



Arkansas – Arkansas Basin Roundtable Website  
PO# POGG1 2019-2162

October 15, 2018

Arkansas River Basin Water Forum  
Attn: Jean Van Pelt  
P.O. Box 11295  
Pueblo, CO 81001

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your application for funding pursuant to the WSRF Grant Program (“Program”) in the amount of \$13,100.00. This letter authorizes you to proceed with the Arkansas Basin Roundtable Website Project (“Project”) in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions, as they are requirements of this Grant to which you, Arkansas River Basin Water Forum, agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information.

If you have any questions or concerns regarding the project, please contact Ben Wade, Project Manager at 303-866-3441 or at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us). Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at [Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us).

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

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**ORDER**

\*\*\*\*\*IMPORTANT\*\*\*\*\*

**Number:** POGG1,PDAA,201900002352

**Date:** 10/15/18

**Description:**

PDAA 2500 WSRF ARBRT WEBSITE\_ARB

**Effective Date:** 10/15/18

**Expiration Date:** 12/31/19

The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. Please review each line for its corresponding shipping/billing address and delivery instructions.

**BUYER**

**Buyer:**

**Email:**

**VENDOR**

ARKANSAS RIVER BASIN WATER FORUM

PO BOX 11295

PUEBLO, CO 81001

**Contact:** .

**Phone:** .

**EXTENDED DESCRIPTION**

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$5,240.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF ABRT WEBSITE\_ARB

Service From: 10/15/18

Service To: 12/31/19

**Delivery Instructions**

FOB: FOB Dest, Freight Allowed

Delivery Date: -

**Ship To:**

**Bill To:**

COLORADO WATER BOARD  
CONSERVATION

COLORADO WATER BOARD CONSERVATION

1313 SHERMAN STREET, ROOM 718

1313 SHERMAN STREET, ROOM 718

DENVER, CO 80203

DENVER, CO 80203

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
2	G1000		0	0.00	\$7,860.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF ABRT WEBSITE\_ARB

Service From: 10/15/18

Service To: 12/31/19

**Delivery Instructions**

FOB: FOB Dest, Freight Allowed

Delivery Date: -

**Ship To:**

**Bill To:**

COLORADO WATER BOARD  
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**STATE OF COLORADO**  
Department of Natural Resources

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DENVER, CO 80203

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**TERMS AND CONDITIONS**

<https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions>

**DOCUMENT TOTAL = \$13,100.00**



Last Update: May 19, 2017

<b>Colorado Water Conservation Board</b>	
<b>Water Supply Reserve Fund</b>	
<b><u>Exhibit A - Statement of Work</u></b>	
<b>Date:</b>	<b>October 1, 2018</b>
<b>Water Activity Name:</b>	<b>Arkansas Basin Roundtable Website</b>
<b>Grant Recipient:</b>	<b>Arkansas River Basin Water Forum (ARBWF)</b>
<b>Funding Source:</b>	<b>Basin and State Water Supply Reserve Funds</b>
<b>Water Activity Overview:</b> (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>	
<b>Objectives:</b> (List the objectives of the project)	
<ol style="list-style-type: none"><li>1. Create a central website for the Arkansas Basin Roundtable committees as opposed to separate websites that are currently being used.</li><li>2. Utilize a story map to display the work of the Arkansas Basin Roundtable that illustrates its projects, programs, and success stories.</li><li>3. Publish Roundtable meeting documents, educational efforts, funding resources and general information on one consolidated website.</li><li>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.</li></ol>	



Last Update: May 19, 2017

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 1 – Webpage Data Collection and Development</u></b>
Description of Task:  Interview Roundtable members, PEPO coordinators and others involved with maintaining current websites to collect data 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. Interviews include:  Task 1.1 - PEPO Coordinator Task 1.2 - ARWC Coordinator Task 1.3 - Needs Assessment Chair Task 1.4 - Non-Consumptive Committee Chair Task 1.5 - Story Map Developer Task 1.6 - Basin Implementation Plan Coordinator Task 1.7 - Roundtable Executive Committee  The Arkansas River Basin Water Forum will work with a contractor to develop the necessary information that will be posted on the Roundtable's new website.
Method/Procedure:  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. 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. 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.
<b>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</b>
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
<b>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</b>
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.



Last Update: May 19, 2017

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 2 – Website Transfer and Payments</u></b>
Description of Task: Ensure portability and seamlessness in the transfer to the new site. 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. When this task is completed, the elimination of the old sites/domains can take place.
Method/Procedure: 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.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) 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.
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 links to the obsolete websites to verify that they now lead to the new website.



Last Update: May 19, 2017

Provide a detailed description of each task using the following format:
<b><u>Task 3 – Grant Administration</u></b>
Description of Task:
Oversee the administration of the grant funds. Work associated with this task will include reviewing and paying contractor invoices and reviewing and submitting the requests for reimbursement for the grants.
Method/Procedure:
Review and issue payments to contractor for work performed on Task 1 and 2. Review and submit the requests for reimbursement for the grants.
<b>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</b>
The proper oversight and management of the administration of the grant funds.
<b>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</b>
The proper oversight and management of the administration of the grant funds. 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.
<b>Budget and Schedule</b>
<b>Budget:</b> 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.
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Last Update: May 19, 2017

### 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.

### PERFORMANCE REQUIREMENTS

Performance measures for this contract shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the Grant Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per the Grant Guidelines, Progress Reports must be submitted at least once every 6 months. A Final Report must be submitted and approved before final project payment.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the Grant Agreement.



Last Update: 10/17/17



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

**Colorado Water Conservation Board**

**Water Supply Reserve Fund**

**EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs**

**Date: October 1, 2018**

**Water Activity Name: Arkansas Basin Roundtable Website**

**Grantee Name: Arkansas River Basin Water Forum**

<u>Task No.</u> <sup>(1)</sup>	<u>Description</u>	<u>Start Date</u> <sup>(2)</sup>	<u>End Date</u>	<u>Matching Funds</u> (in-kind)	<u>WSRF Funds</u> (Basin & Statewide combined) <sup>(3)</sup>	<u>Total</u>
1	Webpage Data Collection	October 2018	December 2019	\$ 5,000.00	\$ 11,200.00	\$ 16,200.00
2	Website Transfer and Payments	August 2019	December 2019		\$ 500.00	\$ 500.00
3	Grant Administration	January 2019	December 2019		\$ 1,400.00	\$ 1,400.00
<b>Total</b>				\$ 5,000.00	\$ 13,100.00	\$ 18,100.00

**(1)** The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

**(2)** Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

**(3)** Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution