



COLORADO

**Colorado Water
Conservation Board**

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

April 25, 2023

**SOUTH METRO WATER SUPPLY AUTHORITY
8400 E PRENTICE STE 315
GREENWOOD VILLAGE, CO 80111**

RE: Official Notice to Proceed - WSRF GRANT – POGG1 2023-3512

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 Ben Wade, CWCB Project Manager at 303-866-3441 or at Ben.Wade@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

.





STATE OF COLORADO
Department of Natural Resources

Page 1 of 1

ORDER		*****IMPORTANT*****				
Number:	POGG1,PDAA,202300003512	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
Date:	4/26/23	BILL TO				
Description:	WSRF - Water Ambassador Program (SMWSA) Conservation Kits	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date:	04/28/23	SHIP TO				
Expiration Date:	04/28/28	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
BUYER		SHIPPING INSTRUCTIONS				
Buyer:		Delivery/Install Date: -				
Email:		FOB:				
VENDOR						
SOUTH METRO WATER SUPPLY AUTHORITY 8400 E PRENTICE STE 315 GREENWOOD VILLAGE, CO 80111						
Contact:	Angie Grunder					
Phone:	(720) 338-0977					
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Grant for Water Ambassador Program (SMWSA) Conservation Kits 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	\$12,000.00	<input type="checkbox"/>
Description:		WSRF - Water Ambassador Program (SMWSA) Conservation Kits				
Service From:		04/28/23	Service To:		04/28/28	
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$12,000.00						

**Colorado Water Conservation Board****Water Supply Reserve Fund****Exhibit A - Statement of Work**

Date:	3/30/2023
Water Activity Name:	Water Ambassador Program Conservation Kits
Grant Recipient:	Water Ambassador Program (SMWSA)
Funding Source:	WSRF Metro 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>This project is designed to help enhance the current Water Ambassador Program. The Grantee will use grant funds to develop conservation kits that grade school students can take home. It will be packed with resources for families to implement conservation efforts at home and in their communities.</p>	
Objectives: (List the objectives of the project. (PLEASE DEFINE ACRONYMS).)	
<ol style="list-style-type: none">1. Provide students with conservation kits<ol style="list-style-type: none">a. Provide opportunities for families to have conversations about conservation.b. Provide materials for families to realistically implement conservation efforts in their daily lives.	

Tasks

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 1 – Conservation Kits</u>
Description of Task:
Subtask 1.1 - Develop the conservation kits. Subtask 1.2 - Deliver the developed kits to classrooms as scheduled and distribute them to students.
Method/Procedure:
1.1 - The Grantee will purchase the materials and develop the conservation kits in house. Kits include shower timers, leak detection tablets, shower/faucet flow bags, drip gauge, interactive kit brochure, toilet tank displacement bag, lawn watering gauge, water conservation tips magnet and water conservation coloring book. 1.2 - As classroom visits are scheduled the Water Ambassador's trainers will take the appropriate amount of Conservation Kits and pass them out at the end of their presentation. Students will learn about what is in the box, how to use it, and understand the importance and purpose behind everything in the kit.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)



Tasks

As something that is developed in house, the grantee deliverable will be the kits made available and ready each time the Water Ambassadors are scheduled to go into schools.

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

The Grantee will track the number of kits developed, what is inside and how much each kit costs. The information will be available upon any request.

The Grantee will track how many kits have been distributed every time they visit a classroom. Surveys will be sent out to teachers and students following the presentation to get data and feedback regarding the course and the kits. Opportunities for families to share how they used their kits will also be available.

The data regarding how many kits have been distributed and results of any survey will be available upon any request.

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 excel format. A separate excel formatted 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:

- 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

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



Performance Requirements

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 - Direct & Indirect (Administrative) Costs

Date: 3/30/2023

Water Activity Name: Water Ambassador Program Conservation Kits

Grantee Name: Water Ambassador Program

<u>Task No.</u> ⁽¹⁾	<u>Description</u>	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽³⁾	<u>WSRF</u> <u>Funds</u>	<u>Total</u>
1	Conservation Kits	4/28/2023	4/28/2028	\$4,000	\$12,000	\$16,000
Total				\$4,000	\$12,000	\$16,000

(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 \$50K - ~ 45 Days from Director Approval; Start Date for funding over \$50K - ~90 Days from Board Approval.

• 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

• Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.