



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Date:	March 24, 2023
Name of Grantee:	Arkansas River Basin Water Forum
Name of Water Project:	Arkansas River Basin Water Forum 2023 Education and Outreach Event
Funding Source:	Colorado Water Plan Engagement and Innovation Grant

Water Project Overview:

The annual Arkansas River Basin Water Forum (ARBWF) serves as a conduit for information about the Arkansas River Basin in Colorado. The ARBWF strives to offer sessions on current water issues, better management techniques and technologies, conservation, new and innovative projects, programs/projects that may assist other water users or communities, etc. The Forum's program is ever evolving and transitions each year to what the newest and hottest topics of the time are.

The ARBWF annually hosts a Local Leaders Dinner for Arkansas Basin policy and decision makers. This dinner is an opportunity for decision makers to learn more about how water is managed in the Arkansas basin. The Forum Planning Committee always includes an educational program with the dinner that focuses on current water issues or a local water project that has an impact within the basin or on local communities.

ARBWF annually presents the Bob Appel "Friend of the Arkansas" award to honor an individual who has served and worked to improve the Arkansas River Basin in southeastern Colorado. Recipients of their scholarship program are recognized at the Forum and are asked to be their luncheon speakers to provide an overview of the valuable work they are conducting.

The Grantee is financially supported by its many volunteers and partnerships that vary from year to year depending on the location. The most important of these sponsors are the large water conservancy districts and water utilities that operate within the basin. In addition, many non-profits, local governments, agencies, and organizations support the Forum's educational effort through volunteering and sponsorships. The Grantee intends to use \$26,810.00 (27%) from sponsorships and \$22,838.00 (23%) from volunteer in-kind services to meet the required match of \$49,648.00 (50%) for this grant.



Project Objectives:

Objective 1) Conduct a successful and well attended Forum at the DoubleTree by Hilton venue to be held on April 24 – 26, 2023. Contract with the DoubleTree to serve the Local Leaders & the Percolation and Runoff dinners and for morning refreshments and lunches for the Forum.

Objective 2) Contract for audio and visual (AV) equipment and technical support.

Objective 3) Contract with a Program Manager to successfully provide the deliverables on-time, on-budget and according to the Board of Directors expectations.

Objective 4) Develop the concept for the infographic. Contract with a professional to design the infographic for printing and distribution at the Local Leaders dinner and the Forum. The Program Manager will be responsible for purchasing the materials necessary to create, print, and distribute nametags and informational signage.

Objective 5) Secure safe and reliable group transportation to 6 or more tour sites for the Tuesday and Wednesday afternoon water tour.

Tasks

Task 1 – Conduct a successful and well attended Forum. Contract with the DoubleTree venue for meeting spaces and to cater the Local Leaders & Percolation and Runoff dinners and morning refreshments and lunches for the Forum.

Description of Task:

The 2023 ARBWF will be held April 24 – 26, 2023 at the DoubleTree event venue. The Forum intends to offer various types of educational programs and events over the 3-day period. These events will be complemented with a Local Leaders dinner, a social networking dinner, morning refreshments, and lunches.

The evening of April 24, 2023, ARBWF will host the Local Leaders dinner for policy and decision makers in the Arkansas River Basin. The invitation list includes town councils, board of directors, county commissioners, mayors, city and county administrators, water boards, federal, state, and local government agencies, etc. Hosting this dinner is an opportunity for decision makers to learn more about how water is managed in the Arkansas basin. This dinner serves as a chance to educate newly elected/appointed policy and decision makers who need to know or are unfamiliar with water issues that may impact their communities. The Forum Planning Committee always includes an educational program with the dinner that focuses on current water issues or a local water project that could impact the basin or local communities.

The Grantee will host its Percolation and Runoff social networking dinner to promote open dialogue among water users and the general public, thereby creating a greater understanding of Colorado water law, beneficial water use, and principles of water management.

Through this dialogue, the Forum seeks to find common ground between the primary water users in the basin. The Forum targets agricultural, municipal, industrial, environmental, recreational, and governmental interests in the basin where individuals and organizations can explain their views and engage in open dialogue with other water users in the basin. The Forum's objective is that the enhanced knowledge contributes toward management decisions that serve the common good for all who call the Arkansas River Basin their home.

The proceeds derived from the minimal registration fee to attend the Percolation and Runoff event are designated to support the Grantee's College Scholarship Fund.



The Grantee will also provide morning refreshments and lunches for all in attendance on April 25 & 26, 2023.

Method/Procedure:

The Grantee will contract with the DoubleTree to cater two dinners, two morning refreshments, and two lunches. It is estimated that the cost for catering will be \$67,406.

Day / Time	Est. # Of Attendees	Amount	Total Price
4/24 – Local Leaders Dinner	150	\$75.00	\$11,250.00
4/25 – Social Networking Dinner	175	\$75.00	\$13,125.00
4/25 morning refreshments and lunches	225	\$101.00	\$22,781.00
4/26 – morning refreshments, and lunches	200	\$101.25	\$20,250.00
TOTAL			\$67,406.00

Deliverable:

The Grantee will secure a contract with the DoubleTree to use their facilities and catering services to host the 2023 Forum. The Grantee anticipates being able to educate 150 - 200 policy and decision makers at the Local Leaders Dinner and anticipates 200 - 225 attendees and speakers will attend the 2023 Forum.

Tasks

Task 2 – Contract for audio and visual (AV) equipment and technical support.

Description of Task:

The Forum Planning Committee will contract with Encore – Event Technology for tech support services and AV equipment. The DoubleTree venue does not provide these services or equipment.

Method/Procedure:

The Grantee will hire Encore – Event Technology in Colorado Springs to provide tech support services and AV equipment (microphones, speakers, screens, and projectors) for concurrent program sessions.

The Grantee will contract with Encore to support the IT and AV needs of the conference. The following will be required:

- 2 days - Meeting Room Projector Packages at \$590 per day = \$1,180.00
- 2 days – Self-powered speakers at \$125 per day = \$250.00
- 2 days – 5 Wireless microphones at \$85 per day = \$1,850.00
- 2 days – 2 Projector screens at \$425 per day = \$850.00
- 12 hours – Tech support services at \$105 per hour = \$1,260.00
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The total cost for this task will be \$5,390.00.



Deliverable:

The Grantee will secure reliable AV equipment and technical support to be able to successfully convey program sessions educational content.

Tasks

Task 3: Contract with a Program Manager to successfully provide the deliverables on-time, on-budget and according to the Board of Directors expectations.

Description of Task:

The Grantee requires a part-time Program Manager to manage the workload of hosting the annual water forum. Planning for this event begins in October and closing out the event will be in mid-May. The Program Manager will need approximately 400 hours at \$40.00 an hour throughout the life of the project to accomplish this task. The total cost of this task is \$16,000.00.

Method/Procedure:

The Program Manager's responsibilities will include the following:

- Develop, manage, and reconcile business and conference budgets. Manage, reconcile and report monthly on all revenue and expenditures.
- Develop and implement a marketing campaign to solicit sponsorships and to increase attendance.
- Responsible for leading and managing various conference planning teams in the planning and implementation process for all aspects of the conference; including attending all ARBWF Board and Planning meetings. Provide leadership, motivation, direction, and support to the planning team. Assign/delegate tasks to volunteers and committee members and coordinate with them to achieve the target outcome.
- Solicit, manage, and track conference sponsorships. Responsible for soliciting sponsorships and providing information on the benefits of the associated levels and ensuring the benefits associated with sponsorships are delivered.
- Manage and maintain the ARBWF.org website.
- Manage and execute e-commerce ability for financial transactions to ensure sponsorships and registrations are completed efficiently and accurately.
- Solicit conference registrations and manage the registration process. Report monthly on registrations and prepare registration materials i.e.: deposits, name tags, lists etc.
- Solicit and manage conference exhibitors. Responsible for providing information on exhibitors' benefits, associated costs, and determination of exhibitor spaces.
- Secure and manage all on-site conference facilities and catering services. Lead and direct the conference set up and take down of facilities.
- After the conference, manage and execute conference debriefing. Responsible for analyzing and reporting survey results, as well as recommended improvements/changes.

Deliverable:

The Program Manager will successfully deliver the task deliverables, as listed above, on-time, on-budget and satisfactorily according to the Board of Directors expectations.



Tasks	
Task 4: Develop the concept for the infographic. Contract with a professional to design the infographic for printing and distribution at the Local Leaders dinner and the Forum. The Program Manager will be responsible for purchasing the materials necessary to create, print, and distribute name tags and informational signage.	
Description of Task:	
The Grantee will encounter various expenses in support of the educational and informational event.	
Method/Procedure:	
<p>Costs will include a graphic designer and printing of an infographic that explains in detail a selected water-related topic that will be presented at the Local Leaders Dinner and featured in the Forum sessions. This cost will be \$3,000.00 for the graphic design and \$1000.00 for printing. For a total of <u>\$4,000.00</u>.</p> <p>Costs will also include office supplies such as purchasing name tags and card stock and ink to print the name tags and informational signage. This cost is estimated to be <u>\$1,500.00</u>. The total cost of this task is <u>\$5,500.00</u>.</p>	
Deliverable:	
The Forum Planning Committee will develop the concept for the infographic. Once the concept has been developed the Forum will contract with a professional to design the infographic and have copies of it printed for distribution at the Local Leaders dinner and the Forum. The Program Manager will be responsible for purchasing the materials necessary to create and print the nametags and the informational signs.	
Tasks	
Task 5: Secure safe and reliable group transportation to 6 or more tour sites for the Tuesday and Wednesday afternoon water tours.	
Description of Task:	
In 2022, the Forum Planning Committee modified its programming methodology and now offers an opportunity to attend two of six water related tours that will be offered during the 2-day Forum. The selected tours (3 per day) will provide attendees an educational opportunity for hands-on experiences that feature local water projects and programs. Group transportation is necessary to keep the group organized and to avoid traffic congestion. There are also opportunities to convey educational presentations and reply to questions on the bus/van.	
Method/Procedures	
The ARBWF will contract with Grayline Transportation or Rambling Express to provide transportation from the DoubleTree to the various tour locations and return to the DoubleTree. Costs associated with this service are <u>\$5,000.00</u> .	
Deliverable:	
The ARBWF will successfully contract with Grayline Transportation or Rambling Express to provide transportation to and from the multiple tour locations.	
Budget and Schedule	
This Statement of Work shall be accompanied by a combined Budget and Schedule that reflects the Tasks identified in the Statement of Work.	



Reporting Requirements

Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status 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 Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will pay out the last 10% of the budget when 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 purchase order or grant will be closed without any further payment.

Payment

Payment will be made based on actual expenditures and must include invoices for all work completed. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for individual tasks and the entire Project in relation to the percentage of budget spent, identification of any major issues, and proposed or implemented corrective actions.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of this contract must be provided as part of the project documentation.

Performance Measures

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 Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per 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 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.