

CWQMC Work Plan July 2008 – June 2009

Organizational

<i>Activity</i>	<i>Purpose</i>	<i>Responsibility</i>	<i>Deadline</i>
Complete Final report for Existing NPS Grant	To close out so can start new NPS grant, get PC paid	LT, TAC, Current PC	September 30th
Hire new DSN Coordinator	Coordinate DSN and LT	LT, temporary committee	October 1 st or ASAP thereafter
Get LT fully 'staffed' (representation from org. type and geog via proactive recruitment, and functioning (implement roles) . Meet monthly until functioning (all members contributing in focused way), then meet bimonthly.	Transition from TAC/Grant to a LT Team that utilizes TAC and self sustaining. Recruitment 2 nd priority to garnering support.	LT matrix	ASAP, ongoing, check in monthly
Renew WQCD/SPCURE, SPCURE/CWA contracts	FA pathway for these funds	LT, Exec Committee, FA	When NPS PIP is approved
Renew GS Hosting Contract	Server Host	LT, TAC input, PC, FA	Okay until December, address in October meeting
Renew GS Work Contract (station refresh, uploads to National STORET)	These tasks are necessary, need GS for now	LT, TAC input, PC, FA	Okay until December, address in October meeting
Adopt Annual Work Plan, Budget, Fund raising goals	Provides direction, evaluation for end of year	LT, input from committees, membership	October 2008 meeting
Update and Outreach to membership and DSN participants (status and needs) – next communication	Have not corresponded since Jan 08, need to market we accomplished milestones and	LT, PC with input from committees	September/October 2008

	what our needs are,		
Update Outreach plan to include what doing now versus start up	Documents strategy to communicate with membership, DSN users, data calls, etc.	LT, Outreach committee, PC	October 2008
Provide documentation for WQCD/EPA map funds	To obtain \$20,000 for map upgrades	LT, input from TAC	October 2008
Garner DSN support in terms of providing data, information, inkind services and cash contributions, obtaining other funds/grants	Need to sustain	PC track match, FA track Funds, LT thank, SubLT solicity, SubLT grants	ASAP, ongoing
DSN Marketing – presence at existing events, proactive strategic presentations to supporters	Need to populuate system and garner support next 3 years.	TAC, Outreach, LT	ASAP, On going, coordination between groups.
Separate TAC into TAC and Outreach committees	TAC’s work is O/M of system, technical, Outreach needs to start implementing outreach plan, membership needs assessment, marketing, database for sponsorship,etc.	TAC / Outreach – report to LT	Late Fall / early Winter
Maintain and update website, domain name	Communication tool	LT, TAC input, PC assist	October 2008
Update organization documentation, post on web (charter, Outreach Plan, sustainability Plan, 2-brochures, FAQ’s, etc.)	Communication tools	LT, Committee track, PC	Sarah completed 9/30, new PC update as needed
Transition to WQX	Funding / admin aspects to be identified	LT, TAC	Late Winter
Annual evaluation, summary of feedback for new work plan	Check in for DSN to stay relevant, identify needs and priorities for next year, identify map/database upgrades and training needs	Outreach committee, input from mentoring, LT final decisions	Feedback ongoing through out year, compiled in late April for work plan draft
Draft Work Plan, budget, FR goals for	Direction for CWQMC next	LT, input from	June Draft to adopt in July of

FY09-01	year, includes setting dates for SWAPs	committees, membership, PC	next year
Renew Fiscal Agent Contract(s)	Ability to Receive Funds and make payments	LT, Executive Committee	June 15 th for NEXT Fiscal Year
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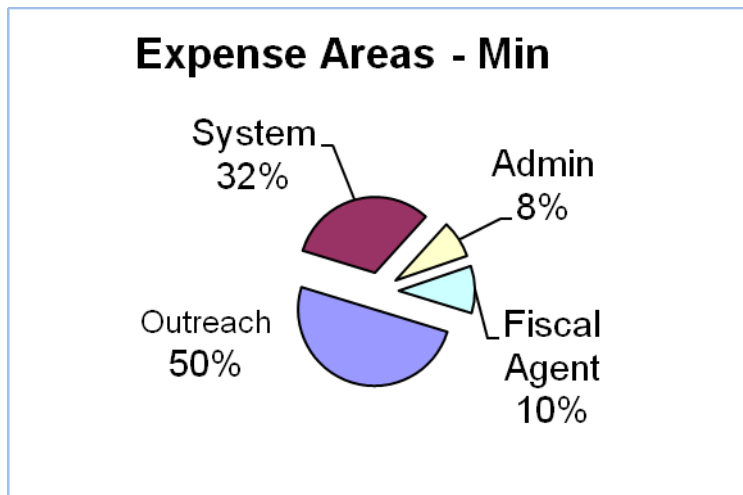
Programmatic

<i>Activity</i>	<i>Purpose</i>	<i>Responsibility</i>	<i>Deadline</i>
No SWAPS this off year due to Basic Standards, but take this time to garner support for DSN vi a populating system, match or cash	Transition from fully grant funded to partially, also system partly populated, time to focus on these two items	LT, All committees, all vested DSN users	On going
O/M Map and database (uploading data, tracking use, identifying problems/needs)	Get system functioning where want and POPULATED!	PC, TAC	On going
Training for NPS and others, one-on-one support for uploads	Deliverable for NPS Grant	PC, TAC	WQCD and users select time with PC
Updating DSN contact and user databases	Necessary for tracking use and foundation for SWAP invites and support efforts	PC, TAC, Outreach	On going
Updating DSN documentation, manuals as needed	Necessary support tools	PC, TAC	On going
Finishing desired minimum data elements, templates and upload configurations	Reach our diversity of data types goal – to be relevant to users	PC, TAC	On going
Upgrading Map features	To be relevant for users = support	PC, TAC	Winter
Transition to WQX – technical aspect, documentation, outreach, support, etc.	Necessary transition	PC, TAC	Winter/Spring
Proactively working with Tier 1 desired and ready data sets / legacy data sets	To be relevant for users = support	PC, TAC	On going
Develop sponsorship database to link	To maximize tools to garner	PC, Outreach	Late Fall / Early Winter

with user/contact database	support		
Prepare for Annual data call strategy	Keep data updated/relevant	PC, Outreach Committee	Conduct August of 2009, but plan in June how, since first
Coordinate with USGS – West Slope Retro’s to integrate, especially Yampa as a pilot	Need to integrate to be fully statewide, sharing of roles	LT, TAC, Outreach	Early Fall for Yampa function of USGS contact, ongoing rest, case by case
Mentoring Committee start up – operating by end of year	Serve the identified needs of membership, build skill matrix, document mentors, market, document mentoring events	LT initiate, Mentoring committee take off	Fall / Early Winter
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Budget Expenses

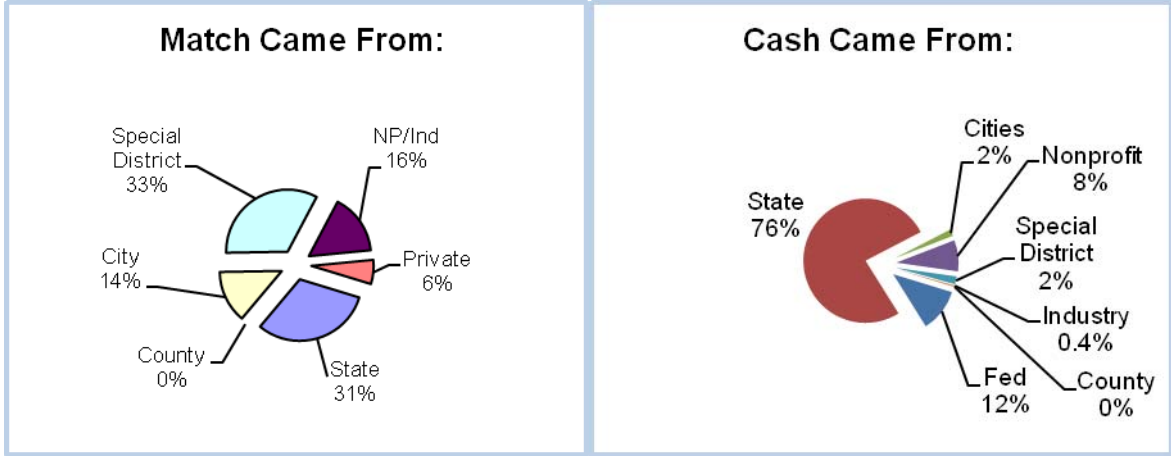
Based on last three years and sustainability plan, which is an estimate of the next few years costs, our expenditures break down into these areas, total annual minimum budget of \$81,761 from sustainability plan:



This illustrates that the majority of funds will go directly to product (map/database) or service (SWAPs). This honors our principle to do just that. System here is defined as hosting costs, O/M costs of database and a 10% contingency. Outreach is defined as everything else, SWAPs, trainings, user support, data calls and maintaining our tools such as the website, documents and user databases. The above figures do not include the new \$20,000 for map work or the \$50,000 estimated cost for WQX transition. It represents the grants and support received to date.

INCOME

Income comes in two forms, cash and in-kind match. Match can be time or products such as hosting a SWAP. Match makes up 51% of the income, 49% is actual cash. In the past below demonstrates where the match and cash has come from. This is part of the basis for how to determine what may be reasonable to ask of each sector.



Match. Total Match contribution was (as of May 2008), total amount is being tallied now.

Cash. Total Cash (as of June 2008) was \$16,800 plus \$100,000 from WQCD NPS Grant and \$15,000 EPA RGI Grant. The total amount adds up to \$131,800, which is our maximum budget estimate for the next year (just to operate what we have in the past, no map upgrades, WQX transition, etc.)

Budget for FY08-09

This year we are literally transitioning from one source (the State NPS Program) funding the majority of DSN to having everyone contribute what is appropriate in both cash and match is the goal. The budget below can be a bit confusing because of this transition. For example, our coordinator will be paid from July-September from the existing NPS Grant. That means we only need to raise 8 months of coordinator salary for this year.

What is also incorporated into this budget is the \$20,000 funds to upgrade the map from WQCD/EPA and \$50,000 estimate for WQX transition, but will not be an issue until 2010. We hope to work something out with WQCD/EPA to help fund this as well. This year DSN will not conduct any SWAPS because 2010 is the basic standards hearing and that means the year before (2009) we are not in a watershed. In future years it is the goal of DSN to provide a common training or similar in this off year. This off year we will focus on populating the system and garnering support. Thus, the SWAPs are taken out of the budget for this year. The new NPS Grant, for a much smaller amount more appropriate for that program to contribute now, is in this budget to start in October.

The goal is to raise THIS years funds as well as next years – or to raise the funds via grants and contributions the year before they are needed. This will come in the form of documenting promised match and actual cash match, as well as the ability to receive both of these in present time. A more detailed budget summary is provided in the Excel attachment. This is a simplified summary.

Expenses	Monthly	FY09	FY10
Total Expenses	\$11,561	\$130,623	\$168,661
Total w/out Inkind	\$8,279	\$91,237	\$129,275
Income	Monthly	FY09	FY10
Total of Income	\$6,696	\$77,911	\$74,118

Total Cash needed	\$1,583	\$13,326	\$55,157
Total Match Needed	\$3,282	\$39,386	\$39,386

Assumptions include the \$633 from CWN cash left over, \$5000 from Metro (received), \$2000 each from Poudre Group and Northern to BE received this year. Also assumes no other Council activity needs funding such as the Mentoring Committee.

This means we need to get \$39,386 dollars worth of match documented for this year, July through June and the same amount promised for July 2009-June 2010.

We need to raise \$13,326 this year to meet our budget needs and \$55,157 for next year (in hand or promised). These are our fundraising goals.

Financial Goals for FY08-09

The figures below are based on an analysis of what sectors have contributed to other efforts and a best professional assessment of what is realistic for each sector. The benefits to each entity are not weighed in because that violates our inclusive principle. Because we have achieved in producing a valuable, relevant product and service, we believe the benefits are available for all who participate. These charts become our target goals, they are not set in stone, just a tool.

Goals for In-kind Match from source (\$65/hour average rate): Target is \$39,386 this year and same for next year, promised or in hand. Need to secure and document this match. We do a good job of documented what comes in, need to document future commitments. Note we have more match than we currently need.

Organization Type	%***	09 Have	\$ value**	Need	10 Have	\$ value	Need
Fed/State	0%	\$0	\$0	\$0	\$0	\$0	\$0
Other State	60%			\$0			
DOW		48%	\$18,905		\$		
State GS		12%	\$4,726		\$		
WQCD							
City	26%			\$0			
Thornton		24%	\$9,452		\$		
DRCOG		2%	\$787		\$		
Special District	63%			\$0			
Metro		38%	\$14,966		\$		
Northern		19%	\$7,483		\$		
River		6%	\$2,362		\$		
District							
Non Profit/Individual	30%			\$0			
CWA		12%	\$4,726		\$		
SPCURE		12%	\$4,726		\$		
Poudre		6%	\$2,362		\$		
Private Consultants	12%			\$0			
BrownCaldwell		12%	\$4,726		\$		
Legal Industry							
Total	191%		\$75,221		\$		
Need*			\$39,386		\$39,386		

*need \$48,260 over three years for NPS Grant, that is \$16,086 per year

**divide dollar amount by \$65/hr, then 8 hr/day to get how many days of contribution this is in labor

*** based off previous contributions, best professional estimate of reality

Goals for cash from sector: Target is \$13,326 (minus the \$20,000 map) this year and \$55,157 for next year (minus the \$50,000 WQX transition), **promised or in hand.**

Organization Type	% total	09have	\$ value	Need	10have	\$value	Need	Deficit
Federal EPA/WQCD	22%	\$20,000	\$20,000	\$0	\$50,000	\$50,000	\$50,000	3% \$2000
Other State DOW GS WQCD	10%	37% (-\$24,118)	\$ 500*	\$ 1,332			\$5,515	9% \$6,300
Counties	5%	0%	\$666	\$666			\$2,758	2% \$2,800
City Thornton	20%	0.18%	\$500*	\$2165			\$11,031	20% \$13,500
Special District Metro Northern	20%	187% 75%	\$ 5,000** \$ 2,000*	-\$4,335			\$11,031	11.5% \$7,500
Non Profit/Individual SPCURE Poudre	20%	187% 75%	\$5,000 \$ 2,000*	-\$4,335			\$11,031	0% \$12,500
Private Consultants Legal	17% 2%	0% 0%	\$2,265 \$266	\$2,265 \$266			\$9,377 \$1,103	17% 1.5%

Industry	6%	0%	\$799	\$799			\$3,311	7% \$18,000
Total	122%		\$19,829	\$13,326 -\$2837			\$55,157	\$60,600- \$62600

*perhaps promised

** received

The LT members who have signed up to work on fundraising and grant writing will use this for our goals and our sponsorship drive tool kit to guide our efforts. This work plan replaces the feasibility study provided in the tool kit in that these numbers are the current numbers. The strategy in that feasibility study is the same. We will work around each of the fiscal year endings and those relevant entities, while also pursuing grant opportunities.

It is imperative the marketing and outreach occur simultaneously as well as frequency updates to the system and a priority on populating the systems. Entities that cannot directly help obtain funds, can help by marketing, conducting presentations and obtaining match contributions.