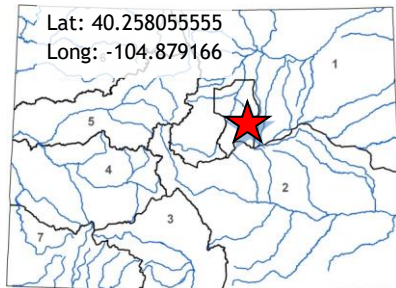




Water Plan Grant Application



L O C A T I O N
County/Countries: Adams, Arapahoe, Douglas
Drainage Basin: South Platte

D E T A I L S	
Total Project Cost:	\$24,260
Water Plan Grant Request:	\$12,000
Recommended Amount:	\$12,000
Other CWCB Funding:	\$0
Other Funding Amount:	\$0
Applicant Match:	\$12,260
Project Type(s):	Other - Education & Outreach
Project Category(Categories):	Engagement & Innovation
Measurable Results:	Metrics from views on website, number of attendees at three public seminars

The applicant, Tri-County Health Department (TCHD), is a political subdivision of the State of Colorado and serves over 1.5 million people in Adams, Arapahoe and Douglas Counties. The mission of TCHD is to “Promote, protect and improve the lifelong health of the individuals we serve”. TCHD’s Environmental Health Division covers a wide range of environmental public health matters including water conservation, water quality, private wells and septic systems.

TCHD proposes to conduct a Water Conservation/Water Quality outreach program for private well owners in the three counties served by the applicant. The purpose is to build awareness on various issues well owners face currently and in the future and to encourage active water conservation as a demand strategy for what is, for the most part, a nonrenewable resource.

Homeowners served by private wells are the target of this campaign. The applicant believes this sector is mostly unreached due to the lack of regulatory oversight at national, state and local levels. The issues TCHD will raise awareness and educate private well owners on include:

- Water tables in Denver Basin aquifers are falling each year;
- Alluvial wells show less recharge capabilities during drought; and,
- Growth in the area creates a demand for groundwater resources by residents who are locating to areas not served by public water utilities

TCHD proposes to create a brochure to be mailed to approximately 25,000 households served by onsite waste water treatment systems. The brochure will provide information on the critical issues facing well owners, water conservation, water quality and watershed protect. In addition, the brochures will include invitations to public meetings hosted by TCHD to reinforce the conservation message. The brochure will be placed on the TCHD Water Issues website. Additional educational materials may include an FAQ page for the web site.

This proposal will increase public awareness and help constituents in the three counties to be more aware of critical groundwater supply issues. TCHD also believes this project meets the goal of the South Platte and Metro Basin Implementation Plans. The applicant will be presenting this proposal to the South Platte Basin Roundtable meeting on May 14, 2019.

Funding Recommendation: Staff is recommending approval the full request of \$12,000 from the Engagement and Innovation category.

Last Updated: June 2018

Colorado Water Conservation Board

Water Plan Grant Application

Instructions

To receive funding for a Water Plan Grant, applicant must demonstrate how the project, activity, or process (collectively referred to as “project”) funded by the CWCB will help meet the measurable objectives and critical actions in the Water Plan. Grant guidelines are available on the CWCB website.

If you have questions, please contact CWCB at (303) 866-3441 or email the following staff to assist you with applications in the following areas:

Water Storage Projects
Conservation, Land Use Planning
Engagement & Innovation Activities
Agricultural Projects
Environmental & Recreation
Projects

Anna.Mauss@state.co.us
Kevin.Reidy@state.co.us
Ben.Wade@state.co.us
Alexander.Funk@state.co.us
Chris.Sturm@state.co.us

FINAL SUBMISSION: Submit all application materials in one email to

waterplan.grants@state.co.us

in the original file formats [Application (word); Statement of Work (word); Budget/Schedule (excel)]. Please do not combine documents. In the subject line, please include the funding category and name of the project.

Water Project Summary

Name of Applicant	Tri-County Health Department	
Name of Water Project	Water Conservation Outreach	
CWP Grant Request Amount		\$ 12,000.00
Other Funding Sources _____		\$
Other Funding Sources _____		\$
Other Funding Sources _____		\$
Applicant Funding Contribution		\$ 12,260.00
Total Project Cost		\$ 24,260.00

Last Updated: June 2018

Applicant & Grantee Information	
Name of Grantee(s)	Tri-County Health Department
Mailing Address	6162 S. Willow Drive, Greenwood Village, CO 80111
FEIN	84-6002591
Organization Contact	Kurt Williams
Position/Title	Budget Analyst
Email	kwilliam@tchd.org
Phone	720-200-1410
Grant Management Contact	Elaine Hassinger
Position/Title	Water Quality Specialist
Email	ehassinger@tchd.org
Phone	720-200-1583
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	
Description of Grantee/Applicant	
Provide a brief description of the grantee's organization (100 words or less).	
<p>Tri-County Health Department (TCHD) is a political subdivision of the State of Colorado and serves over 1.5 million people in Adams, Arapahoe and Douglas Counties. The mission of TCHD is to promote, protect and improve the lifelong health of the individuals we serve.</p> <p>Our Environmental Health Division is dedicated to helping promote a healthy community where everyone enjoys clean water, air and local environments. Our Division covers a wide range of environmental public health matters including water conservation, water quality, private wells and septic systems.</p>	

Last Updated: June 2018

Type of Eligible Entity (check one)	
X	Public (Government): Municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): Authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises.
	Private Incorporated: Mutual ditch companies, homeowners associations, corporations.
	Private Individuals, Partnerships, and Sole Proprietors: Private parties may be eligible for funding.
	Non-governmental organizations (NGO): Organization that is not part of the government and is non-profit in nature.
	Covered Entity: As defined in Section 37-60-126 Colorado Revised Statutes .

Type of Water Project (check all that apply)	
	Study
	Construction
	Identified Projects and Processes (IPP)
X	Other

Category of Water Project (check the primary category that applies and include relevant tasks)		
	Water Storage - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity and Multi-beneficial projects and those projects identified in basin implementation plans to address the water supply and demand gap.. <i>Applicable Exhibit A Task(s):</i>	
	Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, and drought planning. <i>Applicable Exhibit A Task(s):</i>	
X	Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website. <i>Applicable Exhibit A Task(s):</i>	
	Agricultural - Projects that provide technical assistance and improve agricultural efficiency. <i>Applicable Exhibit A Task(s):</i>	
	Environmental & Recreation - Projects that promote watershed health, environmental health, and recreation. <i>Applicable Exhibit A Task(s):</i>	
	Other	Explain:

Last Updated: June 2018

Location of Water Project	
Please provide the general county and coordinates of the proposed project below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Countries	Adams/Arapahoe/Douglas
Latitude	Not Applicable – outreach program covers all three counties
Longitude	Not Applicable – outreach program covers all three counties

Water Project Overview
<p>Please provide a summary of the proposed water project (200 words or less). Include a description of the project and what the CWP Grant funding will be used for specifically (e.g., studies, permitting process, construction). Provide a description of the water supply source to be utilized or the water body affected by the project, where applicable. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, and area of habitat improvements, where applicable. If this project addresses multiple purposes or spans multiple basins, please explain.</p> <p>The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, Other Funding Sources/Amounts and Schedule.</p>
<p>We propose to conduct a Water Conservation/Quality outreach program for private well owners in the three counties served by Tri-County Health Department (TCHD). The purpose is to build awareness and encourage active water conservation as a demand strategy for what is, for the most part, a nonrenewable resource.</p> <p>Homeowners served by private wells are the target of this campaign. This sector is mostly unreached due to the lack of regulatory oversight at national, state and local levels. The need for this program is timely due to evidence that:</p> <ul style="list-style-type: none"> • Water tables in Denver Basin aquifers are falling each year; • Alluvial wells show less recharge capabilities during drought; and, • Growth in the area creates a demand for groundwater resources by residents who are locating to areas not served by public water utilities <p>Deliverables include a brochure to be mailed to approximately 25,000 households served by onsite wastewater treatment systems. These residents are likely served by private wells. A link to the brochure will be placed on the TCHD Water Issues website. Additional educational materials may include an FAQ page for the web site. To reinforce the conservation message, we will hold public meetings for our target audience. The meetings will be advertised in the brochure.</p>

Last Updated: June 2018

Measurable Results		
To catalog measurable results achieved with the CWP Grant funds, please provide any of the following values as applicable:		
	New Storage Created (acre-feet)	
	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive	
	Existing Storage Preserved or Enhanced (acre-feet)	
	Length of Stream Restored or Protected (linear feet)	
	Efficiency Savings (indicate acre-feet/year OR dollars/year)	
	Area of Restored or Preserved Habitat (acres)	
	Quantity of Water Shared through Alternative Transfer Mechanisms	
	Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning	
X	Number of Coloradans Impacted by Engagement Activity	
X	Other	Explain: Metrics from views on TCHD's water web pages, after materials have been mailed to clientele. And, number of attendees at three public seminars.

Water Project Justification
<p>Provide a description of how this water project supports the goals of Colorado's Water Plan, the most recent Statewide Water Supply Initiative, and the applicable Roundtable Basin Implementation Plan and Education Action Plan. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).</p> <p>The proposed water project shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan Framework for State of Colorado Support for a Water Project (CWP, Section 9.4, pp. 9-43 to 9-44;)</p>
<p><i>Colorado Water Plan</i></p> <p>This project aligns directly with the Colorado Water Plan's Section 9.5: <i>Outreach, Education and Public Engagement</i> by increasing public awareness of the necessity to conserve groundwater supplies and maintain onsite wastewater systems in a manner to prevent leaching of nutrients, pathogens and other contaminants into groundwater or nearby surface waters.</p> <p><i>Statewide Water Supply Initiative</i></p> <p>This project seeks to raise public awareness for the need to moderate the use of nonrenewable groundwater supplies through active conservation measures. According to the Statewide Water Supply Initiative (SWSI), Table ES-6 <i>Statewide M&I and SSI Gaps in 2050</i>, the Metro gap includes more than 20,000 acre-feet per year (AFY) for South Metro replacement of nonrenewable groundwater supplies. On Page ES-28 of the SWSI, one of Colorado's water management objectives is to consider conservation as a baseline water supply strategy. A precursor to active conservation by individuals is awareness through outreach efforts.</p> <p>The 2010 SWSI also describes greater reliance on nonrenewable groundwater in Douglas and Arapahoe Counties due to increased population growth and lack of water storage structures (Pages 1-12 to 1-13). The result has been development of small water districts that have limited access to</p>

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renewable supplies. Many homeowners in these counties are dependent on private wells to supply their water needs.

South Platte & Metro Basin Roundtable - Implementation Plan & Education Action Plan

The South Platte Basin Roundtable and Metro Roundtable Implementation Plan (Draft brochure, May 12, 2015, HDR, West Sage Water Consultants) identifies the maximization of existing South Platte supplies including groundwater as one of the Water Supply & Management Elements. The Basins also identify using effective communications and outreach to support the plan. Our proposed project targets the conservation of groundwater resources through outreach and education.

Our project consists of outreach materials on water conservation, water quality and watershed protection to be mailed to approximately 25,000 homeowners. In conjunction with the printed material, we will hold follow up evening presentations in each of our three counties, in our county offices, to reinforce the message. We will advertise the location, dates and times of the meetings in the mailed materials.

Related Studies

Please provide a list of any related studies, including if the water project is complementary to or assists in the implementation of other CWCB programs.

Senate Bill 09-080 or House Bill 16-1005

Outreach materials will mention how to apply with the Division of Water Resources for permits to collect and use rainwater in accordance with uses identified in their well permits. For those whose properties do not meet eligibility requirements of Senate Bill 09-080, homeowners will be directed to rainwater collection provisions under House Bill 16-1005.

Previous CWCB Grants, Loans or Other Funding

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order; 6) Percentage of other CWCB funding for your overall project.

None

Taxpayer Bill of Rights

The Taxpayer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect your application.

None

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Submittal Checklist	
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract .
Exhibit A	
X	Statement of Work ⁽¹⁾
X	Budget & Schedule ⁽¹⁾
NA	Engineer's statement of probable cost (projects over \$100,000)
X	Letters of Matching and/or Pending 3 rd Party Commitments ⁽¹⁾
Exhibit C	
NA	Map (if applicable) ⁽¹⁾
NA	Photos/Drawings/Reports
NA	Letters of Support (Optional)
NA	Certificate of Insurance (General, Auto, & Workers' Comp.) ⁽²⁾
NA	Certificate of Good Standing with Colorado Secretary of State ⁽²⁾
NA	W-9 ⁽²⁾
NA	Independent Contractor Form ⁽²⁾ (If applicant is individual, not company/organization)
Engagement & Innovation Grant Applicants ONLY	
X	Engagement & Innovation Supplemental Application ⁽¹⁾

(1) Required with application.

(2) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.

ENGAGEMENT & INNOVATION GRANT FUND SUPPLEMENTAL APPLICATION

Introduction & Purpose

Colorado's Water Plan calls for an outreach, education, public engagement, and innovation grant fund in Chapter 9.5.

The overall goal of the Engagement & Innovation Grant Fund is to enhance Colorado's water communication, outreach, education, and public engagement efforts; advance Colorado's water supply planning process; and support a statewide water innovation ecosystem.

The grant fund aims to engage the public to promote well-informed community discourse regarding balanced water solutions statewide. The grant fund aims to support water innovation in Colorado. The grant fund prioritizes measuring and evaluating the success of programs, projects, and initiatives. The grant fund prioritizes efforts designed using research, data, and best practices. The grant fund prioritizes a commitment to collaboration and community engagement. The grant fund will support local and statewide efforts.

The grant fund is divided into two tracks: engagement and innovation. The Engagement Track supports education, outreach, communication, and public participation efforts related to water. The Innovation Track supports efforts that advance the water innovation ecosystem in Colorado.

Application Questions

*The grant fund request is referred to as "project" in this application.

Overview (answer for both tracks)
In a few sentences, what is the overall goal of this project? How does it achieve the stated purpose of this grant fund (above)?
<p>The goal of this project is to conduct a Water Conservation/Quality outreach program for private well owners to build awareness of groundwater resources and encourage active water conservation as a demand strategy for groundwater supplies in Adams, Arapahoe and Douglas Counties.</p> <p>The project will engage an overlooked sector of the three-county area in a conversation on water conservation and watershed protection.</p>
Who is/are the target audience(s)? How will you reach them? How will you involve the community?
<p>The target audience is private well owners in Adams, Arapahoe and Douglas Counties. Approximately 25,000 homeowners who have Onsite Wastewater Treatment Systems (OWTS) will receive a brochure in the mail. The brochure will cover topics on water conservation, water quality and watershed protection.</p> <p>A presentation will be developed as a follow up to provide in-depth coverage of the brochure's material. The presentation will be offered in each of the three counties at Tri-County Health Department (TCHD) office locations. In order to reach a wider audience, the presentations will be held after regular office hours.</p> <p>The evening meetings will be advertised on the TCHD website to attract more community members.</p>

Overview (answer for both tracks)
Describe how the project is collaborative or engages a diverse group of stakeholders. Who are the partners in the project? Do you have other funding partners or sources?
<p>The project engages a diverse group of homeowners in the Tri-County area. People of diverse ethnic and income levels own homes supplied by private wells including properties on large or small tracts of land in rural areas of Adams, Arapahoe and Douglas Counties, to homes located in exclusive private enclaves. This outreach project will reach all homes in our database of homes currently served by OWTS.</p> <p>We do not have an outside partner for this project.</p>
Describe how you plan to measure and evaluate the success and impact of the project?
<p>The primary measurement is the number of homes reached by the brochure sent through the United States Postal Service.</p> <p>Second, we will obtain metrics on how many times our water issues web page is accessed subsequent to the mailing (the mailed brochure will have the URL to our water issues web site, where a PDF copy of the brochure will be housed, along with other water conservation articles. The online brochure will have live links to other sites such as Colorado WaterWise and EPA's Water Sense).</p> <p>Third, the number of homeowners who attend the follow up meetings will be used to evaluate the impact of the project.</p>
What research, evidence, and data support your project?
<p>The need for educating homeowners who use private drinking water wells is based on conditions in Denver metro aquifers as shown by the bullet points below.</p> <ul style="list-style-type: none"> • Denver Basin aquifers will have significant losses to well production due to interference from densely clustered wells competing for the same water¹; • Alluvial wells show less recharge capabilities during periods of drought; • Growth in the area creates a demand for groundwater resources; • Aquifers in the Castle Rock area are on the margin of the Denver Basin, so impacts from development are severe²; • Deep wells are essentially non-renewable sources; and, • Between 1990 and 2000, the Arapahoe Aquifer dropped 100 to 300 feet³; and, • Clientele have provided anecdotal evidence to Tri-County Health Department that private wells in portions of one county experience seasonal drawdown severe enough to cause wells to run dry. <p>¹ Ralf Topper; Raynolds, R. <i>Citizen's Guide to Denver Basin Groundwater</i>. Denver: Colorado Foundation for Water Education, 2007. Page 8</p> <p>² Ibid.</p> <p>³ Ibid., Page 18</p>

Overview (answer for both tracks)
Describe potential short- and long-term challenges with this project.
<p>The potential short-term challenge is that some homes served by OWTS may not have private wells, but may be on public water systems. However, these homeowners also need to understand the necessity of conserving and protecting the quality of groundwater supplies, so the conservation message will apply to them as well.</p> <p>The potential long-term challenge is to maintain an interest and awareness, and provide ongoing education to the target audience so that behavioral changes in water use and watershed protection may begin to occur.</p>

Please fill out the applicable questions for either the Engagement Track or Innovation Track, unless your project contains elements in both tracks. If a question does not relate to your project, just leave it blank. Please answer each question that relates to your project. Please reference the relevant documents and use chapters and page numbers (Colorado's Water Plan, Basin Implementation Plan, PEPO Education Action Plan, etc.).

Engagement Track
Describe how the project achieves the education, outreach, and public engagement measurable objective set forth in Colorado's Water Plan to "significantly improve the level of public awareness and engagement regarding water issues statewide by 2020, as determined by water awareness surveys."
In conjunction with the outreach materials, the evening seminars in the three TCHD counties will engage the public in in-depth conversation about water issues in Colorado. The seminars will cover information on private wells, how they operate, how to protect the local watershed, water conservation, and operation and maintenance of OWTS.
Describe how the project achieves the other measurable objectives and critical goals and actions laid out in Colorado's Water Plan around the supply and demand gap; conservation; land use; agriculture; storage; watershed health, environment, and recreation; funding; and additional.
The initial outreach material will cover issues on the state of groundwater supplies in Colorado as well as water conservation, watershed protection, and water quality. Groundwater quality is directly related to the management of OWTS and nearby land uses. The importance of how surface activities can affect groundwater quality will be stressed. The audience will be presented with Best Management Practices that can help conserve groundwater supplies and protect water quality.
Describe how the project achieves the education, outreach, and public engagement goals set forth in the applicable Basin Implementation Plan(s).
<p>At Public Open House meetings held by the SPBRT in 2014, key issues raised by the public included Groundwater protection, storage and use; and, Protection of aquifers from contamination and over-pumping. Page 4-3.</p> <p><i>South Platte & Metro Basin Roundtable - Implementation Plan & Education Action Plan</i>, The South Platte Basin Roundtable and Metro Roundtable Implementation Plan (Draft brochure, May 12, 2015, HDR, West Sage Water Consultants) identifies the maximization of existing South Platte supplies</p>

including groundwater as one of the Water Supply & Management Elements. The Basins also identify using effective communications and outreach to support the plan. Our proposed project targets the conservation of groundwater resources through outreach and follow up education opportunities.

Describe how the project achieves the basin roundtable's PEPO Education Action Plans.

Our project consists of outreach materials on water conservation, water quality and watershed protection to be mailed to approximately 25,000 homeowners. In conjunction with the printed material, we will hold follow up evening presentations in each of our three counties, in our county offices, to reinforce the message. We will advertise the location, dates and times of the meetings in the mailed materials.

Innovation Track

Describe how the project enhances water innovation efforts and supports a water innovation ecosystem in Colorado.

Not Applicable

Describe how the project engages/leverages Colorado's innovation community to help solve our state's water challenges.

Not Applicable

Describe how the project helps advance or develop a solution to a water need identified through TAP-IN and other water innovation challenges. What is the problem/need/challenge?

Not Applicable

Describe how this project impacts current or emerging trends; technologies; clusters, sectors, or groups in water innovation.

Not Applicable

Last Updated: Jan 16, 2018

Colorado Water Conservation Board
Water Plan Grant - Exhibit A

Statement Of Work	
Date:	January 30, 2019
Name of Grantee:	Tri-County Health Department
Name of Water Project:	Water Conservation/Quality Outreach Project
Funding Source:	CWCB Grant and In-kind Matching
Water Project Overview:	
<p>We propose to conduct a Water Conservation/Quality outreach program for private well owners in the three counties served by Tri-County Health Department (TCHD). The purpose is to build awareness and encourage active water conservation as a demand strategy for what is, for the most part, a nonrenewable resource.</p> <p>Homeowners served by private wells are the target of this campaign. This sector is mostly unreached due to the lack of regulatory oversight at national, state and local levels. The need for this program is timely due to evidence that:</p> <ul style="list-style-type: none"> • Denver Basin aquifers will have significant losses to well production due to interference from densely clustered wells competing for the same water¹; • Alluvial wells show less recharge capabilities during periods of drought; • Growth in the area creates a demand for groundwater resources; • Aquifers in the Castle Rock area are on the margin of the Denver Basin, so impacts from development are severe²; • Deep wells are essentially non-renewable sources; • Between 1990 and 2000, the Arapahoe Aquifer dropped 100 to 300 feet³; and, • Clientele have provided anecdotal evidence to TCHD that private wells in portions of one county experience seasonal drawdown severe enough to cause wells to run dry. <p>¹ Ralf Topper; Raynolds, R. Citizen's Guide to Denver Basin Groundwater. Denver: Colorado Foundation for Water Education, 2007. Page 8</p> <p>² Ibid.</p> <p>³ Ibid., Page 18</p> <p>Deliverables include a brochure to be mailed to approximately 25,000 households served by onsite wastewater treatment systems. These residents are likely served by private wells. A link to the brochure will be placed on the TCHD Water Issues website. Additional educational materials may include an FAQ page for the web site.</p> <p>To reinforce the conservation message, we will hold public meetings in each of our three counties for our target audience. The meetings will be advertised in the brochure and on the TCHD website.</p>	

Last Updated: Jan 16, 2018

Project Objectives:
<ol style="list-style-type: none"> 1. Increase awareness of the target audience of the need to conserve and protect groundwater resources. 2. Provide the target audience with information and resources to best accomplish conservation and watershed protection. 3. Provide three public meetings with in-depth information on all of the topics covered in the outreach materials.

Tasks
Task 1 – [Develop Written Text for Brochure]
<p>Description of Task:</p> <p>Develop text for a brochure to be mailed to approximately 25,000 homeowners in Adams, Arapahoe and Douglas Counties whose addresses are in the Tri-County Health Department's onsite wastewater treatment system (OWTS) permit database.</p> <p>The brochure will contain information on water conservation, water quality, wellhead and watershed protection, basic well operation, OWTS care and maintenance, and OWTS permitting. The messages will be specifically written for homeowners whose homes are served by private wells.</p> <p>The estimated number of pages for the final product is between four and eight.</p>
<p>Method/Procedure:</p> <p>An outline of topics to be covered and approximate length of text for each topic will be provided to TCHD specialists who will draft the text. Specialists will also research and include appropriate website addresses to supplemental information for homeowners. A draft copy of the text will be reviewed in-house.</p>
<p>Deliverable:</p> <p>TCHD will submit a copy of the brochure in the final report at the end of the project.</p>

Last Updated: Jan 16, 2018

Tasks	
Task 2 – [Design, Layout and Mail Brochure]	
Description of Task:	
After the text has been finalized, the primary author will collaborate with communications staff on design and layout of the brochure. The final product will be sent to the printer for printing, folding and mailing.	
Method/Procedure:	
Using publishing software, appropriate photos and graphics will be selected and arranged on the pages. TCHD maintains an electronic file of graphics that can be supplemented with images purchased through our account with Thinkstock. TCHD will provide the printer with the final copy and list of address for mailing.	
Deliverable:	
TCHD will submit a copy of the brochure in the final report at the end of the project.	

Tasks	
Task 3 – [Update the TCHD Website]	
Description of Task:	
<p>The TCHD Water Issues website will be updated to include an electronic copy of the brochure that contains live links to supplemental information.</p> <p>The TCHD main page will advertise dates, times and locations for the follow-up presentations that is part of the project's overall outreach.</p>	
Method/Procedure:	
The primary author, in conjunction with communications staff, will update the TCHD website pages to include graphics and live links as needed.	
Deliverable:	
A link to the updated website will be provided to CWCB in the final report.	

Last Updated: Jan 16, 2018

Tasks
Task 4 – [Develop Public Presentations and Materials]
Description of Task:
Based on information in the brochure, TCHD's specialists will develop PowerPoint presentations and additional handouts for the public meetings.
Method/Procedure:
Presentation materials will provide the target audience with more in-depth information and give the audience an opportunity to ask questions.
Deliverable:
TCHD will submit to CWCB final copies of the presentations and handouts in the final report.

Tasks
Task 5 – [Host Three Follow-up Public Meetings]
Description of Task:
TCHD staff will determine logistics for dates, times and locations of meetings, and prepare facilities for each presentation. Because the meetings will be advertised in the brochure, portions of this task will be completed as the text is being developed.
Method/Procedure:
For each meeting, staff will set-up the facilities, print out handouts, practice PowerPoint presentations, conduct the meetings, and clean-up afterwards.
Deliverable:
Deliverables will include copies of attendee sign-in sheets from each meeting. This is one method that TCHD will measure success of the outreach project.

Last Updated: Jan 16, 2018

Tasks	
Task 6 – [Measure of Project’s Success]	
Description of Task:	
<p>Methods of measuring the project’s success include:</p> <ul style="list-style-type: none"> • the total number of brochures that will be mailed to the target audience; • number of attendees at the three follow-up public meetings; and • number of website hits received on TCHD’s water issues web pages. 	
Method/Procedure:	
Personnel involved in obtaining metrics include specialists and website administrators.	
Deliverable:	
The final report will include the summation of the three metrics.	

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.

Reporting Requirements
<p>Progress Reports: The applicant 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.</p>
<p>Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant'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. <p>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 or grant will be closed without any further payment.</p>

Last Updated: Jan 16, 2018

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 contract 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 contract must be provided to CWCB in hard copy and electronic format as part of the project documentation.

Performance Measures

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 Water Plan 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 or grant will be closed without any further payment.
- (b) Accountability: Per Water Plan 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 Water Plan 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 Plan Grant - Exhibit B Budget and Schedule

Date: January 30, 2019

Name of Applicant: Tri-County Health Department

Name of Water Project: Water Conservation/Quality Outreach Project

Project Start Date: July 15, 2019

Project End Date: September 30, 2019

Task No.	Task Description	Task Start Date	Task End Date	Grant Funding Request	Match Funding	Total
1	Develop written text for brochure	7/15/2019	7/31/2019	\$0	\$2,400	\$2,400
2	Design, layout and mail brochure	8/1/2019	8/10/2019	\$9,500	\$5,900	\$15,400
3	Update the TCHD website	8/5/2019	8/10/2019	\$500	\$600	\$1,100
4	Develop public presentations and materials	8/1/2019	8/9/2019	\$500	\$960	\$1,460
5	Host Three Follow-Up Public Meetings	8/19/2019	9/6/2019	\$1,000	\$2,160	\$3,160
6	Measure Project's Success	8/10/2019	10/18/2019	\$500	\$240	\$740
Total				\$12,000	\$12,260	\$24,260

Page 1 of 2

NOTE: Matching funds based on average hourly rate of \$60.00 across several personnel classifications and includes fringe benefits and indirect costs. For Task No. 2, **\$5,000.00** of matching funds will come from TCHD's water program budget.



January 30, 2019

Colorado Water Conservation Board
1313 Sherman Street, Room 718
Denver, CO 80203

RE: Letter of Matching Funding

To Whom It May Concern:

Tri-County Health Department will match \$12,260.00 (\$5,000.00 cash match and \$7,260.00 in-kind contribution) to the Colorado Water Conservation Board for the Water Conservation Outreach project under the Colorado Water Plan Grant Program.

Tri-County Health Department guarantees these funds through our organization.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John M. Douglas, Jr.', is written over the printed name and title.
John M. Douglas, Jr., M.D.
Executive Director