb megan.holcomb@state.co.us 303-866-3441 x3222</p>

WSRF Submittal Checklist (Required)	
X	I acknowledge this request for funding was recommended for CWCB approval by the sponsoring Basin Roundtable(s).
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⁾
Exhibit A	
X	Statement of Work ⁽²⁾ (Word – see Exhibit A Template)
X	Budget & Schedule ⁽²⁾ (Excel Spreadsheet – see Exhibit A Template)
X	Letters of Matching and/or Pending 3 rd Party Commitments ⁽²⁾
Exhibit C	
	Map ⁽²⁾
	Photos/Drawings/Reports
	Letters of Support
X	Certificate of Insurance ⁽³⁾ (General, Auto, & Workers' Comp.)
Contracting Documents	
X	Certificate of Good Standing ⁽³⁾
X	W-9 ⁽³⁾
	Independent Contractor Form ⁽³⁾ (If applicant is individual, not company/organization)
X	Electronic Funds Transfer (ETF) Form ⁽³⁾

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

(2) Required with application if applicable.

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

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:	March
Desired Notice to Proceed Date:	August 1

Water Activity Summary	
Name of Applicant	Rio Grande Watershed Conservation & Education Initiative
Name of Water Activity	Rio Grande Basin Roundtable Community Education Staff Liaison
Approving Roundtable(s)	Basin Account Request(s) ⁽¹⁾
Rio Grande	\$133,500
Basin Account Request Subtotal	\$133,500.00
Statewide Account Request ⁽¹⁾	\$
Total WSRF Funds Requested (Basin & Statewide)	\$133,500
Total Project Costs	\$183,900

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

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Grantee and Applicant Information	
Name of Grantee(s)	Rio Grande Watershed Conservation & Education Initiative
Mailing Address	P.O. Box 142 Monte Vista, CO 81144
FEIN	27-1157593
Grantee's Organization Contact ⁽¹⁾	Bethany Howell
Position/Title	Executive Director
Email	rgwcei@gmail.com
Phone	719.480.4864
Grant Management Contact ⁽²⁾	<u>Bethany Howell</u>
Position/Title	Executive Director
Email	rgwcei@gmail.com
Phone	719.480.4864
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).
The Rio Grande Watershed Conservation & Education Initiative (RGWCEI) strives to provide understanding of natural resource stewardship through dynamic conservation education to community members in the San Luis Valley. We achieve this through connections and collaborations with a variety of partners including land management agencies and other NGO's. Our nonprofit began as an educational partner with the San Luis Valley conservation districts and has since become a leading educational resource for teachers, students, and other community members in the San Luis Valley, particularly regarding topics important to agriculture and the wider water community. RGWCEI recognizes that when people understand and are connected to issues surrounding water and other natural resources, they become engaged, informed, and invested community members.



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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	Alamosa, Mineral, Rio Grande, Costilla, Conejos, & Saguache
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.

This project enables the public education, participation, and outreach (PEPO) arm of the Rio Grande Roundtable to increase time and effort on projects beneficial to the Rio Grande Basin by using partner and WSRF funds to provide administrative support in the form of a full-time Roundtable staff liaison. These projects will include assisting with Basin Implementation Plan updates alongside the Local Expert and the state contractor, implementing the newly drafted Statewide Water Education Action Plan, and spearheading the projected Water 2022 campaign. As mandated by the Colorado Water Plan, PEPO activities are vital to facilitating community understanding of and engagement with water use, particularly within the Rio Grande Basin. This community engagement is even more important as our Basin assesses and implements the Basin Plan updates as well as the other statewide water education initiatives which will entail a great amount of effort and planning. The Rio Grande Watershed Conservation & Education Initiative is asking the Roundtable for funding for a 3 year cycle of interrelated communication, media, and event strategies on behalf of the Roundtable and other water district partners. The purpose of these strategies is to provide high quality Roundtable projects that raise awareness, provide education, and promote engagement with water issues affecting the Rio Grande Basin and the state of Colorado. The strategies are reflective of the needs of the Roundtable for increasing interaction with the community on a long-term basis. All the strategies have multiple purposes and will include collaborations and partnerships to achieve success.

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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X	Other	Explain: Number of events planned and managed, number of newsletters created, number of media engagement pieces, number of print materials produced, time of the staff liaison in participating at the state level.
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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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RGWCEI's proposed community education staff liaison position is in direct alignment with Section 9.5 of the Colorado Water Plan whose goal states that it "provide technical & financial assistance for high quality, balanced, & grassroots water education and outreach efforts that inform Coloradans about the issues so that they may engage in determining Colorado's water future." The CWP also advises in their action plan for section 9.5 that funds "prioritize projects that align with CWP goals & assist Roundtables with public education efforts." Since RGWCEI is already deeply involved in educational efforts at the K-12 level and their staff is also the PEPO liaison for the Rio Grande Roundtable, the Rio Grande Basin Roundtable will maximize its ability to effectively and efficiently involve community members across the Basin with water issues identified as major priorities within the Basin Implementation Plan. Section 7.3 of the Rio Grande Basin Implementation Plan also specifically addresses long-range outreach strategies as necessary for all demographics of water users, including public officials, communities, and other stakeholders. These strategies were intended to further the purposes of the RGBRT, IBCC, and CWCB and include multiple opportunities for forums as well as the use of an active educational liaison to participate in CWCB activities.

Additionally, section 10.2 H of the CWP highlights that these public engagement efforts should "significantly improve the level of public awareness by 2020" and that Coloradoans should be engaged on key water challenges by 2030, with work that is "...collaborative and include[s] state, local, and federal partners." These timelines underscore the need for long-term, strategic education and outreach goals which are best accomplished by utilizing existing communications and public relations skills in a position dedicated to promoting Roundtable projects and events as well as other water district activities which align with Roundtable priorities. These will include engaging a diverse array of water users from agricultural, municipal, environmental, and recreational areas, all of which are represented within the Rio Grande Basin, but which are not necessarily connected with its mission or the broader goals and mission of the Colorado Water Plan. As the Colorado Water Plan, the CWCB, and other statewide water agencies emphasize the necessity of implementing targeted water education to a variety of stakeholders, the Roundtables are tasked with disseminating that information to their regional communities. The time and effort necessary to create a quality, long-term educational and outreach framework for the Basin is difficult to execute with only volunteers. The use of a multi-year position dedicated to the implementation of outreach & engagement strategies outlined in these multiple state plans will effectively support these efforts and increase the ability of the Roundtable to sustainably meet these goals into 2023. A position dedicated to working with the Roundtable as well as other water districts will complement current PEPO outreach activities, create a long-term strategic framework for future communications and outreach projects, and ensure that this information is timely, accurate, engaging, and relevant to this diverse audience.

(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)
CWCB PEPO Basin Budget Allocation	\$19,500
RGWCEI	\$12,000 hard cash



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Rio Grande Watershed Association of Conservation Districts	\$4,500 hard cash
Rio Grande Basin Roundtable Partners	\$14,400 in kind
Total Match	\$50,400
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 3rd party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3rd 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).	

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.

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The activity is complementary to the implementation of the CWCB's Public Education & Public Outreach program, assists in the implementation of the updated Basin Implementation Plan, assists in the implementation of the Statewide Water Education Action Plan as mandated by the Colorado Water Plan and which is a response to the Colorado Water Plan's Outreach & Engagement stated goals, and anticipates being complementary to the implementation of the upcoming Water 2022 campaign. These educational campaigns will depend on regional efforts to promote and assist with community engagement to integrate actions & objectives.

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

- 1) Rio Grande Watershed Conservation & Education Initiative
- 2) 2018-2021 Rio Grande Basin Roundtable Media & Communications Outreach Grant
- 3) Rio Grande Basin Roundtable
- 4) January 27, 2018 Board Meeting
- 5) POGG1/CTGG1 2018-737
- 6) 3%

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.

NA



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Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	1/30/2020
Water Activity Name:	Rio Grande Basin Roundtable Community Education Staff Liaison 2020-2023
Grant Recipient:	Rio Grande Watershed Conservation & Education Initiative
Funding Source:	Rio Grande Basin Account
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>This project will provide funding to create a long term full-time position working on behalf of the Rio Grande Basin Roundtable specifically to support the community’s understanding and engagement with the updated Basin Implementation Plan and Colorado Water Plan. This position will work in conjunction with the Public Education, Participation, and Outreach activities and greatly expand the ability of this role to work on behalf of the Roundtable’s engagement objectives. As mandated by the Colorado Water Plan in Chapter 9, PEPO activities are vital to facilitating community understanding of and engagement with water use, particularly within the Rio Grande Basin. The Rio Grande Watershed Conservation & Education Initiative is a longtime community leader in water education whose mission is to create awareness of natural resource stewardship, particularly with working landscapes. RGWCEI staff are uniquely placed to continue their leadership for a strategic approach to encourage understanding of water issues in the San Luis Valley as well as around the state. Funding would offset the costs of retaining full-time work towards these goals, support the Basin’s need to engage the community with water issues as the Colorado Water Plan and BIP are in the process of updating, and ensure continuity with upcoming water education initiatives such as SWEAP and Water 2022.</p>	
Objectives: (List the objectives of the project)	



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Objectives of the project include:

- Creating new projects designed to better communicate water and agricultural issues facing the Rio Grande Basin, and by extension, the state of Colorado
- to create a strategic framework of communications and engagement events geared towards diverse stakeholders
- to utilize existing skill sets in communications and education on behalf of the Rio Grande Basin Implementation Plan, the Rio Grande Roundtable, the Colorado Water Plan, and other water partners
- to utilize partnerships with other entities in order to increase awareness of issues relevant to a variety of water users
- to ensure consistent, quality administrative oversight for PEPO and other Basin communication activities over an extended period of time
- Aligns with the Colorado Water Plan efforts to increase statewide participation and understanding of current and future water issues, particularly the newly drafted Statewide Water Education Action Plan.

Tasks
Provide a detailed description of each task using the following format:
Task 1 – (Print Communication Pieces)
Description of Task:
Increase the number of newsletters disseminated by the Roundtable from a quarterly publication to a bi-monthly update. Creation of new print publications to be used by Roundtable partners specifically addressing Rio Grande Basin water issues such as subdistricts, water export proposals, municipal water use, well rules & regulations, agricultural economy, new crop production, livestock and crop issues, as well as statewide issues such as population increase, climate change, water exports, and the Colorado Water Plan. Includes newspaper articles on topics indicated as necessary by the Roundtable, as well as community updates on the content and discussion of regularly scheduled water meetings. Articles may be disseminated for use across the state as desired.
Method/Procedure:



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<p>Print pieces will be created and updated regularly by the full-time Roundtable liaison through graphic design, printed for distribution, and uploaded to the Roundtable and other partner websites.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p>
<p>Grantee expects to produce bi-monthly newsletters and at least 2 print pieces per quarter.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p>
<p>Grantee will provide newsletter and print piece examples to the CWCB.</p>

Tasks
<p>Provide a detailed description of each task using the following format:</p>
<p><u>Task 2 - (Stakeholder Engagement Events)</u></p>
<p>Description of Task:</p>
<p>Staff liaison will create (in conjunction with the Roundtable Education Subcommittee) at least three events per year open to the San Luis Valley community with the intention of engaging diverse stakeholders and introducing new community members to the diversity of water users and their related issues. These events may range from visits to local farms and ranches, workshops on a specific topic, panel discussions at movie showings, etc.</p>



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Method/Procedure:
Staff liaison will work with Roundtable partner organizations to host creative and engaging events for community members in all the areas of the Rio Grande Watershed. Procedures will include advertising for event, vetting presenters and leaders, and managing events in person.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Deliverables will include at least three events per year, with participation from 3 or more partner organizations. Attendance may vary, but overall engagement with the community would ideally include a large percentage of those not regularly in attendance at Roundtable meetings or other water events.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Grantee will invite CWCB staff and board to attend events, as well as document through photographs with dissemination on social media, the Roundtable website, and local media.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 3 – Roundtable Project Coordination</u>
Description of Task:
The staff liaison will work with the chairman and vice chair of the Rio Grande Roundtable to ensure that Roundtable project proposals are aligned with Colorado Water Plan goals, submitted in the correct format, and meet Roundtable/CWCB timelines. The project coordinator would also work with the Local Expert and CWCB contracted party to meet needs for the BIP updates and submission.



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Method/Procedure:
Meet with chair and vice chair as needed to edit and facilitate project applications. Assist with project development by working with new applicants to ensure projects meet Colorado Water Plan and Basin goals. This includes facilitating and guiding new applicants to funding sources that best work with their project proposals and understanding the differences between state, basin, and planning grant funds. Work with Local Expert and CWCB contractor to ensure submissions for the BIP are completed in a timely manner. Attend Roundtable meetings to answer questions regarding projects, BIP updates, and provide link between Roundtable activities and community outreach/education.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Advising and coordinating at least two projects per Fall and Spring submission timelines. Delivering BIP updates as requested per the contractor's timeline.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
CWCB board and staff will be updated on upcoming projects, timeline for BIP updates, and other project questions/concerns through emails, phone calls, and in person meetings as needed.

Repeat for Task 3, Task 4, Task 5, etc.

Tasks
Provide a detailed description of each task using the following format:
<u>Task 4 - (Basin Audio Podcast)</u>
Description of Task:



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<p>A newer format for reaching an audience outside the Rio Grande Basin includes podcasts. These would focus on water issues facing local residents, with an interview format and opportunities to ask questions and dig deeper into how Colorado water issues are affecting the local population. Interviews would range from water leaders to local community members, with focus on all the users of water (municipal, recreation, environment, etc.). Podcasts are the fastest growing media format and are accessible by anyone with access to a computer or smartphone. They are also incredibly versatile, able to adapt to many situations and flexible enough to occur in a variety of venues.</p>
<p>Method/Procedure:</p> <p>Staff liaison would schedule, interview, and edit interviews with the intention of creating 7-10 (20 minute) episodes throughout the year. Liaison would use recording equipment and apps to edit and disseminate podcasts through the Roundtable website, podcast hosting, and local radio stations.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>The staff liaison will create at 7-10 episodes covering a variety of topics.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>Grantee will provide access to podcasts to CWCB staff and board.</p>

Tasks
<p>Provide a detailed description of each task using the following format:</p>
<p><u>Task 5 - (State Project Participation)</u></p>
<p>Description of Task:</p>



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<p>The staff liaison will act as representative to the PEPO community, attending state meetings and conferences as applicable. The liaison will stay abreast of relevant Colorado state water issues through interactions with other water professionals in order to give balanced and knowledgeable information to the Rio Grande Basin community. As Colorado prepares for the implementation of the Statewide Water Education Plan, the Basin Implementation updates, and the upcoming Water 2022 campaign, a consistent presence at state meetings as well as local Rio Grande Roundtable meetings and events will ensure that the work of the Roundtable is in line with CWP goals and accurately portraying that work through communication and outreach events. A long term staff liaison to the Roundtable who is aware of state issues, solutions, and plans will be better positioned to engage local community members when these campaigns and informational updates are introduced.</p>
<p>Method/Procedure:</p>
<p>The staff liaison will attend PEPO meetings as scheduled, as well as Water Congress and other statewide water meetings as determined necessary by the Rio Grande Basin Roundtable. The liaison will also subscribe to statewide water news and attend workshops and conferences that further enhance knowledge of the Colorado Water Plan, SWEAP, Water 2022, and Basin Implementation Plan updates.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p>
<p>The staff liaison will report to the Roundtable on proceedings and include relevant state information in print and media pieces.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p>
<p>Grantee will provide transportation and/or attendance receipts to the Roundtable and CWCB staff as needed.</p>

Budget and Schedule

Budget: This Statement of Work and Schedule shall be accompanied by a Budget ([link?](#)) that reflects the Tasks identified in the Statement of Work and Schedule and shall be submitted to CWCB in an excel format.



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Schedule: This Statement of Work and Budget shall be accompanied by a Schedule ([link?](#)) that reflects the Tasks identified in the Statement of Work and Budget and shall be submitted to CWCB in an excel format.

Reporting Requirements

Reporting: The grantee shall provide their respective Roundtable(s) and the CWCB a Progress Report every 6 months, beginning from the date of executed contract. The Progress Report shall describe the status of the water activity, 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 to address these issues. The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.

Final Deliverable: At the completion of the water activity, the grantee shall provide their respective Roundtable(s) and the CWCB a final report on the grantee's letterhead that:

- Summarizes the water activity and how the water activity was completed
- Describes any obstacles encountered, and how these obstacles were overcome
- Explains the Proposed Budget versus the Actual Budget
- Confirms that all matching commitments have been fulfilled
- Includes photographs, summaries of meeting and engineering reports/design, if appropriate

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.

Last Update: May 19, 2017



COLORADO
 Colorado Water
 Conservation Board
 Department of Natural Resources

Colorado Water Conservation Board

**Water Supply Reserve Fund
 Exhibit B - BUDGET AND SCHEDULE**

Date: 1/30/2020

Water Activity Name: Rio Grande Basin Roundtable Community Education Staff Liaison 2020-2023

Grantee Name: Rio Grande Watershed Conservation & Education Initiative

<u>Task No.</u>	<u>Description</u>	<u>Start Date</u> ⁽¹⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽²⁾	<u>WSRF Funds</u> (Basin & Statewide combined) ⁽²⁾	<u>Total</u>
1	Print Communication Pieces	8/1/2020	8/1/2023		\$25,200	\$25,200
2	Stakeholder Engagement Events	8/1/2020	8/1/2023	\$14,400	\$28,200	\$42,600
3	Roundtable Project Coordination	8/1/2020	8/1/2023	\$27,000	\$25,200	\$52,200
4	Basin Audio Podcast	8/1/2020	8/1/2023	\$3,000	\$26,700	\$29,700
5	State Project Participation	8/1/2020	8/1/2023	\$6,000	\$28,200	\$34,200
6						
7						
8						
9						
10						
						\$0
						\$0
						\$0
Total				\$50,400	\$133,500	\$183,900

Round values up to the nearest hundred dollars.

CWCB will withhold the last 10% of the entire grant budget until the Final Report (Deliverable) is completed and accepted (2016 WSRF Criteria & Guidelines). Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution