

FINAL REPORT – POGG1 PDAA 2016000000000000570

GRANTEE: Estes Valley Land Trust

PRIMARY CONTACT: Mary Banken

ADDRESS:

1191 Woodstock Dr., Suite 5

P.O. Box 663

Estes Park, CO 80517

PHONE: 970-577-6837

PROJECT NAME: Reorganization of Big Thompson River Restoration Coalition and Little Thompson Watershed Restoration Coalition

GRANT AMOUNT: \$20,000.00

INTRODUCTION AND BACKGROUND

The Big Thompson River Restoration Coalition (now renamed to the Big Thompson Watershed Coalition) and the Little Thompson Watershed Restoration Coalition (now renamed to the Little Thompson Watershed Coalition) had been operating as steering committees with all grants made to and administered by Coalitions and Collaboratives, Inc. ("CoCo") as their fiscal agent. In October 2015, CoCo gave notice of its intent to terminate these fiscal sponsorship arrangements as of November 1, 2015. The coalitions each decided that they wished to continue as independent nonprofit corporations with a new fiscal agent, and elected to enter into fiscal sponsor relationships with Estes Valley Land Trust. Finalization of those discussions were dependent upon arrangements being made for changes under existing grants from the Department of Local Affairs and CWCB that were made to CoCo for the benefit of the coalitions, and those steps have been completed. It was also dependent upon funding being found to provide for the time, effort and costs associated with the corporate reorganization of each of the coalitions, which was provided through this grant.

OBJECTIVES

The objectives of the project were as follows:

1. Reorganize the Big Thompson Watershed Coalition as an independent Colorado nonprofit corporation recognized by the Internal Revenue Service as a 501(c)(3) organization with all of the necessary internal controls, policies, procedures, corporate governance documents, banking facilities and financial systems that are necessary for the coalition to function successfully.
2. Reorganize the Little Thompson Watershed Coalition as an independent Colorado nonprofit corporation recognized by the Internal Revenue Service as a 501(c)(3) organization with all of the necessary internal controls, policies, procedures, corporate governance documents, banking facilities and financial systems that are necessary for the coalition to function successfully.

TASKS

The tasks and steps of the grant were completed as identified in the chart below.

TASK STEPS	TASK 1 – Reorganization of the Big Thompson Watershed Coalition (\$10,000.00)	TASK 2 – Reorganization of the Little Thompson Watershed Coalition (\$10,000.00)
1. File articles of incorporation under the Colorado nonprofit corporation act.	December, 2015	December, 2015
2. Obtain employer identification number, make appropriate regulatory filings and registrations and obtain other registrations and identification numbers as may be necessary or appropriate.	December, 2015	December, 2015
3. Prepare bylaws, corporate governance documents, prepare policies and procedures for consideration by the coalition's initial board of directors.	December, 2015	December, 2015
4. Conduct an organizational meeting of the initial board of directors to adopt bylaws and other corporate governance documents, policies and procedures and other matters needed in order begin corporate existence.	December, 2015	December, 2015
5. Adopt and document financial policies, internal controls, chart of accounts, accounting system and establish banking relationships and retain independent certified public accounts for audit and tax purposes.	January, 2016	January, 2016
6. Create and submit for approval by coalition's board an operating budget for 2016.	January, 2016	February, 2016
7. Assist the coalition in the assignment or reissuance of existing grants from DOLA and CWCB into grants in the name of the coalition.	January, 2016	January, 2016
8. Establish policies and procedures and create documentation for compliance with reporting requirements under existing grants from DOLA and CWCB.	January, 2016	January, 2016
9. Establish personnel policies and procedures and benefit programs for the hiring of staff.	December, 2015	December, 2015
10. Prepare and file a Form 1023 application for 501(c)(3) determination letter.	February, 2016	February, 2016

DELIVERABLE

Two fully functioning Colorado nonprofit corporations that are recognized by the Internal Revenue Services as a 501(c)(3) organization with appropriate policies , procedures and documents in place. Receipt of the 501(c)(3) determination letter is not expected until approximately July 2016, about 4-5 months after the completion of all work under this grant.

REPORTING AND FINAL DELIVERABLE

Final Deliverable: This report is provided to the CWCB as a final deliverable report that summarizes the project and documents how the project was completed.