



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

December 27, 2017

Louann DeCoursey
320 East Vine Drive, Suite 203
Fort Collins, CO 80524

RE: CWP GRANTS - OFFICIAL NOTICE TO PROCEED - [POGG1 PDAA 201800000597] -
[Open Water Foundation] - [Water Plan Grant TAP IN for water innovation]

Dear Louann,

This letter is to inform you that the PO to assist in the above Colorado's Water Plan grant project has been approved. The documents attached to the email correspondence serve as your original contract documents.

With the executed agreement, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through 12/22/2022. Please provide the project name and POGG1 number when corresponding with or invoicing for your project along with back-up documentation of cost incurred for the portion of the grant according to the original scope of work tasks. 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 CWP Grant Guidelines on our website for the six month progress report and final deliverable requirements in order to avoid a delay in payment. A 30-day advance notice in an official letter of request to the CWCB project manager is required in the event you are seeking an amendment to the term of this agreement.

If you have any questions or concerns regarding the project, please contact Mara MacKillop, Project Manager at 303-866-3441 x 3242 or at mara.mackillop@state.co.us.

When submitting invoices and progress reports, please cc both the PM and waterplan.grants@state.co.us.

Thank you.





STATE OF COLORADO
Department of Natural Resources

ORDER		** IMPORTANT **				
Number: POGG1 PDAA 201800000597		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 12/22/17						
Description: Water Plan Grant TAP IN for water innovation		BILL TO				
Effective Date: 12/22/17 Expiration Date: 12/22/22		COLORADO WATER BOARD CONSERVATION				
BUYER		1313 SHERMAN STREET, ROOM 718				
Buyer:		DENVER, CO 80203				
Email:		SHIP TO				
VENDOR		COLORADO WATER BOARD CONSERVATION				
OPEN WATER FOUNDATION		1313 SHERMAN STREET, ROOM 718				
320 E VINE DR STE 203		DENVER, CO 80203				
FORT COLLINS, CO 80524-2313		SHIPPING INSTRUCTIONS				
Contact: VSS Contact		Delivery/Install Date:				
Phone: .		F.O.B:				
		VENDOR INSTRUCTIONS:				
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$54,000.00	<input type="checkbox"/>
Description: Water Plan Grant TAP IN for water innovation						
Service From: 12/22/17 Service To: 12/22/22						
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$54,000.00						

Colorado Water Conservation Board

Water Plan Grant - Exhibit A

Statement Of Work

Date:	August 1, 2017
Name of Grantee:	Open Water Foundation
Name of Water Project:	TAP-IN
Funding Source:	Engagement & Innovation, Water Plan Grant

Water Project Overview: Please provide a summary of the proposed water project (200 words or less).

The vision for TAP-IN is to be the hub for innovation in the water sector in Colorado and connect people to people and to supportive resources to solve problems, essentially to create a high-impact water innovation ecosystem. An ecosystem is a network of traditional and non-traditional people, groups, and organizations that possess the resources and expertise needed to address challenges and “mitigate barriers and limitations to innovation, entrepreneurship, and breakthrough technology deployment” (EPA, Clusters: Overcoming Barriers to Water innovation in the US). TAP-IN’s goal is to help create and connect this network in Colorado.

TAP-IN’s programs are designed around a three-pronged approach:

- think about and view problems in new ways
- bring disconnected communities together and facilitate creative partnerships
- mobilize people and resources to actually solve problems and produce results

TAP-IN is the first of its kind water reverse pitch innovation challenge in Colorado, and was born out of Colorado’s Water Plan.

The CWCB grant funding will be used to support TAP-IN’s programs in 2018. These programs include a water-focused Trout Tank in partnership with the Denver Metro Chamber of Commerce, Denver Water, and Colorado State University and four community events held statewide. This funding will help support marketing, communications, and outreach for each program/event, as well as data collection to measure success/impact and improve future offerings.



Objectives: List the objectives of the project.

TAP-IN is creating this water innovation ecosystem/hub through community dialogue events, reverse pitch challenges, public engagement, network-building of water and non-water stakeholders across sectors, and innovation education.

The ultimate goal is to develop solutions to real world water-related problems, such as a technology, design, product, platform, process, application, or service need/challenge. Solving these problems will help our state meet the growing demand from population growth and address stresses on supply.

Water projects and solutions operate on a long-term timeline. The success of these long-term projects and solutions will stem from having built supportive, collaborative networks and creative partnerships that span across diverse sectors. TAP-IN's goal is to do just that - connect disconnected communities that need to be working together to move solutions forward, but they have never had the avenue to do so before. TAP-IN's mission is to get the conversations going, and keep them going, to foster an understanding of the water innovation space and provide the structure for these relationships to start and grow.

TAP-IN is the only platform currently that is identifying water problems and challenging the community to get involved. It is the first statewide effort to identify the stakeholders, connect the dots, and offer a pipeline for solutions.

Tasks

Provide a detailed description of each project task using the following format:

Task 1 – Community Water Innovation Programming

Description of Task:

- **Trout Tank/TAP-IN:** The funding will support an eight-week accelerator program and final pitch event in partnership with the Denver Metro Chamber of Commerce, Denver Metro Chamber Small Business Development Center, Denver Water, and Colorado State University. Denver Metro Chamber of Commerce offering discount cost on venue, program development, and some marketing/communications design and outreach.
 - Includes: The development of the accelerator program and marketing materials, recruitment of entrepreneurs, speaker training, event outreach and communication, and the implementation of the accelerator and final pitch event. TAP-IN will customize this program for water and offer it to entrepreneurs that came out of TAP-IN 2017, and others in Colorado.
- **Community Events:** TAP-IN will host at least four community events – a mix of community dialogue and reverse pitch events, modeled after the four events hosted in 2017. These events will focus on engaging new audiences, water professionals, decision-makers, elected officials, policy-makers, community leaders, and the business/innovation/entrepreneurial community. They will also highlight local Colorado experts and national experts in water innovation. These events will foster discussion about water innovation, technology, problem-solving, and entrepreneurship. They will be held across the state. Each event will aim to have between 50 - 150 attendees, depending on topic and location. Will need consulting help and program development from multiple partners statewide.
 - Includes: The venue costs, catering for the events, speaker fees and related costs,

Tasks
marketing and communications design and materials, consulting fees, and program development with partners and co-host organizations.
Method/Procedure:
<p>TAP-IN will develop the program to fit the specific needs of the water sector and market. The other partners will aid in this development and help TAP-IN reach a large audience by using their marketing, communications, and outreach channels.</p> <p>TAP-IN will secure a venue, provide catering, and aim to have between 50 – 150 attendees. TAP-IN will use its outreach channels and partner with at least one local group to co-host the events to increase community engagement and reach.</p>
Grantee Deliverable: Describe the deliverable the grantee expects from this task
TAP-IN also expects to expand its network further into the business community and entrepreneurial community. These programs are innovative, creative educational tools to help the community understand the unique water challenges Colorado faces. TAP-IN will increase its exposure and impact, and increase the public's understanding of water issues.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
TAP-IN will provide the CWCB a written report with the measurable outcomes and impact from the events. This will include photos as well.

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.

Reporting Requirements
<p>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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.</p>



Reporting Requirements

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 withhold disbursement the last 10% of the budget until 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.

Project costs not covered by other grants, and are therefore the responsibility of the grantee, will be eligible for CWCB funds.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be withheld until 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 withhold disbursement of the last 10% of the budget until 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.

(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.



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Water Plan Grant - Exhibit B Budget and Schedule

Date: August 1, 2017

Name of Applicant: Open Water Foundation

Name of Water Project: TAP-IN

Task No.	Task Description	Start Date ⁽¹⁾	End Date	Grant Funding Request	Match Funding	Total
1	Community Water Innovation Programming	Jan 15, 2018	Jan 15, 2022	\$54,000	\$10,000	\$64,000
Total				\$54,000	\$10,000	\$64,000