

Water Supply Reserve Account – Grant and Loan Program
Water Activity Summary Sheet
September 19, 2018
Agenda Item 12(f)

Applicant & Program Sponsor: Arkansas River Basin Water Forum (ARBWF)

Water Activity Name: Arkansas Basin Roundtable Website

Water Activity Purpose: Implementation; Education & Outreach

County: Baca, Bent, Chaffee, Cheyenne, Crowley, Custer, El Paso, Elbert, Fremont, Huerfano, Kiowa, Lake, Las Animas, Lincoln, Otero, Pueblo, Prowers, Teller, and Saguache

Drainage Basin: Arkansas

Water Source: N/A

Amount Requested/Source of Funds: \$5,240 Arkansas River Basin Account
\$7,860 Statewide Account
\$13,100 Total Request

Matching Funds: Basin Account Match (\$5,240) = 66% of Statewide Account request (Meets 10% min);
Applicant’s In-kind Match (\$5,000) = 63.6% of Statewide Account request (Meets 25% min.);
Total Match (Basin & Applicant Match of \$10,240 = 130% of Statewide Account request (meets 50% min).
(refer to *Funding Summary/Matching Funds* section)

Staff Recommendation:

Staff recommends approval of up to \$5,240 from the Arkansas River Basin Account and \$7,860 from the Statewide account to help fund the project titled: Arkansas Basin Roundtable Website

Water Activity Summary:

If funded, the objectives of this project are to:

1. Create a central website for the Arkansas Basin Roundtable committees as opposed to separate websites that are currently being used.
2. Utilize a story map to display the work of the Arkansas Basin Roundtable that illustrates its projects, programs, and success stories.
3. Publish Roundtable meeting documents, educational efforts, funding resources and general information on one consolidated website.
4. Develop a user-friendly website that can be managed and updated by the PEPO Coordinator. The Coordinator will be responsible for managing the content of the website to ensure its relevance, reliability, and the timeliness of information.

The applicant has identified a need for an updated and combined Arkansas Basin Roundtable website. Currently, the Arkansas Basin Roundtable has multiple websites that are operated independently. There is also a need for notifications through a joint calendar about events, important dates, etc.

One central website will provide ease for Roundtable members, stakeholders, and interested parties throughout the basin and the state to access the website for information regarding Roundtable business. The proposed website intends to provide the ability to highlight the progress and successes of the Arkansas Basin Implementation Plan (ArkBIP). It will illustrate the ArkBIP identified projects and programs, through a specialized story map, that features projects, data, learning tools, and links to efforts in the Arkansas Basin that are instrumental in informing all interested parties.

The Roundtable meeting minutes, agendas, and presentations will be posted. General information, funding information, outreach and educational efforts, and upcoming events will be available on the website.

This grant will satisfy the need for consistency by using one contractor, to work with the Roundtable committees and management. The requested WSRF funds will be used to consolidate and develop the website. The long-term maintenance will be provided through PEPO's Education Action Plan funding.

Discussion: This project is consistent with the goals stated in the Arkansas Basin Implementation Plan. Section 4.1.4 of the Arkansas Basin Implementation Plan (BIP) states, *“Through various methods of reaching out to the public, PEPO is a catalyst to productive partnerships among community leaders, media outlets, and active citizen groups supporting collaboration across the basin”* (BIP, 163).

The updated website will increase the ease of finding information, which will be reliable and timely. This website serves to do just that as is also stated in Section 4.1.4 of the BIP, *“The PEPO committee must 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 planning process in the Arkansas Basin* (BIP, 163).

Issues/Additional Needs: None.

Eligibility Requirements: The application meets requirements of all eligibility components: General Eligibility, Entity Eligibility, Water Activity Eligibility, and Eligibility Based on Match Requirements.

Evaluation Criteria: This activity has undergone review and staff has determined it satisfies the Evaluation Criteria outlined in Colorado's Water Plan, Section 9.4. Please refer to Basin Roundtable Chair's Recommendation Letter and the Application for a detailed response.

Funding Summary/Matching Funds:

<u>Funding Source</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>
Arkansas Basin Roundtable Executive Committee	\$0	\$5,000	\$5,000
WSRF Arkansas Basin_Account	\$5,240	n/a	\$5,240
WSRF Statewide Account	\$7,860	n/a	\$7,860
Total Project Costs	\$18,100	\$5,000	\$18,100

CWCB Project Manager: Ben Wade

Arkansas Basin Roundtable

July 25, 2018

Via Electronic Mail: ben.wade@state.co.us

Mr. Ben Wade
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

Re: Water Supply Reserve Fund Grant Application: Public Education, Participation and Outreach grant for Arkansas Basin Website

Dear Ben:

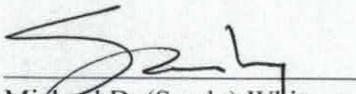
At its July 10, 2018 meeting, the Arkansas Basin Roundtable (ABRT) approved the Public Education, Participation and Outreach grant for Arkansas Basin Website grant application for \$5,420 in Basin Funds and \$7,860 in Statewide Funds. The applicant is providing \$5,000 in cash and in-kind contributions. There were no dissenting opinions expressed in the consensus decision.

The project meets Colorado Water Plan Objective H, Education, Outreach and Innovation: Advance Education, Outreach, and Innovation: Inform Coloradans about water issues to encourage engagement and innovation in determining Colorado's water future. The grant will consolidate three (3) separate websites under the banner of the Arkansas Basin Roundtable www.arkansasbasin.com. Along with costs savings, moving the PEPO website and the Arkansas River Watershed Collaborative website onto the Arkansas Basin Roundtable website will afford the public greater access to basin activities.

The PEPO Coordinator will keep the site up-to-date, with roundtable subcommittee chairs, the roundtable secretary and other coordinators keeping the website regularly refreshed. In doing so, this grant will meet Objective I, Additional Critical Goals and Actions: Plan for the Future: ...represent the most up-to-date technical, stakeholder, and policy information available.

Should you have any questions or concerns, please feel free to contact me either by telephone, 719-742-6164, or by email, sandy@white-jankowski.com.

With warm regards



Michael D. (Sandy) White
Chair

Copy via email:
Applicant
ABRT Executive Committee



Last Update: August 3, 2017

Colorado Water Conservation Board
Water Supply Reserve Fund Grant Application

Instructions		
<p>All WSRF grant applications shall conform to the current 2016 WSRF Criteria and Guidelines.</p> <p>To receive funding from the WSRF, a proposed water activity must be approved by a Roundtable(s) AND the Colorado Water Conservation Board (CWCB). The process for Roundtable consideration and recommendation is outlined in the 2016 WSRF Criteria and Guidelines. The CWCB meets bimonthly according to the schedule on page 2 of this application.</p> <p>If you have questions, please contact the current CWCB staff Roundtable liaison:</p>		
<p>Arkansas</p> <p>Ben Wade ben.wade@state.co.us 303-866-3441 x3238</p>	<p>Gunnison North Platte South Platte Yampa/White</p> <p>Craig Godbout craig.godbout@state.co.us 303-866-3441 x3210</p>	<p>Colorado Metro Rio Grande Southwest</p> <p>Megan Holcomb megan.holcomb@state.co.us 303-866-3441 x3222</p>

WSRF Submittal Checklist (Required)	
X	I acknowledge this request for funding was recommended for CWCB approval by the sponsoring Basin Roundtable(s).
X	I acknowledge I have read and understand the 2016 WSRF Criteria and Guidelines .
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract . ⁽¹⁾
Exhibit A	
X	Statement of Work ⁽²⁾ (Word – see Exhibit A Template)
X	Budget & Schedule ⁽²⁾ (Excel Spreadsheet – see Exhibit A Template)
	Letters of Matching and/or Pending 3 rd Party Commitments ⁽²⁾
Exhibit C	
	Map ⁽²⁾
	Photos/Drawings/Reports
	Letters of Support
	Certificate of Insurance ⁽³⁾ (General, Auto, & Workers' Comp.)
Contracting Documents	
	Certificate of Good Standing ⁽³⁾
	W-9 ⁽³⁾
	Independent Contractor Form ⁽³⁾ (If applicant is individual, not company/organization)
	Electronic Funds Transfer (ETF) Form ⁽³⁾

(1) Click "Grant Agreements". For reference only/do not fill out or submit/required for contracting

(2) Required with application if applicable.

(3) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.



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Schedule		
CWCB Meeting	Application Submittal Dates	Type of Request
January	December 1	Basin Account; BIP
March	February 1	Basin/Statewide Account; BIP
May	April 1	Basin Account; BIP
July	June 1	Basin Account; BIP
September	August 1	Basin/Statewide Account; BIP
November	October 1	Basin Account/BIP

Desired Timeline	
Desired CWCB Hearing Month:	September 2018
Desired Notice to Proceed Date:	January 2019

Water Activity Summary	
Name of Applicant	Arkansas River Basin Water Forum (ARBWF)
Name of Water Activity	Arkansas Basin Roundtable Website
Approving Roundtable(s)	Basin Account Request(s) ⁽¹⁾
Arkansas Basin Roundtable	\$5,240
In Kind match - ABRT Committee meetings & input	\$5,000
Basin Account Request Subtotal	\$5,240
Statewide Account Request ⁽¹⁾	\$7,860
Total WSRF Funds Requested (Basin & Statewide)	\$13,100
Total Project Costs	\$18,100

(1) Please indicate the amount recommended for approval by the Roundtable(s)



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Grantee and Applicant Information	
Name of Grantee(s)	Arkansas River Basin Water Forum
Mailing Address	P.O. Box 11295 Pueblo, CO 81001
FEIN	38-3937559
Grantee's Organization Contact ⁽¹⁾	Robert Hamel
Position/Title	President
Email	mailto:director@arkansasriveroutfitters.org
Phone	719-371-3172
Grant Management Contact ⁽²⁾	Jean Van Pelt
Position/Title	Program Manager
Email	Arbwf1994@gmail.com
Phone	719-251-2845
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	

(1) Person with signatory authority

(2) Person responsible for creating reimbursement invoices (Invoice for Services) and corresponding with CWCB staff.

Description of Grantee
Provide a brief description of the grantee's organization (100 words or less).
For the last three years, the Arkansas River Basin Water Forum (ARBWF) has acted as the fiscal agent for the PEPO Committee and the Arkansas Basin Roundtable to provide funding for water education and outreach throughout the Arkansas River Basin. This has allowed the expansion and integration of these organizations to pull their resources together and help meet the education and outreach goals identified in the Arkansas Basin Implementation Plan (ArkBIP). This collaboration has ensured the potential to provide water education and outreach in multiple forms to citizens across the Arkansas River Basin.



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Type of Eligible Entity (check one)	
	Public (Government): municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises
	Private Incorporated: mutual ditch companies, homeowners associations, corporations
	Private Individuals, Partnerships, and Sole Proprietors: are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
X	Non-governmental organizations: broadly, any organization that is not part of the government
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes

Type of Water Activity (check one)	
	Study
X	Implementation

Category of Water Activity (check all that apply)		
	Nonconsumptive (Environmental)	
	Nonconsumptive (Recreational)	
	Agricultural	
	Municipal/Industrial	
	Needs Assessment	
X	Education & Outreach	
	Other	Explain:

Location of Water Activity	
Please provide the general county and coordinates of the proposed activity below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Countries	10
Latitude	
Longitude	



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Water Activity Overview

Please provide a summary of the proposed water activity (200 words or less). Include a description of the activity and what the WSRF funding will be used for specifically (e.g. studies, permitting, construction). Provide a description of the water supply source to be utilized or the water body affected by the activity. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, area of habitat improvements. If this project addresses multiple purposes or spans multiple basins, please explain. The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, and Schedule.

There is a need for an updated and combined Arkansas Basin Roundtable website; one that houses all working committees of the Roundtable in one place. There is also a need for notifications through a joint calendar about events, important dates, etc.

One central website will provide ease for Roundtable members, stakeholders, and interested parties throughout the basin and the state to access the website for information regarding Roundtable business. This website will provide the ability to highlight the progress and successes of the Arkansas Basin Implementation Plan (ArkBIP). It will illustrate the ArkBIP identified projects and programs, through a specialized story map, that features projects, data, learning tools, and links to efforts in the Arkansas Basin that are instrumental in informing Roundtable members, stakeholders and interested parties. The Roundtable meeting minutes, agendas, and presentations will be posted. General information, funding information, outreach and educational efforts, and upcoming events will be available on the website.

This grant will satisfy the need for consistency by using one contractor, to work with the Roundtable committees and management. The requested WSRF funds will be used to consolidate and develop the website. The long-term maintenance will be provided through PEPO's Education Action Plan funding.

Measurable Results

To catalog measurable results achieved with WSRF funds please provide any of the following values.

	New Storage Created (acre-feet)	
	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive	
	Existing Storage Preserved or Enhanced (acre-feet)	
	Length of Stream Restored or Protected (linear feet)	
	Efficiency Savings (indicate acre-feet/year OR dollars/year)	
	Area of Restored or Preserved Habitat (acres)	
	Length of Pipe/Canal Built or Improved	
One all-encompassing website for the Ark Basin Roundtable and its committees	Other	Explain: A well-developed and maintained website that houses all information for the Arkansas Basin Roundtable in the form of a story map, links, highlighted events, education and outreach opportunities, calendar of events, etc.



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Water Activity Justification

Provide a description of how this water activity supports the goals of [Colorado's Water Plan](#), the most recent [Statewide Water Supply Initiative](#), and the respective [Roundtable Basin Implementation Plan and Education Action Plan](#) ⁽¹⁾. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).

For applications that include a request for funds from the Statewide Account, the proposed water activity shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan criteria for state support (CWP, Section 9.4, pp. 9-43 to 9-44;) (Also listed pp. 4-5 in [2016 WSRF Criteria and Guidelines](#)).

The updated website proposal supports education and outreach around a key feature as the way of receiving information for many stakeholders. The general goals and objectives are to communicate valuable information on the various projects in the Arkansas Basin as well as events, data, etc.

According to Section 4.1.4 of the Arkansas Basin Implementation Plan (BIP) it states, "Through various methods of reaching out to the public, PEPO is a catalyst to productive partnerships among community leaders, media outlets, and active citizen groups supporting collaboration across the basin" (BIP, 163). An important way to communicate with partners, stakeholders and interested parties is via a website that is reliable, collaborative, and efficient. In addition to this, the Roundtable and its committees have acquired a base of contacts and support from individuals, organizations, and project sponsors that need to remain intact. The updated website will increase the ease of finding information, which will be reliable and timely. This website serves to do just that as is also stated in Section 4.1.4 of the BIP, "The PEPO committee must 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 planning process in the Arkansas Basin (BIP, 163).

(1) Access Basin Implementation Plans or Education Action Plans from Basin drop down menu.



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Matching Requirements: Basin Account Requests

Basin (only) Account grant requests require a 25% match (cash and/or in-kind) from the Applicant or 3rd party and shall be accompanied by a **letter of commitment** as described in the 2016 WSRF Criteria and Guidelines (submitted on the contributing entity's letterhead). Attach additional sheet if necessary.

Contributing Entity	Amount and Form of Match (note cash or in-kind)
Total Match	\$0
If you requested a Waiver to the Basin Account matching requirements, indicate the percentage you wish waived.	

Matching Requirements: Statewide Account Requests

Statewide Account grant requests require a 50% match as described in the 2016 WSRF Criteria and Guidelines. A minimum of 10% match shall be from Basin Account funds (cash only). A minimum of 10% match shall be provided by the applicant or 3rd party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3rd party) and shall be accompanied by a **letter of commitment**. Attach additional sheet if necessary.

Contributing Entity	Amount and Form of Match (note cash or in-kind):
Arkansas Basin Roundtable Basin Account	\$5,240.00
Arkansas Basin Roundtable Committee Members In-Kind Match	\$5,000.00
Total Match	\$10,240.00
If you requested a Waiver to the Statewide Account matching, indicate % you wish waived. (Max 50% reduction of requirement).	



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Related Studies

Please provide a list of any related studies, including if the water activity is complimentary to or assists in the implementation of other CWCB programs.

The Arkansas Basin Roundtable is committed to improving upon and supporting good communication skills inside the organization as well as outside with partners, stakeholders and the general public. The Roundtable’s website will feature information about projects and programs that have assisted with meeting the goals and with the implementation of the ArkBIP. These projects and programs are designed to promote action through education to help meet future water needs. The website will feature resources that provide communications that highlights projects to gain support, educate, build partnerships for collaboration, and to provide possible funding sources to bring these important projects into implementation.

Previous CWCB Grants

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order

1. Arkansas River Basin Water Forum - Implementing the Education & Outreach Goals of the Ark BIP through Education to Action Projects/Programs – Arkansas Basin Roundtable – February 5, 2016 – PO 2016-687
2. Arkansas River Basin Water Forum - Implementing the Education & Outreach Goals of the Ark BIP through Education to Action Projects/Programs – Arkansas Basin Roundtable – April 14, 2017 – PO 2017-870
3. Arkansas River Basin Water Forum - Implementing the Education & Outreach Goals of the Ark BIP through Education to Action Projects/Programs – Arkansas Basin Roundtable – December 22, 2017 – PO 2018-598

Tax Payer Bill of Rights

The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

Not Applicable



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Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	June 14, 2018
Water Activity Name:	Arkansas Basin Roundtable Website
Grant Recipient:	Arkansas River Basin Water Forum (ARBWF)
Funding Source:	Basin and State Water Supply Reserve Funds
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.)	
<p>There is a need for an updated and combined Arkansas Basin Roundtable website; one that houses all working committees of the Roundtable in one place. There is also a need for notifications through a joint calendar about events, important dates, etc.</p> <p>One central website will provide ease for Roundtable members, stakeholders, and interested parties throughout the basin and the state to access the website for information regarding Roundtable business. This website will provide the ability to highlight the progress and successes of the Arkansas Basin Implementation Plan (ArkBIP). It will illustrate the ArkBIP identified projects and programs, through a specialized story map, that features projects, data, learning tools, and links to efforts in the Arkansas Basin that are instrumental in informing Roundtable members, stakeholders and interested parties. The Roundtable meeting minutes, agendas, and presentations will be posted. General information, funding information, outreach and educational efforts, and upcoming events will be available on the website.</p> <p>This grant will satisfy the need for consistency by using one contractor, to work with the Roundtable committees and management. The requested WSRF funds will be used to consolidate and develop the website. The long-term maintenance will be provided through PEPO's Education Action Plan funding.</p>	
Objectives: (List the objectives of the project)	
<ol style="list-style-type: none"> 1. Create a central website for the Arkansas Basin Roundtable committees as opposed to separate websites that are currently being used. 2. Utilize a story map to display the work of the Arkansas Basin Roundtable that illustrates its projects, programs, and success stories. 3. Publish Roundtable meeting documents, educational efforts, funding resources and general information on one consolidated website. 4. Develop a user-friendly website that can be managed and updated by the PEPO Coordinator. The Coordinator will be responsible for managing the content of the website to ensure its relevance, reliability, and the timeliness of information. 	



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Tasks
Provide a detailed description of each task using the following format:
<u>Task 1 – Webpage Data Collection and Development</u>
<p>Description of Task:</p> <p>Currently the Arkansas Basin Roundtable has multiple websites that are operated independently. To gather the information necessary to update the website the following entities will need to be involved and are identified as Tasks 1 - 7:</p> <ol style="list-style-type: none"> 1. PEPO Coordinator 2. ARWC Coordinator 3. Needs Assessment Chair 4. Non-Consumptive Committee Chair 5. Story Map Developer 6. Basin Implementation Plan Coordinator 7. Roundtable Executive Committee <p>The contractor will interview each of the entities and develop a summary from each of the interviews to ensure complete knowledge of the components to be included in the consolidation of the websites. Working with each entity, the contractor will develop the necessary information that will be posted on the Roundtable’s new website. This website will eliminate the need for the existing multiple websites and domains. The website will provide necessary consistency and prudent information on one website, using one domain.</p>
<p>Method/Procedure:</p> <p>The contractor will interview the lead for each subcommittee to determine the necessary content for the individual pages of the website. The contractor will develop a summary from each of the entities interviews to ensure complete knowledge of the necessary components to be included in the consolidation.</p> <p>The contractor will utilize the summaries provided by the Roundtable Executive Committee and sub-committees to develop the content of the various webpages. Working with each entity, the contractor will develop and integrate all new content. When directed to do so the contractor will copy information that is currently published on the respective individual websites. The contents described in each summary will be developed and posted on the new website to the satisfaction of each entity. The new website information will be made available to the Roundtable members, stakeholders, and interested parties on the newly published website.</p> <p>Once the website is completed the PEPO Coordinator will be responsible for performing all updates and revisions to the site. The Coordinator will utilize CWCB Education Action Plan funding to perform the tasks. The 2019 Education Action Plan will identify facilitating Roundtable communications as an important task for the PEPO Coordinator.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
The contractor will conduct interviews and provide a summary of each entities’ necessary components to compile a complete list for developing the new website. The new website will be developed and published with the contents from each summary. The contractor will confirm with each entity that the work has been satisfactory completed
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
In the progress and final reports, the grantee will provide the summaries that were compiled for consolidating the websites. The final report will provide a link to the completed website that demonstrates the quality of the content and the work that was completed.



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Tasks
Provide a detailed description of each task using the following format:
<u>Task 2 – Website Transfer and Payments</u>
Description of Task: <p>Task 2 will ensure portability and seamlessness in the transfer to the new site. When task 2 is completed the elimination of the old sites/domains can take place. If possible, a transfer port will be provided from the old domains to the new domain for a limited amount of time. Should this service be unavailable, a forwarding message will be placed of the old domains/sites. This will all be included in one payment through the new website and include all necessary components.</p>
Method/Procedure: <p>The contractor will verify the type of domains in existence, contact and work with the domain managers, and set up the domain to allow the port from the old sites to the new website or provide a message indicating the change.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) <p>The new website will be published for Roundtable members, stakeholders and others that seek information about the Arkansas Basin Roundtable and links will be provided to verify that all domains lead to the new website.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) <p>In the progress and final reports, the grantee will provide links to the obsolete websites to verify that they now lead to the new website.</p>



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Budget and Schedule

Budget: This Statement of Work and Schedule shall be accompanied by a Budget that reflects the Tasks identified in the Statement of Work and Schedule and shall be submitted to CWCB in an excel format.

Schedule: This Statement of Work and Budget shall be accompanied by a Schedule that reflects the Tasks identified in the Statement of Work and Budget and shall be submitted to CWCB in an excel format.

Reporting Requirements

Reporting: The grantee shall provide their respective Roundtable(s) and the CWCB a Progress Report every 6 months, beginning from the date of executed contract. The Progress Report shall describe the status of the water activity, 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 to address these issues. The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.

Final Deliverable: At the completion of the water activity, the grantee shall provide their respective Roundtable(s) and the CWCB a final report on the grantee's letterhead that:

- Summarizes the water activity and how the water activity was completed
- Describes any obstacles encountered, and how these obstacles were overcome
- Explains the Proposed Budget versus the Actual Budget
- Confirms that all matching commitments have been fulfilled
- Includes photographs, summaries of meeting and engineering reports/design, if appropriate

The CWCB will withhold the last 10% of the entire water activity budget until 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.

