



**STATE OF COLORADO**  
Department of Natural Resources

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ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,202400002483	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	10/11/23	<b>BILL TO</b>				
<b>Description:</b>	Water-Focused Reader for Colorado Classrooms	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	10/18/23	<b>SHIP TO</b>				
<b>Expiration Date:</b>	10/18/28	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<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>						
COLORADO FOUNDATION FOR AGRICULTURE 10343 Federal Blvd Unit J Box 224 Westminster, CO 80260						
<b>Contact:</b>	Jennifer Scharpe					
<b>Phone:</b>	720-788-3224					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
Attachments: Budget, SOW, Summary of Good Standing, COI, No Auto Letter, Director Approved, HR Waiver						
<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	\$9,992.36	<input type="checkbox"/>
<b>Description:</b> Water-Focused Reader for Colorado Classrooms						
The Colorado Foundation for Agriculture (CFA) will design, print, and distribute at least 70,000 eight-page water-focused activity magazines-the Colorado Reader-to 3rd to 5th grade classrooms statewide. Topics will include Colorado's complex water system, water basins, agricultural water use, water conservation, and the Colorado Water Plan. Teachers subscribe to the Colorado Reader for free and incorporate their content and activities into their curriculum and lesson plans.						
As a part of this agreement, please refer to Exhibit A (dated 9/25/23) for a complete Statement of Work and Budget.						
<b>Service From:</b> 10/18/23		<b>Service To:</b> 10/18/28				
<b>TERMS AND CONDITIONS</b>						



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<https://www.colorado.gov/osc/purchase-order-terms-conditions>

**DOCUMENT TOTAL = \$9,992.36**

## Exhibit A

Statement Of Work	
Date Prepared:	September 25, 2023
Name of Grantee:	Colorado Foundation for Agriculture (CFA)
Name of Water Project:	Water-Focused Reader for Colorado Classrooms
<b>Water Project Overview:</b>	
<p>The Colorado Foundation for Agriculture (CFA) will produce and distribute one <i>Colorado Reader</i> on water. The <i>Colorado Reader</i> is an eight-page student activity newspaper geared towards upper elementary students (grades 3-5) and used in middle and high school classrooms. A total of 70,000 copies will be printed and distributed to students and educators across Colorado through a direct mailing to subscribers, included in teacher packets for various community youth water festivals, and picked up by educators, youth, and the public at various teacher conferences and events such as the Colorado State Fair and National Western Stock Show. An additional 2,000 students and individuals will be reached through the digital flip-book version of this <i>Reader</i>. Water education partners including Water Education Colorado (WEco), Colorado Water Assembly, individual Basin Roundtables, and others may request printed copies and will have access to the digital flip-book version to utilize and distribute.</p> <p>This <i>Colorado Reader</i> on water will be one of the four issues published during the 2023-2024 school year. The <i>Readers</i> are packaged in classroom sets of 30 and accompanied by an educator guide with additional lessons and activities for students. An evaluation will also be sent to be completed by the educator after their students have used the <i>Reader</i>. This <i>Reader</i> on water would be published in April 2024. Content for this <i>Colorado Reader</i> will include Colorado's complex water system, water basins, agriculture water use, water conservation, and the Colorado Water Plan.</p> <p>The content of this new <i>Reader</i> on water will use a combination of existing and new content. Some content from the April 2019 <i>Reader</i> (<a href="https://joom.ag/UCma">https://joom.ag/UCma</a>) would be used such as "The Story of Water," the "Locating Your Watershed" activity, and the "Geographic Precipitation Imbalance." New content related to agriculture water use (irrigation efficiency, drought tolerant crops, etc.) and water conservation practices (low water lawn alternatives, steps families can take to reduce water usage, etc.) will be included. New data from the Technical Analysis and Update to the Water Plan will be included. CFA staff will work with Jayla Poppleton of WEco, Casey Davenport of Colorado Watershed Assembly, Tammy Rusch of Central Colorado Water Conservancy District, and the Colorado Water Conservation Board (CWCB) to update and review the content to ensure the accuracy and timeliness of the information presented.</p> <p>As a presenter at several youth water festivals, CFA will distribute the new <i>Colorado Reader</i> to the teachers participating in the Lower South Platte Children's Water Festival, Greeley Children's Water Festival (both the Greeley and Fort Lupton locations), and the Aurora Water Festival. CFA will offer the <i>Colorado Reader</i> and presentations to water education partners with the goal of expanding distribution to other water festivals statewide.</p> <p>CFA recognizes the significant need to connect Colorado educators and students to agriculture, regardless of their geographic location. Thus, CFA will make extensive efforts to reach as many students across Colorado as possible – in urban, suburban, and rural populations.</p>	

CFA reaches new teachers by attending various state-wide educator conferences such as the Colorado Science Conference, CCIRA Colorado Literacy Conference, and the Rocky Mountain Homeschool Conference. These events typically account for about a 10% annual growth of *Colorado Reader* subscribers. When the *Colorado Reader* on water is published, it will be promoted through CFA's monthly e-newsletter that reaches 4,000 teachers, educators, and stakeholders. It will also be promoted through CFA's social media networks including Facebook, Instagram, and LinkedIn. A press release announcing the new water-focused *Colorado Reader* will also be written and sent to Colorado media.

**Project Objectives:**

The objectives of this project are to measure a change in awareness, knowledge, and behavior of elementary students and teachers related to water as follows:

- Increase in appreciation of the complexity of Colorado's water system.
- Strengthen knowledge about Colorado's river basins and the work of Roundtables to manage water for all.
- Boost understanding of the importance of water usage in agriculture and food production and the water conservation practices used by farmers and ranchers.
- Encourage students and teachers to practice water conservation methods.
- Raise awareness of the Colorado Water Plan.

**Tasks**

**Task 1 – Create the *Colorado Reader*, educator's guide, and evaluation**

Description of Task:

CFA will complete the development, design, and proofing of the *Colorado Reader*, corresponding educator's guide, and evaluation. CFA will work with program partners and water experts including the CWCB to ensure the accuracy and quality of content that aligns with the goals and objectives of the Colorado Water Plan, Statewide Water Education Action Plan, and individual Basin Education Action Plans.

Method/Procedure:

- Write the content, develop the activities, and complete the initial layout/design of the *Colorado Reader*, the educator's guide, and the evaluation.
- Send materials to CFA education committee, partners, and water experts for review and editing.
- Receive edits and prepare final documents for printing.
- Send documents to Prairie Mountain Media in Berthoud, Colorado for printing.

Deliverable:

- By March 15, 2024, CFA will provide the final draft *Colorado Reader*, educator's guide, and evaluation to CWCB.
- CFA will send the final files of the *Colorado Reader*, educator's guide and evaluation to the printer for them to prepare 70,000 copies of the *Reader* and 2,000 copies each of the educator's guide and evaluation and provide print copies to the CWCB.

**Tasks**

**Task 2 – Manage the distribution of the printed and electronic version of the *Colorado Reader***

Description of Task:

<p>CFA will work with Prairie Mountain Media in Berthoud, Colorado to direct mail the classroom sets (each classroom set includes 30 copies of the <i>Colorado Reader</i>, an educator's guide, and an evaluation).</p> <p>CFA will also prepare and upload electronic files of the <i>Colorado Reader</i>, educator's guide, and evaluation to CFA's digital library. CFA will distribute this digital flip-book version in its monthly e-newsletter, through CFA's various social media channels, and to program partners and Basin Roundtables.</p> <p>CFA will process and fulfill additional orders for this <i>Colorado Reader</i> received through CFA's online store available at <a href="http://www.GrowingYourFuture.com">www.GrowingYourFuture.com</a>. Formal and informal educators may order as many free copies as needed from the CFA website, which are sent with zero shipping costs.</p> <p>The additional remaining copies will be handed out to educators, youth, and the public at various teacher conferences and community events including the Colorado Science Conference, CCIRA Literacy Conference, Rocky Mountain Homeschool Conference, Colorado State Fair, National Western Stock Show, and community youth water festivals statewide.</p>
Method/Procedure:
<ul style="list-style-type: none"> <li>• Send mailing list to printer.</li> <li>• Oversee direct mail process of classroom sets to schools.</li> <li>• Prepare and upload electronic files to CFA digital library.</li> <li>• Distribute digital flip-book version through CFA's e-newsletter and social media outlets.</li> <li>• Process and fulfill additional orders received through CFA's online store, including packing, labeling, and applying postage.</li> <li>• Increase distribution of <i>Colorado Reader</i> through CFA outreach and existing partner networks to reach new audiences, educators, new geographic regions, and additional water festivals.</li> <li>• Send copies of this <i>Colorado Reader</i> to organizers of youth water festivals as requested.</li> <li>• Distribute <i>Colorado Reader</i> at CFA booths at various educational and public events.</li> </ul>
Deliverable:
<ul style="list-style-type: none"> <li>• By mid-April 2024, CFA will have direct mailed classroom sets to all existing subscribers.</li> <li>• CFA will publicly share the digital flip-book version of the <i>Colorado Reader</i> on their website.</li> <li>• CFA will document enhanced distribution of the <i>Colorado Reader</i> that resulted from direct CFA outreach to new partners, through existing partner networks, new geographic regions, and additional youth water festivals.</li> <li>• CFA will process and distribute additional <i>Colorado Readers</i> orders made through CFA's online store and share them at events for 12-18 months after publication until no copies are left.</li> </ul>

Tasks
<b>Task 3 – Collect, review, and compile data from evaluations</b>
Description of Task:
<p>CFA will encourage educators to complete and submit a simple evaluation form after they have used the <i>Colorado Reader</i> with their students.</p> <p>The evaluations will collect overall demographic information of the students using the <i>Colorado Reader</i> (number of students, geographic location or river basin, and grade level). Questions using a Likert scale rating are asked to measure the quality of the content and reading level. The evaluation also asks specific questions to measure how many students, after completing the <i>Colorado Reader</i>, had a change in awareness, attitude, knowledge, and behavior directly related to the identified objectives.</p> <p>CFA will receive these evaluation forms, review the comments, and compile the data to include in the grant project final report.</p>
Method/Procedure:

- Solicit and receive evaluations from educators.
- Review comments.
- Compile data.
- Include evaluation report in final grant project report.

Deliverable:

CFA will submit a final grant report, which will include:

- results from the educator evaluation forms that report how many students, after completing the *Colorado Reader*, had a change in awareness, attitude, knowledge, and behavior directly related to the identified objectives.
- results from the educator evaluation forms that report demographic and geographic information regarding the students utilizing the *Colorado Reader*.
- a summary of *Colorado Reader* distribution, including the total number of issues, new audiences, geographic information, and other notable trends.
- opportunities for expanding distribution, lessons learned in content development, and additional needs in water-related education.

### Budget and Schedule

This Budget and Schedule reflects the tasks identified in the Statement of Work.

Task No.	Task Description	Estimated Start Date	Estimated End Date	Grant Funding Request	Match Funding	Total
1	Create the Colorado Reader, educator's guide, and evaluation	01/01/24	04/01/24	\$2,288.20	\$888.36	\$3,176.56
2	Manage the distribution of the printed and electronic version of the Colorado Reader	03/15/24	12/31/24	\$6,846.08	\$2,208.14	\$9,054.22
3	Collect, review, and compile data from evaluations	04/01/24	12/31/24	\$858.08	\$433.14	\$1,291.22
Total				\$9,992.36	\$3,529.64	\$13,522.00

### Reporting Requirements

**Progress Reports:** The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order. 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 purchase order 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 purchase order 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 this purchase order must be provided as part of the project documentation.

### Performance Measures

Performance measures for this purchase order 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 purchase order 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. 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 purchase order.