



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources  
1313 Sherman Street, Room 718  
Denver, CO 80203

WSRF Grant – Y/W/G - Youth Water Education  
POGG1 2020-2830

February 11, 2020

Yampatika Outdoor Awareness Association  
Attn: Joseph P. Haines, Exec. Director  
925 Weiss Drive  
Steamboat Springs, CO 80487

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 for your project pursuant to the WSRF Grant Program (“Program”). This letter authorizes you to proceed with Youth Water Education (“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, Yampatika Outdoor Awareness Association, agree by accepting the Grant Funds.

If you have any questions or concerns regarding the project, please contact Craig Godbout, Project Manager at 303-866-3441 or at [Craig.Godbout@state.co.us](mailto:Craig.Godbout@state.co.us). Please send all grant correspondence directly to Craig and cc me on your invoice billing requests.

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](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.us](http://cwcb.state.co.us)





**STATE OF COLORADO**  
Department of Natural Resources

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<b>ORDER</b>		<b>*****IMPORTANT*****</b>				
<b>Number:</b>	POGG1,PDAA,202000002830	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	2/10/20	<b>BILL TO</b>				
<b>Description:</b>	PDAA WSRF GRANT - YWG K-12 CURRICULUM	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	02/06/20	<b>SHIP TO</b> COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Expiration Date:</b>	03/31/23					
<b>BUYER</b>		<b>SHIPPING INSTRUCTIONS</b>				
<b>Buyer:</b>		<b>Delivery/Install Date:</b> -				
<b>Email:</b>		<b>FOB:</b> FOB Dest, Freight Allowed				
<b>VENDOR</b>						
YAMPATIKA OUTDOOR AWARENESS ASSOC 925 WEISS DR STEAMBOAT SPRINGS, CO 80487-9315						
<b>Contact:</b>	Joesph Haines					
<b>Phone:</b>	9708709565					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$99,053.00	<input type="checkbox"/>
Description: PDAA WSRF GRANT - YWG K-12 CURRICULUM						
Service From: 02/06/20		Service To: 03/31/23				
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions">https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$99,053.00</b>						



Last Update: September 3, 2019

<b><u>Colorado Water Conservation Board</u></b>	
<b>Water Supply Reserve Fund</b>	
<b><u>Exhibit A –Statement of Work</u></b>	
<b>Date:</b>	<b>September 3, 2019</b>
<b>Water Activity Name:</b>	<b>Yampa White Green Rivers K-12 Curriculum</b>
<b>Grant Recipient:</b>	<b>Yampatika</b>
<b>Funding Source:</b>	<b>Yampa/White/Green Basin Roundtable</b>
<b>Water Activity Overview:</b> (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>Yampatika proposes to develop and implement a K-12 focused youth water education program for the Yampa/White/Green (YWG) Basin Roundtable. This project will include the development of curriculum based on Next Generation Science Standards (NGSS) state standards, a comprehensive evaluation system that measures both quantitative and qualitative success and professional development opportunities for educators related to water education.</p> <p>Youth water education programs will focus on increasing general water education, which includes highlighting the importance of water in the Basin to all relevant stakeholders including agriculture, municipalities, recreation, businesses, community members, and the environment. These education programs will be a valuable opportunity to highlight Colorado Water Plan, the Basin Implementation Plan, and the critical role of the YWG Basin Roundtable to address the consumptive and non-consumptive water needs across the Basin.</p> <p>Evaluation components will be created for school-based programs and professional development opportunities to ensure short and long-term success of water education programs.</p> <p>The WSRF funds will be used over a three-year period to accomplish these educational objectives.</p>	
<b>Objectives:</b>	
<ol style="list-style-type: none"><li>1. Offer a selection of water education opportunities throughout the YWG Basin focusing on new K - 12 NGSS and other Colorado State Standards.</li><li>2. Evaluate youth water education programs throughout the YWG Basin.</li><li>3. Collaborate and communicate amongst relevant agencies to increase the educational outreach and promote the educational objectives of the grant.</li><li>4. Promote relationships between schools and their local water resource agencies and alliances.</li></ol>	



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Tasks
<b><u>Task 1 – Planning phase</u></b>
Description of Task:
Review data, requests, and collect new information to inform the most impactful youth water education plan for the Basin.
Method/Procedure:
<ul style="list-style-type: none"><li>▪ Review survey and pilot program results from 2018-2019. Focus on feedback from specific water education areas of interests from teachers and administrators working in the YWG Basin.</li><li>▪ Develop a list of contacts with school districts and within individual schools that can be “champions” for water education programs.</li><li>▪ Develop a list of local speakers willing to support water education programs.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none"><li>▪ Meet with Administrative staff at schools and school districts in each Basin so they have an opportunity to express their interest in a program allowing all schools an opportunity to be part of the strategic plan process that will be implemented during the grant cycle.</li><li>▪ Create a plan to offer water education programs throughout the Basin starting in the 2020 school year (ready by June 2020).</li></ul>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>▪ Yampatika will share the YWG water education plan with CWCB in the first 6-month report.</li></ul>

Tasks
<b><u>Task 2 - Water Education Programs in YWG Basin Schools</u></b>
Description of Task:
Design, promote, and implement water education programs throughout YWG Basin that build upon results of the initial research and piloted programs. Offer a selection of water education opportunities throughout the YWG Basin focusing on new K - 12 NGSS and Colorado State Standards.
Arrange and financially support school field trips to enable hands-on, place-based learning for the participating students and teachers.
Method/Procedure:



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<ul style="list-style-type: none"><li>▪ Arrange and support water education focused field trips with YWG Basin teachers/district transportation directors to support transportation and field trip costs.</li><li>▪ Create 5 new water education programs targeting the standards and topics highlighted in the survey.</li><li>▪ Schedule and implement water education programs with schools including in-class and field based instruction.</li><li>▪ Adjust existing and add additional programs based on teacher feedback.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none"><li>▪ Yampatika will have five standardized water education programs that meet current/new state education standards.</li><li>▪ Water education programs will reach 50% of a K-5 school; and 1 MS and 1 HS class in each district each year.</li></ul>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>▪ Send a progress report to CWCB at 6 month intervals. This progress report will include a list of programs implemented, locations and schools served, along with participant numbers.</li></ul>

Tasks
<b><u>Task 3 - Creating Evaluation Tools for Measuring Impact of Water Education Programs</u></b>
Description of Task:
<p>Evaluating the success of water education programs is an essential piece for maintaining quality and relevance. Yampatika will work with an outside evaluator to create, implement and analyze data and feedback to evaluate the success of the program on an annual basis and make programmatic changes based on the results.</p> <p>Evaluation tools will be designed for both students and teachers. Evaluation tools will measure both quantitative and qualitative impacts of the program. Teacher surveys will be administered following each water education program to gain feedback and evaluate if the program is helping teachers reach their learning goals and reinforce important standards.</p> <p>The evaluation component will be implemented starting with the 2020-2021 school year to ensure a full year of programming is measured.</p>
Method/Procedure:
<ul style="list-style-type: none"><li>▪ Yampatika staff will work with an outside evaluator to create evaluation survey tools.</li><li>▪ Yampatika staff will create a system for effective implementation of student and teacher surveys.</li><li>▪ Surveys will be used starting with the 2020-2021 school year.</li><li>▪ Staff will review the relevance and feedback of the programs every semester.</li><li>▪ A final evaluation report will be created at the end of the school year and shared.</li><li>▪ Programs, surveys, and processes will be adjusted for the 2021-2022 school year based on report findings.</li></ul>



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<ul style="list-style-type: none"><li>Evaluations completed will include (though not limited to): qualitative and quantitative data collection (i.e. numbers of participants, increased knowledge of water issues, etc.)</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none"><li>Yampatika will create evaluation tools to measure student learning as well as post-program surveys for teachers (ready for the 2020- 2021 school year).</li><li>Yampatika will create an annual report at the end of each school year highlighting both quantitative and qualitative measures of success, areas for improvement and additional recommended programs for the future.</li></ul>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>Yampatika will send an evaluation report by the end of June 2021 and include any relevant updates in the 6-month reports.</li></ul>

Tasks
<b><u>Task 4 - Final Program Report</u></b>
Description of Task:
Create a final report sharing the scope of work completed along with qualitative and quantitative data collected. <ul style="list-style-type: none"><li>At the end of the grant period, Yampatika will create a final report evaluating the overall plan and highlight the successes and challenges with a lens of looking forward to continuing free water education programs throughout the YWG Basin.</li></ul>
Method/Procedure:
<ul style="list-style-type: none"><li>At the end of the grant period, Yampatika will create a final report evaluating the overall plan and highlight the successes and challenges with a lens of looking forward to continuing free water education programs throughout the YWG Basin.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none"><li>A final report will be created and submitted within two months of the end of funding.</li></ul>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>A final report will be submitted to CWCB within two months of the end of funding.</li></ul>
Tasks
<b><u>Task 5 – Grant Administration</u></b>
Description of Task:
Maintaining and tracking revenue and expenses is an important aspect of this grant. Yampatika staff will manage and maintain accurate accounting records and submit invoices on a regular basis for reimbursement.
Method/Procedure:



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<ul style="list-style-type: none"><li>▪ Yampatika's office manager will accurately enter and code expenses related to the grant and submit invoices on a regular basis for reimbursements.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none"><li>▪ Accurate financial reports with interim and the final report.</li><li>▪ Accurate invoices for reimbursements</li></ul>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>▪ Accurate financial reports with interim and the final report.</li><li>▪ Accurate invoices for reimbursements</li></ul>

### Budget and Schedule

**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 excel format. A separate Excel formatted Budget is required for engineering costs to include rate and unit costs.

### Reporting Requirements

**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.

**Final Report:** At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee'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.

### Payments

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



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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.





## COLORADO

Colorado Water  
Conservation Board

Department of Natural Resources

### Colorado Water Conservation Board

#### Water Supply Reserve Fund

#### EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date: 1/24/2020

Water Activity Name: Yampa White Green Rivers K-12 Curriculum

Grantee Name: Yampatika

<u>Task No.</u> <sup>(1)</sup>	<u>Description</u>	<u>Start Date</u> <sup>(2)</sup>	<u>End Date</u>	<u>Matching Funds</u> (cash)	<u>Matching Funds</u> (in-kind)	<u>WSRF Funds</u> (Basin & Statewide combined) <sup>(3)</sup>	<u>Total</u>
1	Planning Phase	Feb-20	3/31/2023	\$ 1,000	\$ -	\$ 5,638	\$ 6,638
2	Water Education Programs in the YWG Basin schools	Feb-20	3/31/2023	\$ 22,500	\$ -	\$ 72,122	\$ 94,622
3	Creating Evaluation Tools for Measuring Impact of Water Ed programs	Feb-20	3/31/2023	\$ 3,000	\$ -	\$ 16,275	\$ 19,275
4	Final Program Report	Feb-20	3/31/2023	\$ 1,000	\$ -	\$ -	\$ 1,000
5	Grant Administration	Feb-20	3/31/2023	\$ -	\$ -	\$ 5,018	\$ 5,018
<b>Total</b>				\$ 27,500	\$ -	\$ 99,053	\$ 126,553

(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.

(3) Round values up to the nearest hundred dollars.

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