

FINAL REPORT
CWCB CAPACITY GRANT

GRANTEE and FISCAL AGENT (if different)

Saint Vrain Creek Coalition (SVCC) and County of Boulder (fiscal agent)

PRIMARY CONTACT

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PROJECT NAME

Personnel Support for St. Vrain Creek Coalition

GRANT AMOUNT

\$21,223

GRANT PERIOD

August 7, 2015 to August 31, 2017

OBJECTIVES (from Scope of Work)

Please find a list of objectives from the grant Scope of Work (June 2015) below. Objectives for all aspects of the project whether funded by the Colorado Water Conservation Board (CWCB) or DOLA CDBG-DR capacity are included in the list, with CWCB-funded objectives underlined.

- Establish a functioning SVCC organization, near-term and longer-term
- Support SVCC fundraising and grant writing activities by securing local, state and federal funding, and leverage grants and other funding sources to maximize project benefits.
- Work closely with private and public property owners to identify project opportunities.
- Prioritize Watershed Issues – incorporate diverse community values, incorporate desired ecosystem conditions based on historic and current considerations, and prioritize project opportunities.
- Appropriately administer and execute tasks of grants awarded to SVCC, with initial Fiscal Sponsorship from Boulder County

TASKS (Accomplishments)

The tasks outlined in the original Scope of Work are included below, with further information on how the Saint Vrain Creek Coalition worked towards those tasks, thanks to the generosity of the CWCB.

- **TASK 1 – CAPACITY BUILDING**
All paid SVCC staff are employed by Boulder County, the SVCC's fiscal agent, who manages SVCC Capacity Funds from the CWCB and the Colorado Department of Local Affairs (DOLA). In July

2015, the SVCC Board of Directors hired a Watershed Coordinator to provide the organization with much-needed capacity to manage the many projects, administrative duties, and communication/collaboration required of the organization. In October 2015, the SVCC hired a Program Assistant.

After the Watershed Coordinator resigned in January 2016 for personal reasons, the SVCC once again began a search for a new Watershed Coordinator, who was hired in March 2016.

In May 2016, the SVCC expanded capacity with an unpaid summer intern who primarily assists with fundraising.

Additionally, the staff supports the Board of Directors and the SVCC Committees (Governance, Finance, Fundraising, Projects, and Aquatics) that also contribute to the growth and functions of the SVCC.

Boulder County provides the SVCC with resources and services for human resources, and administrative and accounting capacity and controls. That support allows the SVCC staff to focus on project-related work, compliance for projects, Board and Committee support, and sustainability into the future. Staff tracked and billed time to each of the two SVCC capacity funding sources, based on the funding eligibility of their activities. For example, DOLA does not fund time spent fundraising, but CWCB does.

Deliverables indicated in the Scope of Work and the file paths to these deliverables are listed in the table below.

Deliverable	File Path
Staff hiring	FinalReport_Deliverables\Deliverables\Job Descriptions
Timesheets for staff	FinalReport&Deliverables\Deliverables\Time Sheets
Payroll records of staff	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Remittance statement or other payment verification of payments by DOLA under grant	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance

- **TASK 2 – Project Planning**

SVCC staff worked with the SVCC Board and stakeholders to evaluate proposed and awarded projects in an efficient and compliant manner ensuring collaboration with watershed stakeholders. Shortly after the organization’s inception, the SVCC Projects Committee, which like all SVCC committees is open to the public, formed to assist with the evaluation of projects within the scope of certain funding opportunities, such as the Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program. Over the next year, the Projects Committee evolved to encompass the following goals within the St. Vrain Watershed:

- Identify project needs and priorities
- Identify funding potentials for projects
- Promote active SVCC representation on projects.

The Committee, along with the SVCC staff and Board, accomplished a great deal during the funding period, including but not limited to:

- Developing a ranking matrix to score projects for the NRCS EWP Phase 2 funding for Board approval
- Developing a list of unmet need projects from throughout the watershed as future potential projects and identifying elements needed within a ranking matrix to determine priorities
- Ranking projects for DOLA CDBG-DR funding opportunities for Board approval
- Assisting in and providing input on projects the SVCC is working in (Apple Valley Planning and Design, Apple Valley North Design-Build, Apple Valley South Design- Build, and McConnell Design and Construction)
- Provided comments on stream restoration projects in the watershed that are managed by our partners.

The SVCC has also coordinated and facilitated conversations with partners within the watershed to find solutions and common ground on identified issues. For example, when landowners indicated concern about projects taking place in the South Saint Vrain, the SVCC formed a South Saint Vrain Working Group, and brought together the various entities completing flood recovery projects in the area. The working group has opened up the lines of communication between landowners and the many project managers completing projects within the area.

Deliverables indicated in the Scope of Work and the file paths to these deliverables are listed in the table below. Those deliverables that are not from the original Scope of Work are marked with an asterisk (*).

Deliverable	File Path
Reimbursement request form submitted to DOLA	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Remittance statement or other payment verification of payment under DOLA grant	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
EWP Project Ranking Matrix *	FinalReport&Deliverables\Deliverables\Project-Related
Unmet Needs Project List *	FinalReport&Deliverables\Deliverables\Project-Related
Comment letters on flood recovery projects led by organizational partners *	FinalReport&Deliverables\Deliverables\Project-Related\Commentletters_partnerprojects

- **TASK 3 – Implementation Projects**

The SVCC has been awarded funds to manage projects within the watershed to increase resiliency and sustainability for the St. Vrain Creek Watershed. These projects, identified in the Saint Vrain Creek Watershed Master Plan and approved by the Board of Directors, are as follows:

- The Creek Rehabilitation Plan for Apple Valley: complete as of July 2017
- Apple Valley North Design-Build: ongoing through the end of 2017
- Apple Valley South Design-Build: ongoing through the end of 2017

- McConnell Project Design and Construction: ongoing through the end of 2017

SVCC Staff and Board have worked toward managing these projects in a collaborative manner with stakeholders that is compliant with the agencies funding them. The SVCC accepts comments and input from the various stakeholders around the watershed, including federal, state, and local government, individuals, the recreation community, other non-profits, and any other interests within the watershed. Staff works to leverage the resources and relationships available to the SVCC, such as the State Technical Assistance Team and our partners at Boulder County, the Town of Lyons, and the City of Longmont, to ensure successful project implementation.

Deliverables indicated in the Scope of Work and the file paths to these deliverables are listed in the table below. Those deliverables that are not from the original Scope of Work are marked with an asterisk (*).

Deliverable	File Path
Watershed project implementation plans and corresponding project deliverables	FinalReport&Deliverables\Deliverables\Project Implementation Plans and Deliverables
Timesheets for staff	FinalReport&Deliverables\Deliverables\Time Sheets
Payroll records of staff	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Reimbursement Request forms to DOLA	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Remittance statement or other payment verification of payment by DOLA under grant	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Creek Rehabilitation Plan for Apple Valley Final Deliverables*	FinalReport&Deliverables\Deliverables\Project Implementation Plans and Deliverables\Apple Valley 30% Design_071317\Final Deliverables
EWP Monthly Updates*	FinalReport&Deliverables\Deliverables\Project-Related

- **TASK 4 – Fundraising/Grant Writing**

The SVCC has been working hard on obtaining funding to implement projects within the watershed, as well as towards the sustainability of the organization after capacity funds are expended.

From the Coalition's inception in 2015 through July 2017, the SVCC has worked towards fundraising and grant writing in a number of ways which include:

- Submitting a grant for Round 1 of Capacity Funds from the CWCB and DOLA (accomplished by the SVCC Board of Directors);
- Submitting additional grants applications:
 - Three applications to the DOLA CDBG-DR Resilient Planning in November 2015, one of which was awarded to the Coalition for the planning and design of a stream restoration project in Apple Valley,
 - An application to the DOLA CDBG-DR Watershed Resilience Pilot Program,

- Round 2 in January 2016 for the implementation of a stream restoration project in Apple Valley North (awarded),
 - An application to the DOLA CDBG-DR Watershed Resilience Pilot Program in August 2016 for Capacity Funding to support staff (awarded),
 - An application for funding to the DOLA CDBG-DR Watershed Resilience Pilot Program, Round 3 Implementation for the construction of the McConnell Project (awarded). This application required close collaboration with four partners who submitted their grant under the SVCC's "Lyons Legacy Project" umbrella.
- Partnering with other coalitions on funding opportunities that were awarded:
 - The Regional Stream Stewardship & Recovery Handbook, led by the Left Hand Watershed Oversight Group, and
 - The Resilient Crossings Handbook, led by the Four Mile Watershed Coalition
- Supporting partner organizations in their grant application endeavors by providing input on their applications and writing letters of support, when appropriate,
- Organizing and participating in a fundraising training that was also attended by other coalitions and developing a fundraising plan through this training process,
- Hiring an unpaid intern to assist with fundraising, outreach, and projects,
- Hosting a number of outreach events to help make the Coalition a recognized organization in the community,
- Obtained donations for outreach events like watershed bus tours in 2015 and 2016, and canoe trip exploring the St Vrain Creek in Weld County,
- Forming a Fundraising Committee in December 2016 that meets regularly to strategize and complete fundraising-related projects,
- Developing a Fundraising Plan with strategic goals, objectives, and action plan,
- Developing a corporate fundraising strategy and materials needed for funding asks, and
- Developing a funding database with companies and foundations that could be potential future funders.

A total of \$4,670,025 was raised by the SVCC for projects and the operations of the SVCC. The project funds (\$4,134,087) are for four stream restoration projects. The operating funds (\$535,938) support staffing and operating expenses from July 2015 through June 2018.

The above fundraising and grant writing activities were closely related to the strategic planning process that the SVCC underwent in late 2016. This process helped the Board and Staff identify the organization's main goals: Flood Recovery, Facilitation, Financial Sustainability, and Capacity. The SVCC will be revisiting this process in fall 2017 to further refine the goals put in place. These goals will help guide the SVCC as we work to build a brand and raise funds for the future sustainability of the organization.

Deliverables indicated in the Scope of Work and the file paths to these deliverables are listed in the table below. Those deliverables that are not from the original Scope of Work are marked with an asterisk (*).

Deliverable	File Path
Strategic Plan	FinalReport&Deliverables\Deliverables\Fundraising and Grants\SVCC Strategic Plan
Fundraising Plan	FinalReport&Deliverables\Deliverables\Fundraising and

	Grants\Fundraising Committee
Timesheets for staff	FinalReport&Deliverables\Deliverables\Time Sheets
Payroll records of staff	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Reimbursement Request forms to DOLA	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Remittance statement or other payment verification of payment by DOLA under grant	FinalReport&Deliverables\Deliverables\Payroll Records_DOLA RFR_Remittance
Grant applications*	FinalReport&Deliverables\Deliverables\Fundraising and Grants\Grant Applications
Fundraising Database*	FinalReport&Deliverables\Deliverables\Fundraising and Grants\Fundraising Committee
Fundraising Committee monthly update*	FinalReport&Deliverables\Deliverables\Fundraising and Grants\Fundraising Committee\Monthly Update