

Exhibit A

Statement Of Work	
Prepared Date:	4/3/2024
Name of Grantee:	Roaring Fork Conservancy
Name of Water Project:	Watershed PenPals
Water Project Overview:	
<p>Watershed PenPals, created by Roaring Fork Conservancy (RFC) in 2021, connects students across the continental divide through old-fashioned letter writing. Through a series of shared classes, slides, videos and activities, students in both Aurora and Basalt learn about where their water comes from, develop relationships based on commonalities, build a shared understanding of water's value in Colorado, and develop strategies to protect and conserve water in their respective communities.</p> <p>To enhance the reach of the Watershed PenPals program, RFC is launching a Meet Your Headwaters experience in summer 2024. Open to Aurora students and teachers, participants will travel to the Roaring Fork Valley to meet their Basalt-based pen pal and explore their shared headwaters alongside experts in the field while building in-person relationships. All Students and teachers that participate in Meet Your Headwaters, will create a professional visual display to accompany a video and live presentation to their school and city councils, detailing their experiences with the source of their community's water; ultimately, connecting people from both sides of the Continental Divide through common waters and common interests.</p>	
Project Objectives:	
<p>By connecting water users from across the continental divide, Watershed PenPals and Meet Your Headwaters programs will create, develop and foster a clear understanding of Colorado's unique water systems, both natural and man-made, through experiential learning and revealing common ground in understanding water's uses, value, and scarcity.</p> <p>Students will foster community awareness of water conservation strategies and the intrinsic value of headwater systems through visual presentations, displays, and a professional quality video.</p>	

Tasks
Task 1: Watershed PenPal School Programs
Description of Task:
<p>The Watershed Pen Pal Program will connect fifth-grade students across the Continental Divide to explore Colorado's most precious resource, water. Students in the Roaring Fork Valley will be connected with students in Aurora, Colorado as pen pals, to discover how they share water from the Fryingpan and Roaring Fork Rivers. Roaring Fork Conservancy and Aurora Water Education and Outreach Program forge connections to Aurora and Roaring Fork Valley schools through their water education programs. Many students and community members in both areas are unaware that Aurora receives water from the Roaring Fork headwaters via trans basin diversion tunnels.</p> <p>Fifth Grade writing and science standards reflect much of the content delivered through this program, making it a good fit for classroom teachers. Through a series of shared classes, presentations, videos</p>

and activities, students in both Aurora and the Roaring Fork Valley will learn about where their water comes from and why it is important to value, conserve, and protect this life-giving resource.

Method/Procedure:

RFC begins the program with a fall raft trip for Roaring Fork Valley students. Teachers, parents, and students learn the factors that contribute to healthy river systems through hands on experiences. During the float, students conduct water quality tests, assess riparian health, and observe biological health through macroinvertebrate identification. Aurora students receive fall water education programming from Aurora Water.

In January, RFC educators visit classrooms to launch the program and continue water education through activities and classes. Students receive shared presentations guiding them to write four letters to their pen pals. Letters include sharing information about each other's hobbies, water values and experiences. The slide show that facilitates letter writing focuses on tracing water to its source, learning about the amount of available fresh water, highlighting efforts to conserve water, and learning about natural water systems. The program culminates with a live video meet and greet, and exchange of seed packets comprised of drought tolerant wildflowers mailed in their last letter. The flower seeds are brought home to each family to facilitate water wise conversations, values and practices.

Deliverable:

- Documentation and photographs of Roaring Fork Valley student's participation in the fall rafting trip.
- RFC educators will travel to Aurora to meet students and teach the first class that connects them to their headwaters and pen pals, program stats and photo documentation will be shared.
- Slides and program lesson outline for 10 classes taught by Aurora School District Teachers to Aurora Students, tying into additional water education classes that are provided by Aurora Water Environmental Outreach Program.
- Lesson plans and documentation of 28 classes taught to Roaring Fork Valley students by RFC educators to guide them through hands on experiences, increasing their knowledge of watershed science.
- Samples highlighting student's four letters to their pen pals over four months. Letters focus on how they use water, where their water comes from, why water is important, and how they will conserve water. Letters are reviewed and evaluated by teachers before being sent to their pen pals. This program concludes when students meet their pen pal through Google Meets. Photo documentation will be shared.

Tasks

Task 2: Meet your Headwaters Program

Description of Task:

Select Aurora students who participated in the Watershed PenPals program will travel to the Roaring Fork Valley for a 3-day *Meet Your Headwaters* experience to spend time with their pen pal and see first-hand the natural systems in which their community's water originates. Students' selection will be based on their commitment to attend the 3-day Meet your Headwaters experience, availability and commitment of a guardian, and eagerness to present to city council.

Method/Procedure:

Meet Your Headwaters experience will be open to all students that participated in the Watershed PenPal program. Interested students will fill out an application, and six students will be chosen to participate. Each student will be accompanied by their legal guardian along with one participating teacher from Aurora. RFC will arrange shuttle service to meet Aurora students at their school to transport them to their lodging in Basalt and take them back home. Corresponding Roaring Fork pen pals will meet their Aurora pen pal and accompany them on the exploration of their headwaters. Students will engage in daily activities to learn about the physical, chemical, and biological health of rivers. Grant funds will be used to purchase 12 cameras to be used during the trip to create photo journals. Through exploring their headwaters and sharing the different ways that they use water, students will engage in meaningful conversations and daily journal entries and photographs, further building positive relationships that are centered on valuing water in Colorado.

Deliverable:

- Application for Aurora student participants and samples of selected student's completed applications.
- A detailed itinerary and photo documentation of the week, including transportation, lodging, meals, and activities including sightseeing, whitewater rafting, hiking and other headwaters explorations.
- Lessons Plans including macroinvertebrate investigations, water chemistry tests, small group discussions, riparian habitat assessments, and diversion tunnel study.
- Highlights of student's daily journal entries.

Tasks

Task 3: Community Education

Description of Task:

Upon completion of the *Meet Your Headwaters* Experience, RFC staff will review student photographs and journal entries to build displays and work with students and teachers to create a short presentation. Students will deliver presentations to their hometown's city council. The standing visual displays will build a story board of student's experiences through photographs of their headwaters, journal entries, and activities. The visual displays will create a stand-alone educational piece that will serve to further connect communities to their headwaters. Visual displays will also be exhibited at each school and other relevant community venues.

Method/Procedure:

Over the 3-day *Meet Your Headwaters* experience, RFC will guide students in methods to meaningfully document their experiences through digital photography. Students will receive daily journal prompts to further reflect on and document their experiences and learning. Students will be given time to discuss their ideas and work with their peers and staff. RFC will provide guidance in facilitating discussion groups allowing students to talk about their shared experiences and enhanced understanding based on both the Watershed PenPals and *Meet Your Headwaters* programs. RFC staff will work with students and a local graphic design company to create professional quality visual displays. These visual displays will help guide the presentation that students will deliver to their home city councils. This presentation will share their experiences and relationships with both the Roaring Fork and Aurora communities. Visual displays will then be showcased at their schools and other community venues.

Deliverables:

- Recorded community presentations.
- Developed community visual displays. Final prototypes will be shared with CWCB.
- Documentation of Aurora and Basalt City Council Agenda items.
- Lists or photos of display locations in Aurora and the Roaring Fork Valley.

Tasks

Task 4: Watershed PenPal Video

Description of Task:

Develop a short film that showcases the Watershed PenPal and the *Meet your Headwaters* Programs. This film, created by a professional producer, will highlight the relationships that students create with each other and Colorado's water systems. This short film will leave viewers with the clear message that Coloradans must understand each other in order to fully grasp the urgency to conserve water in Colorado and continue to work towards innovative solutions through meaningful relationships, ecological literacy, and hands-on experiences.

Method/Procedure:

RFC will hire a professional film producer to document students throughout the programs, creating a short 8–10-minute video to highlight the relationships that the students build through letter writing and in-person experiences on the rivers and in the Roaring Fork Watershed. This video will be shared to Aurora and Basalt City Councils, to the schools participating in these programs, and a variety of other venues/audiences.

Deliverable:

Watershed PenPals 8–10-minute film.

Budget and Schedule

Prepared Date: 4/23/24

Name of Grantee: Roaring Fork Conservancy

Name of Water Project: Watershed PenPal and Meet Your Watershed Programs

Task No.	Task Description	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match Funding	Total
1	Watershed PenPal School Programs	5/1/2024	5/1/2029	\$ 24,747.90	\$ 26,391.90	\$ 51,139.80
2	Meet Your Headwaters Program	5/1/2024	5/1/2029	\$ 78,137.80	\$ 1,867.00	\$ 80,004.80
3	Community Education	5/1/2024	5/1/2029	\$ 19,062.00	\$ 15,822.00	\$ 34,884.00
4	Watershed PenPal Video	5/1/2024	5/1/2029	\$ 15,000.00	\$ 2,000.00	\$ 17,000.00
Total				\$136,947.70	\$46,080.90	\$183,028.60

Reporting Requirements

Progress Reports: The grantee shall provide the CWCB a progress report every six months, beginning from the date of issuance of the grant agreement. 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.

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 pay out the last 10% of the 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 grant agreement 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.

Costs incurred prior to the effective date of this grant agreement are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of the grant agreement must be provided to the CWCB as part of the project documentation.

Performance Measures

Performance measures for the grant agreement 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. Per grant guidelines, the CWCB will pay out the last 10% of the 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 grant agreement will be closed without any further payment.

(b) Accountability: Per 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 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.