

Statement of Work

WATER ACTIVITY NAME - Development and Implementation of Water Forums, Workshops and/or Tours

GRANT RECIPIENT – COMMUNITY AGRICULTURE ALLIANCE, INC

FUNDING SOURCE - Yampa-White-Green Roundtable funds

INTRODUCTION AND BACKGROUND

For this proposal, the COMMUNITY AGRICULTURE ALLIANCE will be the coordinating force behind the development and implementation of a minimum of four forums, workshops and/or tours. We will seek input from the Yampa-White-Green Roundtable regarding program substance and will work with the Roundtable to assure that the programs present accurate and complete information.

COMMUNITY AGRICULTURE ALLIANCE commits to providing the following to the Roundtable:

- Full cooperation and disclosure with the Yampa-White-Green Roundtable
- Development of a minimum of four forums or workshops, each open and accessible to the public
- Full implementation of the programs, including but not limited to contracting speakers, facilities, sponsors, volunteers, advertising and agenda development
- Full utilization of partnership opportunities with other water-interest and civic groups
- Use of timely, up-to-date and accurate resources, including the edition of the Headwaters Magazine that focuses on the Yampa River
- Development of a data-base which contains individuals and organizations/agencies that attend or assist with the programs

OBJECTIVES

This proposal will help the Roundtable encourage the Basin Stakeholders to:

- Better educate themselves about general water issues
- Better understand the work of the Yampa-White-Green Roundtable
- Familiarize themselves with other water projects and studies
- Provide informed input about water issues
- Become involved with water issues and decisions

TASKS

TASK 1: Forum Schedule and Development

Description of Task

- 1a. Develop a working relationship with designated members of the Roundtable to determine topic, dates, locations and agendas
- 1b. Develop an organizational committee to work with the Executive Director of Community Agriculture Alliance to help identify speakers, facilities, sponsors, advertising, etc. This proposed committee will include designated members of the Roundtable, partners from the previous water forums and “new” partners
- 1c. Develop program time line and format
- 1d. Develop an evaluation, in coordination with CWCB, that can be used for all four events
- 1e. Develop databases per requirements of YWG Roundtable and CWCB

TASK 2: Forum #1

- 2a. Contact and contract with potential speakers, panel members, moderators
- 2b. Contact potential sponsors
- 2c. Arrange lodging and travel arrangements
- 2d. Coordinate facility needs, including meals
- 2e. Develop an advertising schedule and coordinate with e-mail blasts, newspapers, radios and TV stations
- 2f. Develop and print programs
- 2g. Facilitate the event, including registration, set-up and clean-up
- 2h. Send thank-you acknowledgements to speakers and sponsors on behalf of Community Agriculture Alliance and the Roundtable, if desired
- 2i. Maintain all financial records, collect sponsorships and fees, pay all invoices
- 2j. Think of all the small details not listed here!

TASK 3: Forum #2

- 3a. Contact and contract with potential speakers, panel members, moderators
- 3b. Contact potential sponsors
- 3c. Arrange lodging and travel arrangements
- 3d. Coordinate facility needs, including meals
- 3e. Develop an advertising schedule and coordinate with e-mail blasts, newspapers, radios and TV stations
- 3f. Develop and print programs
- 3g. Facilitate the event, including registration, set-up and clean-up
- 3h. Send thank-you acknowledgements to speakers and sponsors on behalf of Community Agriculture Alliance and the Roundtable, if desired
- 3i. Maintain all financial records, collect sponsorships and fees, pay all invoices
- 3j. Think of all the small details not listed here!

TASK 4: Forum #3

- 4a. Contact and contract with potential speakers, panel members, moderators
- 4b. Contact potential sponsors
- 4c. Arrange lodging and travel arrangements
- 4d. Coordinate facility needs, including meals
- 4e. Develop an advertising schedule and coordinate with e-mail blasts, newspapers, radios and TV stations
- 4f. Develop and print programs
- 4g. Facilitate the event, including registration, set-up and clean-up
- 4h. Send thank-you acknowledgements to speakers and sponsors on behalf of Community Agriculture Alliance and the Roundtable, if desired
- 4i. Maintain all financial records, collect sponsorships and fees, pay all invoices
- 4j. Think of all the small details not listed here!

TASK 5: Forum #4

- 5a. Contact and contract with potential speakers, panel members, moderators
- 5b. Contact potential sponsors
- 5c. Arrange lodging and travel arrangements
- 5d. Coordinate tour needs, including transportation

- 5e. Develop an advertising schedule and coordinate with e-mail blasts, newspapers, radios and TV stations
- 5f. Develop and print programs
- 5g. Facilitate the event, including registration, set-up and clean-up
- 5h. Send thank-you acknowledgements to speakers and sponsors on behalf of Community Agriculture Alliance and the Roundtable, if desired
- 5i. Maintain all financial records, collect sponsorships and fees, pay all invoices
- 5j. Think of all the small details not listed here!

Method/Procedure

- 1. Network with designated Roundtable members via email, telephone and face-to-face contact
- 2. Network with partners via email, telephone and face-to-face contact
- 3. Contact sponsors, speakers and panel members via telephone with follow-up mail or email, depending on their preference
- 4. Communicate with the media per their specified method of contact
- 5. Develop a “to-do” list and stick with it

Deliverable

Each of the forums, workshops and/or tours will be designed to be of substantive value, highly educational and worthwhile. The COMMUNITY AGRICULTURE ALLIANCE will assure that the programs will represent both the Roundtable and our organization in a positive manner, cognizant of the communities in Northwest Colorado. The evaluations will accurately assess the success of the forum and the earlier programs will be utilized to improve later programs.

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion 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.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

THE COMMUNITY AGRICULTURE ALLIANCE agrees to the above requirements.

BUDGET

Task #1 Forum Development	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	80 Hours @ \$25	2000	360	1640
Mileage	110 Miles @\$.505	55	55	0
Advertising				
Speaker Fees/Per Diem				
Facility Rental				
Forum Expenses				
Printing				
Transportation				
Total		\$2,055	\$415	\$1,640

Task #2 Forum #1	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	30 Hours @ \$25	750	360	390
Mileage	110 Miles @\$.505	55	55	0
Advertising	Local Newspapers	600	0	600
Speaker Fees/Per Diem		250	0	250
Facility Rental		200	0	200
Forum Expenses	Supplies, Meals, Etc	400	50	350
Printing	Programs, Flyers	200	100	100
Transportation		0	0	0
Total		\$2,455	\$1,695	\$1,890

Task #3 Forum #2	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	30 Hours @ \$25	750	360	390
Mileage	110 Miles @\$.505	55	55	0
Advertising	Local Newspapers	600	0	600
Speaker Fees/Per Diem		250	0	250
Facility Rental		200	0	200
Forum Expenses	Supplies, Meals, Etc	400	50	350
Printing	Programs, Flyers	200	100	100
Transportation		0	0	0
Total		\$2,455	\$1,695	\$1,890

Task #4 Forum #3	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	30 Hours @ \$25	750	360	390
Mileage	110 Miles @ \$.505	55	55	0
Advertising	Local Newspapers	600	0	600
Speaker Fees/Per Diem		250	0	250
Facility Rental		200	0	200
Forum Expenses	Supplies, Meals, Etc	400	50	350
Printing	Programs, Flyers	200	100	100
Transportation		0	0	0
Total		\$2,455	\$1,695	\$1,890

Task #5 Forum #4: Tour	Explanation	Total Projected Costs	CAA Or Partner Matching	Total Requested
Admin Labor	30 Hours @ \$25	750	360	390
Mileage	110 Miles @ \$.505	55	55	0
Advertising	Local Newspapers	600	0	600
Speaker Fees/Per Diem		250	0	250
Facility Rental		0	0	0
Forum Expenses	Supplies, Meals, Etc	400	50	350
Printing	Programs, Flyers	200	100	100
Transportation		1000	0	1000
Total		\$3,255	\$565	\$2,690

SCHEDULE

Program	Start Date	Finish Date
Task #1: Forum Schedule and Development	Upon NTP	Winter of 2010
Task #2: Forum #1	Upon NTP	Fall of 2009
Task #3: Forum #2	Upon NTP	Winter of 2009/2010
Task #4: Forum #3	Upon NTP	Fall of 2010
Task #5: Tour	Upon NTP	Fall of 2010

NTP = Notice to Proceed

PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.