



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

April 14, 2017

Arkansas River Basin Water Forum  
Attn: Jean Van Pelt, Program Manager  
P.O. Box 11295  
Pueblo, CO 81101

RE: Notice to Proceed – WSRF Grant – **POGG1 2017-870** - Implementing the Education & Outreach Goals of the ArkBIP through Education to Action Projects/Programs over a 3-year Period

Dear Jean,

This letter is to inform you that purchase order to assist in the above WSRF grant project has been approved. The original contract documents in the email serve as your copy.

With the executed agreement, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through April 30, 2018 according to the Exhibit A schedule. Please provide the project name, contract/PO number, and basin when corresponding with or invoicing for your project along with back-up documentation of cost incurred for the WSRF portion of the grant according to the original scope of work. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval of the project manager.

Please refer to the WSRF Criteria & Guidelines for reporting requirements for the six month progress reports and final deliverable requirements in order to avoid a delay in payment. A 30-day advance notice is required in the event you are seeking an amendment to the term of the contract and will require an official letter of request to the CWCB project manager briefly describing the need for the extension, updated insurance certificates and updated schedule.

If you have any questions or concerns regarding this project, please contact Ben Wade, Project Manager at 303-866-3441 ext. 3238 or at [Ben.wade@state.co.us](mailto:Ben.wade@state.co.us). When submitting invoices and progress reports, send them to Ben and cc me at [dori.vigil@state.co.us](mailto:dori.vigil@state.co.us). You can contact me at 303-866-3441 ext. 3250 for additional invoicing and payment disbursement questions.

Thank you.

Sincerely,

//s//

**Doriann Vigil**  
**Program Assistant II**

O 303-866-3441 ext. 3250

1313 Sherman Street, Rm. 719, Denver, CO 80203

[Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.com](http://cwcb.state.co.com)

Attachments





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 201700000870		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 04/14/17						
Description: pdaa 2500 WSRF ARBWF to fund Education Efforts in Ark Basin		<b>BILL TO</b>				
Effective Date: 04/14/17      Expiration Date: 04/30/18		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
ARKANSAS RIVER BASIN WATER FORUM PO BOX 11295 PUEBLO, CO 81001		Delivery/Install Date:				
Contact: .		F.O.B: FOB Dest, Freight Allowed				
Phone: .		<b>VENDOR INSTRUCTIONS:</b>				
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$8,000.00	<input type="checkbox"/>
Description: pdaa 2500 WSRF ARBWF to fund Education Efforts in Ark Basin						
Service From: 04/14/17      Service To: 04/30/18						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
2	G1000		0	0.00	\$18,000.00	<input type="checkbox"/>
Description: pdaa 2500 WSRF ARBWF to fund Education Efforts in Ark Basin						
Service From: 04/14/17      Service To: 04/30/18						
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$26,000.00</b>						

**EXHIBIT A**  
**Statement of Work**  
**Date: February 20, 2017** REVISED - APRIL 14, 2017

**Task 1 – Arkansas River Basin Documentary & Webisodes**

Description of Task:

Arkansas River Basin Water Forum (ARBWF), PEPO, and the Arkansas Basin Roundtable Executive Committee will partner with CSU Pueblo to produce an hour-long documentary video that will be submitted to Rocky Mountain PBS (RMPBS) for broadcast and will be distributed throughout the Ark Basin. The program will explore the economic and social benefit of the Arkansas River from Leadville to Lamar. Several complementary webisodes will be created that will address topics and areas of concern identified in the Arkansas Basin Implementation Plan (ArkBIP).

Method/Procedure:

2016: Filming and Interviews

- High Definition filming that will include aerial footage of the Arkansas River,
- Interviews with water experts who will explain concepts such as: Inter-basin transfers, water storage, in-stream flow management, etc.
- Interviews with professionals and the public who have a background in agricultural, municipal, environmental and recreational uses.

2017: Video Production, Editing & Distribution

- Continued filming, video production, editing and distribution to RMPBS

2018: Webisodes & Distribution

- Webisode production, distribution and marketing of documentary and webisodes throughout the Basin.

Deliverable:

The hour-long documentary will be delivered to Rocky Mountain PBS' programming department with the goal of receiving an airing on the statewide TV network. Webisodes will be embedded in various websites relating to the Arkansas River Basin and will be designed to provide a brief overview of water related issue and links to additional resources. The documentary and webisodes will be presented and distributed throughout the Arkansas River Basin at various educational events. Anticipate viewership of 100,000 from PBS and tens of thousands online.

**Task 2- Education to Action Program (Highlighting Arkansas Basin Implementation Plan (ArkBIP) Identified Planned Projects)**

Description of Task:

The ARBWF, the PEPO Committee and the PEPO Representative of the Executive Committee of the Arkansas Basin will expand on funding received from the PEPO Action Plan to implement the Education to Action Program. This program will support and provide outreach for ArkBIP identified planned projects. The Education to Action Program will annually develop an educational program for ArkBIP identified projects. Once a worthy project has been identified this program could provide educational and informative news releases/articles, informal/formal meetings and/or forums/tours to support or promote the project. Each educational effort will be developed within the context of an overarching understanding of water and sustainability of the economies within the Ark Basin. These collaborative projects will gain exposure, develop partnerships and generate potential funding needed to move the projects forward

towards implementation. Each year will have a theme that is specific to the ArkBIP Goals and will highlight projects that are working to address these issues.

#### Method/Procedure

2016-2018: Education to Action Program (each year will include the following)

- ArkBIP identified projects offered at different geographical areas within the Basin
- Work with project sponsor(s) to organize and schedule forums/meetings/tours
- Work with project sponsor(s) to prepare lists of invitees for each meeting/forum/tours
- Secure event centers to hold the meetings/forums/tours
- Work with project sponsor(s) to develop meeting schedule, outline, and budget
- Work with project sponsor(s) to prepare press releases/news articles, presentations, discussion points and information packets
- Provide an outlet for guests where they can find additional information, contact info, sponsor info and how they can get involved
- Provide evening meal for each event if beneficial to the discussion/presentation

#### Deliverable

##### Description of Task:

The Education to Action Program will work as a platform to bring together key community and government stakeholders to discuss ArkBIP identified projects. It will help gain exposure and support needed to move these projects forward. Across 2016-2018, the program will provide outreach for at least 6 projects. Our intent is to provide project sponsors with resources and outreach that will allow them to gain partnerships, to support cooperation and possible funding for their projects. This program will serve as an example of how to use Education to Action to move proposed projects towards implementation. Connect with 50-150 key government and non-government stakeholders at each event.

#### **Task 3- Project Coordinator**

The ARBWF as the fiscal agent will hire a part-time Project Coordinator to ensure the success of these projects/programs. The Project Coordinator will act as a liaison to the ARBWF, PEPO and Executive Committee of the Ark. Basin. The Project Coordinator will be responsible for the organization, coordination, task management, and reporting on all proposed projects. The Project Coordinator will rely heavily on all committee members who are responsible for providing in-kind support and implementation of these grant programs. The ARBWF and the Project Coordinator will seek funding from additional sources to assure the continuance of this role after the grant funding has been exhausted.

#### Method/Procedure:

2016-2018: Project Management

- Compile and organize projects presented through ARBWF/PEPO board meetings,
- Report to the ARBWF, PEPO and Executive Committee on project developments
- Responsible for grant and grant program management, deadlines and task management, and
- Responsible for outreach, implementation, organization and management.

#### Deliverable:

Successful administration and task management of all grant programs, partnerships, and outreach objectives.

## WSRA GRANT BUDGET

	2017 WSRA REQUEST		2017 MATCHING "IN-KIND" FUNDS	2017 TOTAL TASKS COST	TOTAL 2016-2018 WSRA REQUESTS	TOTAL 2016-2018 MATCHING FUNDS	TOTAL 2016-2018 TASKS COST
<b>TASKS</b>							
Task 1 - Documentary & Webisodes	\$ 8,000		\$ 5,000	\$ 13,000	\$ 24,000	\$ 15,000	\$ 39,000
Task 4 - Education to Action Program	\$ 8,000		\$ 5,000	\$ 13,000	\$ 26,000	\$ 15,000	\$ 41,000
Task 5 - Project Coordinator	\$ 10,000		\$ -	\$ 10,000	\$ 40,000	\$ -	\$ 40,000
<b>TOTALS</b>	<b>\$ 26,000</b>		<b>\$ 10,000</b>	<b>\$ 36,000</b>	<b>\$ 90,000</b>	<b>\$ 30,000</b>	<b>\$ 120,000</b>
<b>Funding Sources</b>							
CWCB - State Funds	\$ 18,000	50%					
Ark Basin Roundtable Funds	\$ 8,000	22%					
PEPO Workgroup In-Kind	\$ 10,000	28%					
<b>TOTAL</b>	<b>\$ 36,000</b>	<b>100%</b>					

TASKS	START DATE	COMPLETION DATE
Task - 1		
2016	4/14/2017	4/30/2018
2017	4/14/2017	4/30/2018
2018	4/14/2017	4/30/2018
Task - 2		
2016	4/14/2017	4/30/2018
2017	4/14/2017	4/30/2018
2018	4/14/2017	4/30/2018
Task - 3		
2016	4/14/2017	4/30/2018
2017	4/14/2017	4/30/2018
2018	4/14/2017	4/30/2018
Task - 4		
2016	4/14/2017	4/30/2018
2017	4/14/2017	4/30/2018
2018	4/14/2017	4/30/2018
Task - 5		
2016	4/14/2017	4/30/2018
2017	4/14/2017	4/30/2018
2018	4/14/2017	4/30/2018