



SP – Fish Passage & Education on LH Creek
POGG1 2019-2468

November 14, 2018

Lefthand Watershed Oversight Group
Attn: Jessie Olson, Executive Director
P.O. Box 1074
Niwot, CO 80544

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your application for funding pursuant to the WSRF Grant Program (“Program”) for \$50,000.00. This letter authorizes you to proceed with the Fish Passage & Education on Lefthand Creek Project (“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 Lefthand Watershed Oversight Group, agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information.

If you have any questions or concerns regarding the project, please contact Craig Godbout, Project Manager at 303-866-3441 or at Craig.Godbout@state.co.us. Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at Dori.vigil@state.co.us.

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.com

Attachments



STATE OF COLORADO
Department of Natural Resources

Page 1 of 2

ORDER

*****IMPORTANT*****

Number: POGG1,PDAA,201900002468

Date: 11/14/18

Description:

PDAA 2500 WSRF LEFTHAND WS_FISH PASS &
ED PROJECT_SPRB

Effective Date: 11/09/18

Expiration Date: 11/09/23

The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. Please review each line for its corresponding shipping/billing address and delivery instructions.

BUYER

Buyer:

Email:

VENDOR

LEFTHAND WATERSHED OVERSIGHT GROUP

PO BOX 1074

NIWOT, CO 80544

Contact: .

Phone: .

EXTENDED DESCRIPTION

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: PDAA 2500 WSRF LEFTHAND WS_FISH PASS & ED
PROJECT_SPRB

Service From: 11/09/18

Service To: 11/09/23

Delivery Instructions

FOB: FOB Dest, Freight Allowed

Delivery Date: -

Ship To:

Bill To:

COLORADO WATER BOARD
CONSERVATION

COLORADO WATER BOARD CONSERVATION

1313 SHERMAN STREET, ROOM 718

1313 SHERMAN STREET, ROOM 718

DENVER, CO 80203

DENVER, CO 80203

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$25,000.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF LEFTHAND WS_FISH PASS & ED
PROJECT_SPRB

Service From: 11/09/18

Service To: 11/09/23

Delivery Instructions

FOB: FOB Dest, Freight Allowed

Delivery Date: -



STATE OF COLORADO
Department of Natural Resources

Ship To:		Bill To:	
COLORADO WATER BOARD CONSERVATION		COLORADO WATER BOARD CONSERVATION	
1313 SHERMAN STREET, ROOM 718		1313 SHERMAN STREET, ROOM 718	
DENVER, CO 80203		DENVER, CO 80203	
TERMS AND CONDITIONS			
https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions			
DOCUMENT TOTAL = \$50,000.00			

Last Update: January 9, 2018

Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	May 1, 2018
Water Activity Name:	Fish Passage and Education on Left Hand Creek
Grant Recipient:	Lefthand Watershed Oversight Group
Funding Source:	
Water Activity Overview:	
<p>This project aims to support education, knowledge sharing, and dialogue about the context of the 28-mile-long Left Hand Creek Watershed as a “working river” in order to better understand, explain, and compare potential solutions for improving fish passage and stream connectivity by:</p> <ol style="list-style-type: none"> 1. Exploring on-the-ground solutions for restoring stream connectivity in Left Hand Creek to support fish passage and appreciation of the creek while meeting the goals and needs of water owners, and engaging key stakeholders as needed; and 2. Developing an education initiative focused on educating our community about why diversions are needed and the realities and complexities of living on a working river using information learned from (1) above, input from key stakeholders, compelling illustrative educational materials, and digital and social media platforms. <p>CWCB funding will be used to hire a consultant team to implement a fish passage feasibility study and to support Lefthand Watershed Oversight Group staff in leading the stakeholder outreach and engagement portion of the study, as well as the education initiative. This multi-objective project will address protection/enhancement of the environment and water-based recreation through the fish passage study while also promoting education and outreach about stream connectivity through the education initiative.</p>	
Objectives: (List the objectives of the project)	
<ol style="list-style-type: none"> 1. With regular input from water owners, develop conceptual alternatives (e.g. style/type of passage structure best suited for each barrier site) to allow for fish passage and stream connectivity while maintaining full decreed diversion capabilities and understand owner response to alternatives. 2. Improve knowledge among community members and stakeholders about diversions, fish populations, and the context associated with a “working river” by developing relevant educational materials using compelling illustrative methods and digital and social media platforms. 	

Last Update: January 9, 2018

Tasks
<u>Task 1 - Fish Passage Feasibility Study</u>
Description of Task:
<p>1.1. Research of existing information</p> <ul style="list-style-type: none"> • Research and incorporate existing information pertaining to fish passage viability and flow. Determine any species of concern in the study area, particularly native fish species that are currently or have historically been found in Left Hand Creek. Gather available information on habitat requirements necessary for these species to succeed, as well as their natural habitat ranges, spawning behavior, etc. This information should be utilized later to prioritize fish passage installation at specific barriers to extend native fish species ranges and provide necessary habitat requirements. • Include information from existing sampling events, satellite imagery, maps, planned or ongoing studies, and existing databases from Colorado Parks and Wildlife, Forest Service, etc. when possible. <p>1.2. Biological Assessment</p> <ul style="list-style-type: none"> • Supplement information collected in Task 1.1 with field visits to quantify fisheries composition, historical and current population sources, relative abundance, and spatial distribution surveys of fish, as well as entrainment considerations. • Organize data from all site evaluations in order to process the feasibility and need for fish passage at each potential barrier location. • Collaborate with Colorado Parks and Wildlife, U.S. Forest Service, and other for technical guidance as appropriate. <p>1.3. Passage Assessment</p> <ul style="list-style-type: none"> • Identify, evaluate, and map instream structures and barriers to fish passage and flow. Barriers may include not only irrigation diversion structures and culvert crossings, but also grade control structures, driveways, and others. • Develop or modify a Fish Passage Barrier Evaluation Form to ensure the same information is collected at each potential barrier site. Visit and photograph all potential barriers to fish passage in the Left Hand Creek project area. Evaluate each site for factors such as height, length, plunge pool depth, minimum velocity, etc. Collect relevant information to supplement gaps in existing information identified under Subtask 1.1. • Information collected should identify and explain when and why some reaches are dry at times. • Collaborate with Colorado Parks and Wildlife, U.S. Forest Service, and other for technical guidance as appropriate.

Last Update: January 9, 2018

Tasks

1.4. Evaluation of Needs

- Evaluate technical, legal, operational, structural, permitting, and economic issues for adequate fish passage and flow in known impaired reaches.
- Example factors to consider include physical structure of diversions, culvert crossings, grade control structures, driveways, etc.; water flow rates, delivery demands, and water rights; pressure from predatory fish populations; available habitat; permitting challenges; funding limitations; willingness of private landowners to participate; and engagement with local stakeholders.
- Data used to inform this task may include field dimensions, water depths, water surface elevations, historical flow data, available water for flow augmentation, engineering drawings, etc.

1.5. Assessment of opportunities

- Assess opportunities, propose strategies, and recommend locations for fish passage and returning flow to impaired reaches based on hydraulic controls, regulatory constraints, landowner's needs/water rights, habitat ranges and needs of the identified species of concern, and construction considerations, the need for fish passage installation at potential barriers should be organized and ranked by priority level.
- Identify associated risks, benefits, and +/- 30% cost estimates of fish passage installation at barrier sites based on field visits and site evaluations.
- Take into account areas where recent restoration projects included design elements to improve flows and aquatic habitat.

1.6. Stakeholder outreach and engagement

- Bring water owners to the table throughout the entire task to ensure their needs and values are understood and addressed, particularly for key aspects and findings of the study. Check in with water owners regularly to ensure they are closely involved in the entire process.
- Engage stakeholders (see list below) as needed throughout the process, facilitating communication between stakeholder and consultant team, coordinating site visits, and responding to questions and requests.
- Assess, document, understand, and report response to proposed options.
- Initial key stakeholder list includes Left Hand Ditch Company, Left Hand Water District, Colorado Parks and Wildlife, US Forest Service, St. Vrain and Left Hand Water Conservancy District, Boulder County, City of Boulder, Trout Unlimited, property owners, recreational users, and agricultural users. However, additional stakeholders will be identified and contacted at project onset, and throughout project duration.

Last Update: January 9, 2018

Tasks
<p>Method/Procedure:</p> <p>Lefthand Watershed Oversight Group will hire an experienced consultant team to implement subtasks 1.1-1.5 in collaboration with key stakeholders and water rights owners such as Left Hand Ditch Company, Left Hand Water District, St. Vrain and Left Hand Water Conservancy District, Colorado Parks and Wildlife, and others (see subtask 1.6 for initial list).</p> <p>Lefthand Watershed Oversight Group will also work as part of the team to lead subtasks 1.6 to ensure that water owners and stakeholders are engaged and involved as needed and appropriate throughout the entire study. Lefthand Watershed Oversight Group is specially committed to regular check-ins with water rights owners to ensure that the study is moving in a direction that is agreeable to ensure the best likelihood of project success. Lefthand Watershed Oversight Group is the most qualified team to lead the outreach and engagement portions of this task based on our experience working with more than 12 diverse stakeholders and more than 100 private landowners in the watershed to successfully complete restoration, stewardship, and watershed science projects summarized in the Executive Summary provided with our grant application.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>The deliverable will include a Fish Passage Feasibility Report detailing all information collected from site visits, as well as the prioritization of fish passage structure installation, conceptual solutions, pros/cons of installation at each barrier location, and water owner and stakeholder perspectives on different options and considerations. This document will include necessary exhibits to communicate fish passage options at different sites. Data collected from the study will also be posted on Lefthand Watershed Oversight Group's online database.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>CWCB will receive the report described above with an executive summary summarizing process, lessons learned, and anticipated next steps.</p>

Tasks
<p><u>Task 2 – Education and Outreach</u></p>
<p>Description of Task:</p>

Last Update: January 9, 2018

Tasks
<p>1.1. Educational materials</p> <ul style="list-style-type: none"> • Develop educational materials (e.g. informational handouts and maps) with input from Left Hand Ditch Company, St. Vrain and Left Hand Water Conservancy District, and others about ditch operations. • Examples of topics include benefits of ditches, ditch ecology, history of the watershed, map of ditches, information about known fish populations, and the “working river” aspects of Left Hand Creek, but more topics will be identified through communication with stakeholders, water owners, landowners, and others. • Work with graphic designer to ensure education materials are professionally designed to be illustrative and visually robust to reach a wide audience. <p>1.2. Ditch tour</p> <ul style="list-style-type: none"> • Facilitate/host tour of Left Hand Ditches led together with Left Hand Ditch Company and St. Vrain and Left Hand Water Conservancy District. This involves working with the ditch company to identify appropriate times and locations, renting bus for shuttles to different sites, coordinating event activities, advertising the event, etc. <p>1.3. Fish feasibility results workshop</p> <ul style="list-style-type: none"> • Host one workshop focus on sharing information learned from the feasibility study to engage wider community in realities of the “working river” aspects of Left Hand Creek. • Workshop should involve key stakeholders (see subtask 1.6) and entities such as the Colorado Water Trust and Colorado Water Conservation Board. <p>1.4. Digital and social media campaign</p> <ul style="list-style-type: none"> • Expand our reach using Lefthand Watershed Oversight Group’s digital and social media platforms to share information and educational materials developed under subtask 2.1
<p>Method/Procedure:</p> <p>Lefthand Watershed Oversight Group will lead efforts to develop content for education materials and hire a graphic designer to help with design and ensuring that material are professional and illustrative. Lefthand Watershed Oversight Group will work directly with water owners, stakeholders, and community members to determine appropriate and interesting topics for educational handouts. We will build from and modify our initial list of topics (see subtask 1.1) which was developed based on our experience working with more than 12 diverse stakeholders and more than 100 private landowners in the watershed to successfully complete restoration, stewardship, and watershed science projects summarized in our grant application (see Executive Summary). We will also lead efforts to plan, schedule, coordinate, and advertise the ditch tour (see Subtask 1.2) and workshop (see Subtask 1.3). We will also coordinate presentations from Left Hand Ditch Company and St. Vrain and Left Hand Water Conservancy District at the ditch tour and presentations from the consultant team hires for Task 1 at the workshop.</p>

Last Update: January 9, 2018

Tasks
Grantee Deliverable:
Lefthand Watershed Oversight Group will develop multiple educational handouts on topics such as benefits of ditches, ditch ecology, history of the watershed, map of ditches, information about known fish populations, and the “working river” aspects of Left Hand Creek. Additional topics will be identified through the project. These materials will be shared widely on our website (www.lwog.org), mailing list, and social media platforms. Deliverables also include a ditch tour and fish passage study results workshop.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
CWCB will receive copies of all education materials, as well as copies of all digital and social media outreach. CWCB Staff will be invited to participate and engage in the ditch tour and workshop, particularly serving as potential key stakeholders in the workshops, and CWCB will receive summary reports of ditch tour and workshop results including attendance summaries and surveys of stakeholder and community response to each event.

Repeat for Task 3, Task 4, Task 5, etc.

Budget and Schedule
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 <u>excel format</u> . A separate <u>excel formatted</u> Budget is required for engineering costs to include rate and unit costs.

Reporting Requirements
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.
Final Report: At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that: <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

Last Update: January 9, 2018

Reporting Requirements

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.

The CWCB will pay the last 10% of the entire 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.

Performance Requirements

Performance measures for this contract 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 in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when 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.

**COLORADO**Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board**Water Supply Reserve Fund****EXHIBIT B - BUDGET AND SCHEDULE****Date: May 1, 2018****Water Activity Name: Fish Passage and Education on Left Hand Creek****Grantee Name: Lefthand Watershed Oversight Group**

<u>Task No.</u> ⁽¹⁾	<u>Description</u>	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds</u> (cash only) ⁽³⁾	<u>WSRF Funds</u> (Basin & Statewide combined) ⁽³⁾	<u>Total</u>
1	Fish Passage Feasibility Study	11/9/2018	11/9/2023	\$33,762	\$35,000	\$68,762
2	Outreach and Education Initiative	11/9/2018	11/9/2023	\$15,403	\$15,000	\$30,403
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total				\$49,165	\$50,000	\$99,165

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution