

## EXHIBIT A – SCOPE OF WORK

### **Water Activity Name -**

Development and Implementation of Water Education and Networking  
3-Year Program of Discussions, Forums, Workshops, Tours and Social Networking

**Grant Recipient** – Yampa-White-Green Rivers Basin Roundtable Education Committee

**Funding Source** – Yampa-White-Green Rivers Basin Roundtable

### **Introduction and Background**

The Yampa-White-Green Rivers Basin Round Table is submitting this proposal to obtain funding to contract with Community Agriculture Alliance to focus on education and community engagement. Decision making and oversight will remain with the YWGRT Education Committee and PEPO Representative, Ren Martyn. CAA will serve as the coordinating force related to the education activities. A minimum of three events/activities per year for the three year period are being targeted in the region. Specific activity plans, content and details will be developed in partnership.

### **Objectives**

This proposal is primarily focused on community education, outreach and stakeholder participation.

Objectives include:

- Provide professional, informative educational activities in the region
- Provide increased understanding of YWGRT activities
- Provide information on regional water projects, studies and related issues
- Engage with community members and regional stakeholders
- Encourage community participation in solution based discussions, issues and solutions

YWCRT PEPO and CAA have begun the process of engaging water stakeholders about discussions of the topics and venues that will be most beneficial to the area during the next three years. There appears to be four audience areas that should be targeted:

1. Elected officials and other decision makers
2. General Public
3. YWGRT Outreach to the public
4. YWGRT Networking with other round tables

Suggested topics include but are not limited to:

Alternative to Agricultural Dry-up	Conservation and Efficient Use of Water
Drought Management	Interbasin Water Compact Negotiations
Oil and Gas Fracturing	Stakeholder Participation in Solution Based

Discussions

Storm Water Issues (cities and HOAs)	Transfer of Treated Water
Updates on Legislative Proposals and Actions	Water Leasing
Water Supply	

Water Measurement Structures on the Yampa, White and Green Rivers and their subsidiaries

YWGRT and CAA recognize that topics of immediate interest will happen throughout the three years of this grant application and we will be responsive to the topics and needs of the targeted audiences within the basins.

We intend to search for venues that will be the most effective for the targeted audience. Ideas include the standard forums and tours which we have used in past years plus “outside-of-the box” discussion areas such as social media, college sustainability classes, individual ditch meetings, joint roundtable meetings and barbeque on the river event. The planning committee is looking for new ways to reach people and will refine our ideas as we develop each education event.

## **Tasks**

Description of Tasks -- For **each of the nine (or more)** educational events, CAA will perform the following:

### **Task 1. Event Planning and Marketing:**

- Designate working committee related to specific plans, to include YWGRT PEPO Representative, other committee members and regional partners
- Contact and contract with potential speakers, panel members, moderators
- Contact potential sponsors
- Arrange lodging and travel arrangements
- Coordinate facility reservations, including meals
- Coordinate tour or on-site needs, including transportation
- Develop a marketing schedule and coordinate with regional media
- Develop and create collateral marketing materials

### **Task 2. Event Hosting:**

- Facilitate activity/event, including registration, set-up, take down and evaluation
- Produce acknowledgements, thank you notes/letter for sponsors, speakers, partners

### **Task 3. Event Reporting and Roundtable Coordination:**

- Coordinate with YWGRT PEPO and Education Committee to plan event activities
- Designate working committee related to specific plans, to include YWGRT PEPO Representative, other committee members and regional partners
- Develop program/activity evaluation

### **Task 4. Project Management:**

- Develop annual plans, time line and format for activities
- Maintain all related financial records; collect sponsorships, fees and pay invoices
- Coordinate, manage all related activities as needed.

Method/Procedure-- For **each of the nine (or more)** educational events, CAA will:

- Coordinate, network and partner with YWGRT members including meetings, email, telephone
- Manage partner relationships including meetings, email, telephone
- Contact sponsors, speakers and panel members via phone with follow up mail/email
- Communicate with regional media, press releases, email, event listing, advertising
- Manage ongoing event related activities, to do lists providing coordination and assistance as needed

Deliverable -- For **each of the nine (or more)** educational events, CAA will:

- Assure that all education activities, including discussions, events, forums, tours, print publications and community outreach activities focus on meeting YWGRT goals
- Assure that all education activities achieve the highest professional standards.

- Assure that YWGRT and CAA will provide informative education and work to engage community members in a positive, solutions based manner.
- Assure that all education activities will allow for ongoing community assessment and program improvement

**Budget** - Based on three educational activities per year for three years

Task	Explanation	Total Projected Annual Costs	Annual CAA or Partner Funding	Total Three Year Cost	Total Requested From CWCB for Three Year Period
Implementation	200 hours@\$30	\$6,000	\$1,800	\$23,400	\$9,600
Mileage	600 miles@\$.505	\$300	0	\$900	
Advertising		\$2,500	0	\$7,500	\$7,500
Speaker Fees,Per Diem		\$1,000	0	\$3,000	\$3,000
Facility Rental		\$600	0	\$1,800	\$2,100
Event Expenses	Supplies, Meals	\$1,000	\$500	\$4,500	\$4,500
Printing	Programs, Promotions, Newspaper inserts	\$1,500	\$500	\$6,000	\$1,800
Transportation	Tour van/bus	\$500	0	\$1,500	\$1,500
<b>Total</b>		<b>\$13,400</b>	<b>\$2,800</b>	<b>\$48,600</b>	<b>\$30,000</b>

This budget proposal does not include time or expenses for administration of the grant

### Schedule

YWGRT and CAA are in the planning phase of specific activities. The following provides a tentative outline:

<u>Activity</u>	<u>Start Date</u>	<u>Completion Date</u>
Education Event	Upon NTP	Summer 2013
Outreach Event	Upon NTP	Fall 2013
Education Activity	Upon NTP	End of 2013
Education Event	Upon NTP	Spring 2014
Outreach Event	Upon NTP	Summer 2014
Education Activity	Upon NTP	Fall 2014
Education Event	Upon NTP	Spring 2015
Outreach Event	Upon NTP	Summer 2015
Education Activity	Upon NTP	Fall 2015

### 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 program the applicant shall provide 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.

YWGRT and CAA agree to the above requirements.

## **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.

