



## COLORADO

### Colorado Water Conservation Board

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

November 1, 2024

#### COLORADO WATERSHED ASSEMBLY

PO Box 460736  
Glendale, CO 80246

RE: Official Notice to Proceed – WSRF GRANT – POGG1 2025-617

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your project pursuant to the WSRF Grant Program(s) (“Program”) with a start date of November 4, 2024.

Please monitor the progress of your project, submit required reports and invoices prior to the expiration date. If an additional extension is needed, please allow **90 days** advance notice to the CWCB Project Manager.

Please send all grant correspondence directly to Ben Wade, CWCB Program Manager at 303-866-3441 or at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us).

Thank you.

Best,

//s//

**Doriann Vigil**

**Program Assistant II**

O 303-866-3441

1313 Sherman Street, Rm. 719

Denver, CO 80203

[Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.us](http://cwcb.state.co.us)





**STATE OF COLORADO**  
Department of Natural Resources

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ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,202500000617	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	11/1/24	<b>BILL TO</b>				
<b>Description:</b>	WSRF Youth Development, Water Education, and the Colorado Wa	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	11/04/24	<b>SHIP TO</b>				
<b>Expiration Date:</b>	11/04/29	*** USE SHIP TO ADDRESS BELOW ***				
<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 WATERSHED ASSEMBLY PO Box 460736 Glendale, CO 80246						
<b>Contact:</b>	Donny Roush					
<b>Phone:</b>	303-870-4690					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
Grant for Youth Development, Water Education, and the Colorado Water per attached Exhibit A Scope of Work and Exhibit B Budget".						
<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			0	0.00	\$46,875.00	<input type="checkbox"/>
Description: WSRF - Metro Youth Develop, Wtr Education, and the Colorado						
Service From: 11/04/24		Service To: 11/04/29				
<b>SHIP TO:</b>						
COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER						
<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>
2			0	0.00	\$46,875.00	<input type="checkbox"/>
Description: WSRF - SP Youth Develop Wtr Education,						



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Service From: 11/04/24	Service To: 11/04/29
<b>SHIP TO:</b>	
<b>TERMS AND CONDITIONS</b>	
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>	
<b>DOCUMENT TOTAL = \$93,750.00</b>	

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

<b>Date:</b>	<b>October 14, 2024</b>
<b>Water Activity Name:</b>	<b>Youth Development, Water Education, and the Colorado Water Plan (Year Zero)</b>
<b>Grant Recipient:</b>	<b>Colorado Watershed Assembly</b>
<b>Funding Source:</b>	<b>WSRF Metro Basin &amp; South Platte Basin Accounts</b>

**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).

The Grantee will bring educational best practices from the field of environmental education into implementation of the Colorado Water Plan, applying a high level of educational standards and quality youth development approaches to identify a statewide collection of the “water education exemplars” for further promotion and amplification.

The Grantee will partner with Colorado’s environmental education field in service of the CO Water Plan and young Coloradans. WSRF funds will be used to develop and design an ongoing youth-developing, water-conserving educational program.

**Objectives:** (List the objectives of the project. (PLEASE DEFINE ACRONYMS).

- Use best practices in youth development (revolving around invitation, skills-building, and full inclusion in the work), and moves selection of water education programs and materials for implementation.
- Develop the next generation of Coloradans, teaching them knowledge, skills, and patterns of behavior to conserve water.

**Tasks****Task 1 – Water Education Exemplars**

Description of Task:

The Grantee will identify and evaluate the best existing programs and resources that teach youth to become informed water decision-makers, creating an initial collection of 15 “Water Education Exemplars.”

Method/Procedure:



Tasks
<p>The Grantee will assess nominees using <i>Guidelines for Excellence in Environmental Education</i>, the national standards for the field. Exemplars address the “key characteristics” of excellence via expert reviews. Water education partners are nominating programs and materials for the first collection. In subsequent years, nominations will be sought more widely, more reviewers (including youth reviewers) will be used, and 30 annual reviews will be completed.</p> <p>The Grantee will hire an individual who is a Certified Master Environmental Educator with extensive experience with the Guidelines for Excellence in Environmental Education as a member of the Guidelines’ Trainers Bureau. Reviews are conducted on-site with a participant-observer method and are completed in collaboration with the water educators responsible for instructional delivery of the program or material.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
15 Water Education Exemplars, as determined by evidence from Guidelines for Excellence review rubrics
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Published Water Education Exemplars collection catalog (analog and digital), including program and/or materials with Guidelines for Excellence review rubrics. The Project focuses on South Platte/Metro education providers, expanding statewide in Year One and beyond

Tasks
<b><u>Task 2 – Training &amp; Year Zero Workshop</u></b>
Description of Task:
<p>The Grantee will recruit three youth development experts and nine water-interested youth to review the CO Water Plan and first Water Education Exemplars and make recommendations about how to better engage youth into the Water Plan’s vision. The Grantee will develop an in-person workshop that will have three parts: 1) Colorado Water Plan orientation, 2) direct experiences with Water Education Exemplars, and 3) strategic planning input for the project plan.</p>
Method/Procedure:
<p>The Grantee will work with the youth development experts who are project partners to select the nine Year Zero youth participants. Year Zero will focus on training youth to be “<i>Guidelines for Excellence</i>” reviewers and gather input as to how better to engage young people in Colorado Water Plan implementation. Youth will be compensated, which is a tenet of youth development best practices when seeking meaningful participation.</p> <p>The Grantee will convene a 2-day, 1-night gathering in Greeley (Poudre Learning Center and High Plains Library Innovation Center. The workshop agenda and facilitation will follow the <i>Leadership Clinic Manual: Tools for Transforming Conference Design</i>, which focuses on productive small team interactions in strategic planning efforts.</p>



Tasks
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Convening with high-quality agenda and facilitation that feeds the Year One and beyond Project Plan with youth input and youth development best practices. Banner and podium recognition of all funders.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Report on Convening including agenda, participant profiles, raw input into Project Plan, and photos. We are considering a graphic recorder/strategic illustrator to capture this work in a memorable, attractive way.

Tasks
<b><u>Task 3 – Develop Project Plan</u></b>
Description of Task:
The Grantee will write a plan for project continuation, including budget projections. It will combine ways of better engaging youth, pathways to drive scale-up of exemplary water education, and plans to raise the necessary funding, with a 5-year timeline. Promotion, amplification, and potential replication of Water Education Exemplars will be a focus on the plans.
Method/Procedure:
The Grantee will consult with project partners and use environmental education best practices to write the Project Plan.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Youth Development, Water Education, and the Colorado Water Plan Continuation Plan, a document that's partly a strategic plan, a business plan, and a grant proposal. It will form the basis of seeking Year One and beyond funding to ramp up the project.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Youth Development, Water Education, and the Colorado Water Plan Continuation Plan, a document partly a strategic plan, business plan, and grant proposal.

Tasks
<b><u>Task 4 – Grant Administration</u></b>
Description of Task:



The Grantee will meet all grant requirements including invoicing and submitting progress and final reports

Method/Procedure:

The Grantee will submit invoices including appropriate backup documentation. The Grantee will also write and submit progress reports on their respective due dates and final reports according to the requirements in the WSRF grant guidelines.

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

Invoices, progress and final reports.

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

Grantee will meet all grant requirements

### 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



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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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**Colorado Water Conservation Board**

**Water Supply Reserve Fund**

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

**Date: October 14, 2024**

**Water Activity Name: Youth Development, Water Education, and the Colorado Water Plan (Year Zero)**

**Grantee Name: Colorado Watershed Assembly**

<u>Task No.</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Matching Funds</u>	<u>WSRF Funds</u>
1	Water Education Exemplars	11/4/2024	11/4/2029	\$12,150.00	\$48,600.00
2	Training & Year Zero Workshops	11/4/2024	11/4/2029	\$9,525.00	\$20,850.00
3	Develop Project Plan	11/4/2024	11/4/2029	\$6,075.00	\$24,300.00
4	Grant Administration	11/4/2024	11/4/2029	\$3,500.00	\$0.00
<b>Total</b>				<b>\$31,250.00</b>	<b>\$93,750.00</b>

[illegible]