



COLORADO

**Colorado Water
Conservation Board**

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

October 14, 2022

LEARNING BY DOING INC
PO BOX 264
HOT SULPHUR SPRINGS, CO 80451

RE: Official Notice to Proceed - WSRF GRANT – POGG1 2023-2438

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 Grant Program(s) ("Program"). This letter authorizes you to proceed with the approved 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 Grantee agree by accepting the Grant Funds.

If you have any questions regarding your grant award, contact Chris Sturm at 303-866-3441 or at Chris.Sturm@state.co.us. Please send all grant correspondence directly to the project manager.

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 / cwcb.state.co.us

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STATE OF COLORADO
Department of Natural Resources

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ORDER		*****IMPORTANT*****				
Number:	POGG1,PDAA,202300002438	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
Date:	10/13/22	BILL TO				
Description:	WSRF Stream Management Plan Update - Phase 1	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date:	10/13/22	SHIP TO				
Expiration Date:	10/01/27	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
BUYER		SHIPPING INSTRUCTIONS				
Buyer:		Delivery/Install Date: -				
Email:		FOB:				
VENDOR						
LEARNING BY DOING INC PO BOX 264 HOT SULPHUR SPRINGS, CO 80451						
Contact:	Anna Drexler-Dreis					
Phone:	(970) 531-1171					
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Grant for Stream Management Plan Update - Phase 1 Project per attached Exhibit A Scope of Work and Exhibit B Budget".						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$25,000.00	<input type="checkbox"/>
Description: WSRF - Stream Management Plan Update - Phase 1						
Service From: 10/13/22		Service To: 10/01/27				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$25,000.00						



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Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	April 13, 2022
Water Activity Name:	Grand County Stream Management Plan Update – Phase 1
Grant Recipient:	Learning By Doing, Inc.
Funding Source:	Basin Account
Water Activity Overview: (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. (PLEASE DEFINE ALL ACRONYMS).)	
<p>The Grand County Stream Management Plan (GC SMP), created in 2010 and the first of its kind in Colorado, is the guiding framework for Learning By Doing (LBD). LBD's focus is the Cooperative Effort Area (CEA), which includes over 100 river miles in the Upper Colorado River Watershed. Since LBD formed in 2013, we have established a long-term scientific-based program to fund and collect data in the CEA.</p> <p>Since the inception of the GC SMP, changes have occurred throughout Grand County that warrant a reexamination of the technical aspects of the Stream Management Plan (SMP) to reflect current conditions. New data has been collected that supports a Watershed Assessment to improve characterization and prioritization of areas of concern. The Intergovernmental Agreements that founded LBD state that it is the responsibility of LBD to update the GC SMP.</p> <p>This Grand County Stream Management Update – Phase 1 Project will include a comprehensive analysis of data collected to date (i.e., Watershed Assessment) and a broad stakeholder outreach program. WSRF funding for this grant application is requested specifically for analysis, interpretation and report compilation of the Watershed Assessment only. This Phase 1 Project is fundamental to the actual update to the GC SMP in Phase 2 of the Project.</p>	
Objectives: (List the objectives of the project. (PLEASE DEFINE ACRONYMS).)	
<p>The overall goal of this project is to use a scientific process to inform the Learning By Doing (LBD) Management Committee's oversight of the Grand County Stream Management Plan (GC SMP). This will allow LBD to direct collaborative projects and management strategies to maintain, restore, and enhance the health of rivers and streams in the Cooperative Effort Area (CEA) while also meeting water users' needs. To achieve this goal, the project has three primary objectives:</p> <p>1) Continue to update and improve the GC SMP. As written in the Intergovernmental Agreements that founded LBD, LBD is responsible for leading cooperative efforts to improve the existing GC SMP as (1) additional information is developed, (2) the understanding of desired stream conditions is better defined, and (3) the management goals for each stream reach are agreed upon.</p> <p>2) Perform a Watershed Assessment. The future update to the GC SMP will rely on an assessment of new data which will inform a better understanding of key issues and trends that will later assist in setting management goals.</p>	



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3) Expand stakeholder engagement. As the project lead, LBD with the assistance of consultants funded through a secured CWCB Watershed Restoration grant, will engage citizens and stakeholders in a professional outreach process to gather feedback on the process to update the GC SMP.

This Phase 1 project will provide the foundation for the future update to the GC SMP in Phase 2. Phase 2 objectives, to be accomplished at a later date, will include, for example:

- 1) Identifying areas of concern and setting objectives to prioritize areas where improvements are needed.
- 2) Explore areas where coordinated operations could improve the aquatic habitat while maintaining water supply requirements and working within the framework of established minimum flushing flow requirements.
- 3) Developing web-based tools to facilitate communication with stakeholders and the general public.

Tasks

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

Task 1: Data Compilation

Description of Task:

The purpose of the task is to gather all available geomorphological, physicochemical, and biological data previously collected by learning By Doing (LBD) and others, which are necessary for a holistic assessment of the aquatic habitat in the Cooperative Effort Area (CEA) (macroinvertebrates, fish, sediment, stream temperature, stream flow, water quality). No new funding will be requested for this task. Grand County Water Information Network (GCWIN) and LBD will be providing cash match funding and in-kind services for this task.

Method/Procedure:



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Tasks
<p>Existing data identified by Learning By Doing (LBD) will be organized and compiled into a central database to support the Watershed Assessment. The Grand County Water Information Network's (GCWIN) public Ambient Water Quality Monitoring System (AWQMS) database has been identified as the best location to house most data. Data that cannot be housed in the AWQMS database will be organized and centralized on GCWIN's website. Any fish survey data or summaries requested from or provided by Colorado Parks and Wildlife (CPW) will be used and shared only as allowed by CPW's data sharing agreement.</p> <p>LBD and GCWIN hired an intern in the summer of 2021 to begin this task. This internship will be extended into 2022 so that work may continue to compile and upload data into the AQWMS database. GCWIN and LBD will provide cash match and in-kind services needed to complete Task 1 in 2021 and 2022.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none">• Summary table of data to use for the Watershed Assessment.• Excel files of data to support the Watershed Assessment.• Links to data to support the Watershed Assessment.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none">• Links to data to support the Watershed Assessment and the summary table of data used in the Watershed Assessment.

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 2: Watershed Assessment, Task 2a – Background Chapter</u>
Description of Task:
<p>The purpose of this task is to hire a qualified consultant to conduct a comprehensive analysis of all available data in the Cooperative Effort Area (CEA). This watershed scale assessment of conditions in the CEA is a necessary first step and will be used to inform the update to the GC SMP. The final deliverable will be a report which summarizes the conditions from at least the previous decade and will be used in Phase 2 to set objectives and prioritize areas of concern.</p> <p>The purpose of Task 2a is to provide an introduction and summary of background conditions within the CEA. The existing Grand County Stream Management Plan (GC SMP) and supporting annual reports will serve as a starting point for the background chapter.</p>
Method/Procedure:



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Tasks
A qualified consultant will work with the LBD Monitoring Subcommittee to: <ul style="list-style-type: none">• Conduct a literature review.• Gather an inventory of Denver Water's and Northern Water's operations and how they relate to stream flows and flushing flows.• Gather an inventory of notable events (i.e., wildfire effects, drought, pine beetle kill) that have occurred during the period of record.• Gather and inventory available information on population and land use over time.• Summarize existing datasets.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<ul style="list-style-type: none">• A written narrative background chapter with supporting maps and figures. The background chapter will include:<ul style="list-style-type: none">○ A summary table of existing data including period of record, monitoring entity and methodology.○ Summary of hydrology in the CEA including operations of the major water users, local water users and irrigators.○ Summary of significant findings from literature review.○ Summary of changes over time in population demographics and land use/cover.○ Summary of notable events, when the event occurred, and which part of the CEA was impacted.• The background chapter will be included in the Watershed Assessment report.• The consultant will prepare a summary presentation to support the stakeholder outreach and engagement effort.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none">• A written narrative background chapter with supporting maps and figures.

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 2: Watershed Assessment, Task 2b – Analysis, Interpretation and Report Compilation</u>
Description of Task:



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Tasks

The purpose of this task is to assess the condition of the Cooperative Effort Area (CEA). It will consist of analysis, interpretation, and reporting for all available data in the CEA. This will include macroinvertebrate and fish populations, sediment levels on aquatic substrate, stream temperature and flows, and water quality parameters related to aquatic health.

Method/Procedure:

A qualified consultant will use all existing data (macroinvertebrates, sediment, temperature, flow, and water quality), Colorado Parks and Wildlife's (CPW) fish analyses/summaries and will work with the Learning By Doing (LBD) Monitoring Subcommittee to:

- Calculate summary statistics for selected parameters and monitoring locations. These will include period of record, number of measurements, minimum, maximum, mean, and median values, and the standard deviation.
- Analyze spatial and temporal trends.
- Investigate effects and relationships between:
 - Streamflow trends on water quality and temperature trends.
 - The aquatic habitat and flow, water quality, temperature, and sediment.
 - Natural and anthropogenic factors on the aquatic habitat, water quality, and temperature.

Spatial patterns within the CEA.

- Assess magnitude and statistical significance of spatial and temporal trends.
- Evaluate recommended target flows in the existing Grand County Stream Management Plan (GC SMP).
- Where there are significant trends, identify causal factors when possible.
- Assess Colorado water quality standards for selected parameters and monitoring locations.
- Recommendations for additional monitoring and special studies to address outstanding issues.
- Perform a synthesis of the results into the Watershed Assessment report.
- Stakeholder engagement will occur throughout this process to collect feedback and to ensure the project maintains a collaborative approach.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

- A draft report which summarizes the findings of the analysis and interpretation of the data. The report will include relevant maps, figures, graphics, and diagrams and appendices to document analysis.
- A concise draft executive summary that is easy to read and can be shared with the broader stakeholder group and public.
- The consultant will prepare updates to support the stakeholder outreach and engagement effort.



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CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

- A final report which summarizes the findings of the analysis and interpretation of the data. The report will include relevant maps, figures, graphics, and diagrams and appendices to document analysis.

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

Task 2: Watershed Assessment, Task 2c – Finalize Report

Description of Task:

The purpose of this task is to work with the Learning By Doing Management Committee and Monitoring Subcommittee to finalize the report.

Method/Procedure:

The consultant will work with Learning by Doing Monitoring Subcommittee on report review and revisions. Drafts will be reviewed by and presentations made to the Learning By Doing Management Committee for approval of final reports.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

- A final report.
- A final concise executive summary.
- The consultant will prepare a summary presentation for Learning By Doing and the broader stakeholder outreach and engagement effort.



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CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

- A final report.

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

Task 3: Stakeholder Outreach and Engagement Program

Description of Task:

The purpose of this task is to develop a stakeholder outreach and engagement program that will allow Learning By Doing to engage with a broad diversity of interest groups to inform and support the future update to the Grand County Stream Management Plan in Phase 2. This task will begin concurrently with and on a parallel path to the start of Task 2 the Watershed Assessment report.

A neutral, third-party professional public outreach facilitator will be retained to design this program. With Learning By Doing guiding this process, this program will utilize Learning By Doing's existing collaborative partnership model, which has been highly successful to date.

Method/Procedure:

A qualified professional public outreach facilitator will be retained to design the program. The program may include, but not be limited to, the following public engagement strategies:

- Five public virtual and/or in-person open house format meetings and networking events
- Documentation of meeting records and participant lists
- Development of advisory focus groups for topics of interest
- Development of advisory board of representatives from each focus group with whom Learning By Doing can engage
- Development of a process for public engagement in the future Grand County Stream Management Plan update effort in Phase 2.
- Periodic updates on the Watershed Assessment report.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A program summary that contains graphics, advisory focus groups, meeting summaries, timelines and/or flowcharts outlining the public outreach process to support the future Grand County Stream Management Plan update in Phase 2, will be developed and housed on Learning By Doing's website, which will be available to interested citizens and stakeholders.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)



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- The program summary and stakeholder meeting minutes.

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

Task 4: Project Management and Coordination**Description of Task:**

- The purpose of this task is to provide project management services to administer the grant and maintain records on the project deliverables. No new funding is requested for this task. The Learning By Doing (LBD) Management and Monitoring Subcommittee will be providing in-kind services. In addition, a cash match for LBD's Coordinator will be provided under an existing CWCB grant awarded to LBD Inc.
- In 2020, LBD Inc. received a \$43,200 WSR grant (PO 2393) to implement the existing GC SMP. This generous grant included a 50% cash match from LBD partners. Specifically, this grant and LBD's match provide the necessary funding for the Coordinator's salary over a three-year time period to cover LBD operations.
- For this Phase 1 update to the SMP, the Coordinator will provide assistance as needed to LBD's Monitoring Subcommittee meetings, LBD's Management and Technical Committee meetings, and keep LBD Inc. Board Members informed on the project's progress.
- The Coordinator will allocate an average of 7 hours per week at a rate of \$40/hour to manage this Phase 1 update to the SMP. These funds will be provided and funded for under the existing CWCB grant (PO 2393).

Method/Procedure:

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

Progress Reports: Learning By Doing (LBD) will provide a progress report to CWCB every 6 months, beginning from the date of the executed contract. The progress report will describe the completion or partial completion of each of the Tasks 1 through 4 identified above in this Scope of Work. If any major issues are encountered, these will be noted along with the appropriate corrective action(s), to address any such issues, if warranted.

- **Final Project Completion Report:** LBD will provide a final report to CWCB that summarizes the project's accomplishments, deliverables, and how the project objectives were met. The report will contain a written narrative supplemented with relevant supporting figures, photographs, meeting notes or other pertinent information.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

- Progress Reports and Final Project Completion Report.

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.



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Reporting Requirements
<p>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.</p>
<p>Final Report: At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that:</p> <ul style="list-style-type: none">• 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
<p>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.</p> <p>The CWCB will pay the last 10% of the <u>entire</u> 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.</p>
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Payments
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Performance Requirements
<p>Performance measures for this contract shall include the following:</p> <p>(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</p>



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Performance Requirements

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.



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Water Supply Reserve Fund

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

Date: September 27, 2022

Water Activity Name: Grand County Stream Management Plan Update - Phase 1

Grantee Name: Learning By Doing Inc.

<u>Task No.</u> ⁽¹⁾	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds (cash & in-kind)</u> ⁽³⁾	<u>WSRF Funds</u> ⁽³⁾	<u>Total</u>
1 - Data Compilation	10/13/2022	10/1/2027	\$27,462	\$0	\$27,462
2 - Watershed Assessment	10/13/2022	10/1/2027	\$176,625	\$25,000	\$201,625
3 - Stakeholder Outreach Program	10/13/2022	10/1/2027	\$56,600	\$0	\$56,600
4 - Project Management and Coordination	10/13/2022	10/1/2027	\$130,080	\$0	\$130,080
Total			\$390,767	\$25,000	\$415,767