



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

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Jared Polis, Governor

Dan Gibbs, DNR Executive Director

Rebecca Mitchell, CWCB Director

**TO:** Colorado Water Conservation Board Members

**FROM:** Ben Wade & Dori Vigil, Water Supply Planning

**DATE:** September 8, 2022

**AGENDA ITEM:** Consent Agenda 2a, Water Supply Reserve Fund Change of Grantee

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**Staff Recommendation:**

Staff recommends the Board approve a change of grantee/project sponsor from Watershed Connections to the Arkansas River Watershed Collaborative for the project titled, “Basin Implementation Plan Education & Outreach”.

**Background:**

In August 2021, the CWCB Director approved a \$25,000 grant from the Water Supply Reserve Fund to Watershed Connections for the Basin Implementation Plan Education & Outreach Project. WSRF grant funds have been used to help the Arkansas Basin Roundtable Public Education, Participation and Outreach (PEPO) committee to undertake a structured public relations effort to improve engagement with key stakeholders in the basin’s water planning process and to enhance communication with diverse audiences regarding the purpose and progress of the water planning process in the Arkansas basin.

Watershed Connections is requesting a change in fiscal agent to the Arkansas River Watershed Collaborative due to recent staffing and situational changes that has affected its ability to complete the project. The proposed new grantee, the Arkansas River Watershed Collaborative, is familiar with the project has been working with Watershed Connections through the current transition and it has the organizational capacity to finish the project.

See attached for the amended Water Activity Summary Sheet, signed letters from both organizations, a revised scope of work, budget, schedule and an updated Certificate of Insurance.



**Water Supply Reserve Fund  
Water Activity Summary Sheet  
CHANGE OF GRANTEE REQUEST  
September 20-21, 2022  
Consent Agenda Item 2(a)**

**Current Grantee:** Watershed Connections  
**Proposed Grantee:** Arkansas River Watershed Collaborative  
**Water Activity Name:** Basin Implementation Plan Education & Outreach  
**Water Activity Purpose:** Education/Implementation  
**County:** Basin-wide  
**Drainage Basin:** Arkansas  
**Water Source:** N/A  
**Amount Awarded:** \$25,000 Arkansas Basin Account  
**Amount Remaining:** \$9,108

**Matching Funds:** **Basin Account Match = \$15,000**

- 150% of statewide request (meets 10% min)
- Applicant % 3<sup>rd</sup> Party Match (cash & in-kind) = \$2,820**
- 28.2% of the statewide request
- Total Match (Basin request & Applicant Match) = \$17,820**
- 178% of the statewide request (meets 50% min)

**Staff Recommendation:**

Staff recommends approval of change of grantee from the Watershed Connections to the Arkansas River Watershed Collaborative for the project: *Basin Implementation Plan Education & Outreach*.

**Water Activity Summary:** If the Board approves this change of grantee request, remaining WSRF funds will be used help the Arkansas Basin Roundtable Public Education, Participation and Outreach (PEPO) committee to undertake a structured public relations effort to improve engagement with key stakeholders in the basin’s water planning process and to enhance communication with diverse audiences regarding the purpose and progress of the water planning process in the Arkansas basin.

The proposed new grantee has prepared an updated Scope of Work and Budget to utilize the remaining funds. The proposed grantee has begun outreach to the public with activities including organizing PEPO Workgroup meetings, Basin Network meetings, and participating in a two-day tabling event at the Cañon City Whitewater Festival.

**Discussion:** This project supports the goals of the Colorado Water Plan and the Arkansas Basin Roundtable Implementation plan by engaging key stakeholders in the basin’s water planning process and raising public awareness on critical water issues.

**Issues/Additional Needs:** No additional issues or needs have been identified.

**Eligibility Requirements:** The application meets requirements of all eligibility components.

**Evaluation Criteria:** Staff has determined this activity satisfies the Evaluation Criteria.

<b>Funding Sources/Match</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>	<b>Status</b>
Arkansas Basin RT PEPO Workgroup	\$0	\$2,820	\$2,820	Secured
<b>Sub-Total Matching Funds</b>	\$0	\$2,820	\$2,820	
WSRF Arkansas Basin Account	\$15,000	\$0	\$15,000	Secured
WSRF Statewide Account	\$10,000	\$0	\$10,000	
<b>Total Project Costs</b>	<b>\$25,000</b>	<b>\$2,820</b>	<b>\$27,820</b>	

**CWCB Project Manager:** Elizabeth Schoder



Arkansas River Watershed Collaborative  
PO Box 746  
Lake George, CO 80827  
[ArkCollaborative.org](http://ArkCollaborative.org)  
(719) 510-6373

Colorado Water Conservation Board  
1313 Sherman Street  
Denver, CO 80203

Ark Basin WSRF BIP Outreach Grant 2022-2468

September 7<sup>th</sup>, 2022

To the CWCB Board of Directors,

I would like to request a change of grantee from Watershed Connections, LLC to the Arkansas River Watershed Collaborative (ARWC).

ARWC has worked closely with the Arkansas Basin Roundtable PEPO Workgroup and we have offered to help Alli Schuch of Watershed Connections transition out of her role as Basin Coordinator. This transition began on June 27<sup>th</sup>, 2022. As the nonprofit arm of the Arkansas Roundtable, we look forward to expanding our role in conducting outreach for the Basin Implementation Plan.

We have prepared an updated Scope of Work and Budget to utilize the remaining funds. Additionally, work is already underway for ARWC in this new PEPO role. We have begun outreach to the public with our activities including organizing PEPO Workgroup meetings, Basin Network meetings, and participating in a two-day tabling event at the Cañon City Whitewater Festival. An invoice for this PEPO work since June will be issued through Watershed Connections, LLC in September 2022.

Thank you for your continued support of our Roundtable and the communities of the basin.

Sincerely,

Jonathan Paklaian  
Executive Director  
Arkansas River Watershed Collaborative



Last Update: April 26, 2022

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<b>Colorado Water Conservation Board</b>	
<b>Public Education, Participation &amp; Outreach Grants</b>	
<b><u>Exhibit A - Statement of Work</u></b>	
<b>Date:</b>	9/7/2022
<b>Water Activity Name:</b>	Public Education, Participation, and Outreach
<b>Grant Recipient:</b>	Arkansas River Watershed Collaborative
<b>Funding Source:</b>	Basin Funds (Ark Basin WSRF BIP Outreach Grant 2022-2468)
<b>Water Activity Overview:</b> (Please provide brief description of the proposed water education activity (no more than 200 words). Include a description of the overall water activity and specifically what the PEPO funding will be used for. (PLEASE DEFINE ALL ACRONYMS).)	
<p>The Arkansas River Watershed Collaborative (ARWC) has offered to help Allison Schuch of Watershed Connections, LLC transition out of her Basin Coordinator role. ARWC began to take on this role beginning in June of 2022. We request the use of \$9,108 of the remaining funds to continue this PEPO coordination and outreach role. We have kept the tasks the same as proposed in the original grant, with emphasis on certain areas where we have identified the most need.</p> <p>The Arkansas Basin Roundtable Public Education, Participation, and Outreach committee will undertake a structured public relations effort to maintain and improve relationships with individuals and organizations who have been engaged to date, while enhancing efforts to educate various stakeholder groups on the purpose and progress of the water the planning process in the Arkansas Basin.</p>	
<b>Objectives:</b> (List the objectives of the project. (PLEASE DEFINE ACRONYMS).)	
<ul style="list-style-type: none"> <li>• Elevate the public’s knowledge of the Arkansas basin watershed across the basin via several communication channels, providing opportunities for citizens to engage in watershed-related activities and events</li> <li>• Collaborate on water education efforts with State agencies, statewide Non-Governmental Organizations, universities, and regional and local entities to take advantage of the substantial resources already in play.</li> <li>• Enhance the diversity and active participation of Roundtable membership and the stakeholders via the adoption of a social media strategy and more in-person engagement opportunities.</li> <li>• Coordinate Arkansas basin efforts in support of statewide PEPO initiatives and the Statewide Water Education Action Plan.</li> </ul>	



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<b>Tasks</b>
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 1 - Education Coordination and Facilitation</u></b>
Description of Task: This task will focus on bridging messaging between the important water-related groups operating in the basin. Arkansas basin PEPO representatives will take time to attend planning meetings to share ideas and ensure consistent messaging. We will also utilize social media and the website to share posts that include basin and roundtable-related events and information.
Method/Procedure: Attend statewide PEPO planning meetings, coordinate with Water Education Colorado for messaging, coordinate/plan Arkansas Basin Water Forum, 2023. Use social media to coordinate these efforts.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) Continued Arkansas Basin Network participation Inclusion of PEPO in Arkansas Basin Water Forum planning Regular communication with Water Education Colorado and statewide PEPO
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) Quarterly Arkansas Basin Network meetings minutes and attendance. Attendance at Arkansas Basin Water Forum planning meetings to represent Ark RT and PEPO Consistent social media traffic on Facebook, website regarding the above meetings and events



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<b>Tasks</b>	
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)	
<b><u>Task 2 - Communication</u></b>	
Description of Task:	
Continue posting and managing the Arkansas Basin Roundtable website and Facebook pages.	
Method/Procedure:	
Use ARWC staff to monitor website and Facebook pages. Ensure that information is updated and posts are shared regularly.	
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	
Increased understanding of the Roundtable and BIP in the Arkansas Basin through PEPO activity.	
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	
Documentation of active accounts, followers, shares, and posts.	



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Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 3 – Outreach</u></b>
Description of Task: <p>We would like to refocus this task on increasing the Roundtable and PEPO's participation at conferences, festivals, and other events. Some of these events include Sustaining Colorado's Watershed Conference, Western Collaborative Conservation Network Conference, the Arkansas Basin Water Forum, and others. These conferences range from basin-level focus to West-wide focus. It is important to network at each of these scales. We would also like to attend more festivals such as whitewater festivals in Canon City and Salida. These are additional collaborative opportunities to discuss Roundtable activity and coordinate this messaging with statewide PEPO, Water Education Colorado, and other partners.</p>
Method/Procedure: <p>Attend virtual and in-person events, conferences, and festivals.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) <p>Increased awareness of what the Roundtable does and who is involved. Build relationships with other partners within and outside the basin to share ideas and network.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) <p>Reporting to Roundtable and CWCB at Roundtable meetings of event activity around and outside of the basin.</p>



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### 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 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.

