



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Date:	2/9/2023
Name of Grantee:	Lower South Platte Water Conservancy District
Name of Water Project:	Lower South Platte Children's Water Festival
Funding Source:	Colorado's Water Plan Grant – Engagement & Innovation Fund
Water Project Overview:	
The Grantee will use Colorado Water Plan Engagement & Innovation funds to host the Lower South Platte Children's Water Festival over a three year period. Each year, the Grantee will invite at least 15 elementary schools along the river corridor, and expect over 400 students to attend annually.	
Project Objectives:	
<ol style="list-style-type: none">1. Administration/Operation: Host the Water Festival for underserved elementary school students over the next 3 years in Sedgwick, Logan, Morgan, and Washington Counties.2. Minimize financial asks from small, local businesses.3. Save time pursuing multiple grant requests.4. Focus planning on operation of the festival and recruiting schools and presenters.5. Water Education: Provide equitable education about water issues in the river corridor and statewide: supply, source water protection, conservation, irrigation, and soil health.	

Tasks

Task 1 – 2023 Festival
Description of Task:
Produce the Lower South Platte Children's Water Festival in September 2023.
Method/Procedure:
<u>Festival General Supplies:</u> Order festival supplies and giveaways. <u>Signage:</u> Create schedules, maps, handouts, programs, signs, & banners. <u>Presenters/Presentation Supplies:</u> Pay presenters that charge a fee & provide presentation supplies. <u>Bussing:</u> Coordinate and disperse funds for bus transportation. <u>Meals:</u> Provide meals to volunteers & presenters. <u>Administration/Operation:</u> Hire a paid festival coordinator.



Deliverables:
<u>Presenters/Presentations</u> Recruit up to 25 presenters to keep rotating groups classroom-size.
<u>School Attendance</u> Invite at least 15 elementary schools from Sedgwick, Logan, Morgan, and Washington Counties. Have over 400 students attend the festival.
Video or photos capture festival success.

Tasks
Task 2 – 2024 Festival
Description of Task:
Produce the Lower South Platte Children’s Water Festival in September 2024.
Method/Procedure:
<u>Festival General Supplies:</u> Order festival supplies and giveaways. <u>Signage:</u> Create schedules, maps, handouts, programs, signs, & banners. <u>Presenters/Presentation Supplies:</u> Pay presenters that charge a fee & provide presentation supplies. <u>Bussing:</u> Coordinate and disperse funds for bus transportation. <u>Meals:</u> Provide meals to volunteers & presenters. <u>Administration/Operation:</u> Hire a paid festival coordinator.
Deliverables:
<u>Match Funding</u> Partners contribute \$1,000 each = \$3,000. Raise \$1,000 in sponsorships.
<u>Presenters/Presentations</u> Recruit up to 25 presenters to keep rotating groups classroom-size.
<u>School Attendance</u> Invite at least 15 elementary schools from Sedgwick, Logan, Morgan, and Washington Counties. Have over 400 students attend the festival.
Video or photos capture festival success.



Tasks
Task 3 – 2025 Festival
Description of Task:
Produce the Lower South Platte Children’s Water Festival in September 2025.
Method/Procedure:
<u>Festival General Supplies:</u> Order festival supplies and giveaways. <u>Signage:</u> Create schedules, maps, handouts, programs, signs, & banners. <u>Presenters/Presentation Supplies:</u> Pay presenters that charge a fee & provide presentation supplies. <u>Bussing:</u> Coordinate and disperse funds for bus transportation. <u>Meals:</u> Provide meals to volunteers & presenters. <u>Administration/Operation:</u> Hire a paid festival coordinator.
Deliverables:
<u>Match Funding</u> Partners contribute \$1,000 each = \$3,000. Raise \$1,000 in sponsorships. <u>Presenters/Presentations</u> Recruit up to 25 presenters to keep rotating groups classroom-size. <u>School Attendance</u> Invite at least 15 elementary schools from Sedgwick, Logan, Morgan, and Washington Counties. Have over 400 students attend the festival. <u>Video</u> or <u>photos</u> capture festival success.

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.