



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources  
1313 Sherman Street, Room 718  
Denver, CO 80203

December 7, 2023

ARKANSAS RIVER BASIN WATER FORUM  
PO BOX 2055  
PUEBLO, CO 81004

RE: Official Notice to Proceed – WSRF GRANT – POGG1 2024-2740  
Arkansas River Basin Water Forum Education/Outreach

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your request for funding on your project pursuant to the Grant Program(s) ("Program"). This letter authorizes you to proceed with the approved 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 Grantee agree by accepting the Grant Funds.

In addition, it is the Grantee's responsibility to monitor the progress of the project in order to avoid the expiration of the contract.

If you have any questions regarding your grant award, contact Ben Wade, CWCB Project Manager at 303-866-3441 or at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us). Please send all grant correspondence directly to the project manager.

Thank you.

Best,

//s//

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

O 303-866-3441

1313 Sherman Street, Rm. 719

Denver, CO 80203

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





**STATE OF COLORADO**  
Department of Natural Resources

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ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,202400002740	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	12/19/23					
<b>Description:</b>	WSRF - Arkansas River Basin Water Forum Education/Outreach	<b>BILL TO</b>				
		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	01/02/24					
<b>Expiration Date:</b>	01/02/29					
<b>BUYER</b>		<b>SHIP TO</b>				
<b>Buyer:</b>		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Email:</b>						
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
ARKANSAS RIVER BASIN WATER FORUM PO BOX 2055 PUEBLO, CO 81004		Delivery/Install Date: - FOB:				
<b>Contact:</b>	Jean Van Pelt					
<b>Phone:</b>	7192512875					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
Grant for Arkansas River Basin Water Forum Education/Outreach Program Project per attached Exhibit A Scope of Work and Exhibit B Budget".						
<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	\$17,500.00	<input type="checkbox"/>
Description: WSRF - Arkansas River Basin Water Forum Education/Outreach						
Service From: 01/02/24		Service To: 01/02/29				
<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	\$17,500.00	<input type="checkbox"/>
Description: WSRF - Arkansas River Basin Water Forum Education/Outreach						
Service From: 01/02/24		Service To: 01/02/29				
<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>REASON FOR MODIFICATION</b>						



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Change Order Number: 1

Correct Vendor Contact name and phone number.

**DOCUMENT TOTAL = \$35,000.00**

**Colorado Water Conservation Board****Water Supply Reserve Fund****Exhibit A - Statement of Work**

<b>Date:</b>	<b>November 17, 2023</b>
<b>Water Activity Name:</b>	<b>Arkansas River Basin Water Forum Education and Outreach Program</b>
<b>Grant Recipient:</b>	<b>Arkansas River Basin Water Forum</b>
<b>Funding Source:</b>	<b>WSRF Arkansas Basin &amp; Statewide Account</b>

**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. (PLEASE DEFINE ALL ACRONYMS)).

The Grantee will conduct various types of educational programs and events at their annual Forum over a three-day period. The Grantee brings together local and state partners, technical experts, and community with topics exploring innovative funding opportunities, healthy watersheds, lessons from the field in agriculture, Colorado River issues, storage and conservation, drought innovation and resiliency planning, and much more. The Forum strives to provide tools and data that educate the water community on climate change, population growth, scenario planning, and drought resilience. It also focuses on the importance of embracing equity, diversity, and inclusion to explore ways to be more resilient.

The Forum provides an opportunity to educate others on the methodology of both short-term and long-term water planning, including drought mitigation planning and offers educational tools to address climate resilience. Addressing the impacts of climate change will require collaborative solutions because they have a significant influence on hydrology, water use, and estimated supply-demand gaps.

In addition to the Forum, the Grantee also hosts a Local Leaders dinner for policy and decision makers in the Arkansas River Basin. The invitation list includes town and city councils, water provider managers and board of directors, county commissioners, mayors, city and county administrators, and federal, state, and local government agencies, etc.

The Grantee will also host its "Percolation and Runoff" networking dinner. The purpose is to promote open dialogue among water users and the public, thereby creating a greater understanding of Colorado water law, beneficial water use, drought resiliency and principles of wise water management.

**Objectives:** (List the objectives of the project. (PLEASE DEFINE ACRONYMS)).

Objective 1) Conduct a successful and well attended Forum at Otero College in La Junta, Colorado March 5 – 7, 2024. Contract with Otero College to provide a suitable venue that includes audio visual equipment.

Objective 2) Contract with Otero College to cater for events held at the College.

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) Contract with a professional to design the infographic and program for printing and distribution at the Local Leaders dinner reception and the Forum.

Objective 5) Secure safe and reliable group transportation to and from the water tour sites.



Tasks
<b>Task 1 – Venues</b>
Description of Task:
<p>The Grantee expects 200 – 250 attendees to attend the 2024 Forum. The Grantee will secure one large conference room to accommodate keynote and plenary sessions. The Grantee will contract to use the Otero College's theater for concurrent sessions.</p> <p>The Local Leaders Dinner Reception will be held the evening before the first day of the Forum and we anticipate having between 100 – 150 attendees. The Grantee will also secure venue(s) to host the dinner reception and the Percolation and Runoff dinner.</p>
Method/Procedure:
<p>The Grantee will contract with Otero College to secure the necessary conference spaces and rent suitable venue(s) to host the Local Leaders dinner reception and Percolation and Runoff social networking event.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>A secured contract with Otero College to use their facilities and audio/visual services to host the 2024 Forum; 150 – 200 attendees and speakers to attend the Forum; 100 - 150 policy and decision makers attending the Local Leaders dinner reception; and 100 attendees at the Percolation and Runoff event.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>The Grantee will provide CWCB attendance lists for both the Local Leaders Dinner Reception and the 2-day Forum and provide survey results will also be provided for the 2024 Forum.</p>

Tasks
<b>Task 2 – Catering</b>
Description of Task:
<p>The Grantee will provide all meals for the leaders &amp; networking dinner, morning refreshments, breaks, and lunches for the Forum.</p>
Method/Procedure:
<p>The Grantee will contract with Otero College to cater, two morning refreshments, two breaks, and two lunches. The Grantee will hire a caterer to serve the Local Leaders and the Percolation and Runoff dinners.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
<p>A secured contract with Otero College to cater the 2024 Forum: a hired catering company to provide services for the Local Leaders and Percolation and Runoff dinners.</p>
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
<p>The Grantee will provide CWCB receipts from Otero College and the catering company indicating the costs and services that were provided.</p>



Tasks	
<b>Task 3 – Program Management</b>	
Description of Task:	
<p>The Grantee will hire a part-time program manager to manage the workload of hosting the annual events. The hired Program Manager will work to provide deliverables on time, on-budget and according to the Board of Directors expectations during the duration of the project.</p>	
Method/Procedure:	
<p>The Grantee will hire a Program Manager to complete the following:</p> <ul style="list-style-type: none"> <li>• Develop, manage, and reconcile business and conference budgets. Manage, reconcile and report monthly on all revenue and expenditures.</li> <li>• Develop and implement a marketing campaign to solicit sponsorships and to increase attendance.</li> <li>• Responsible for leading and managing various conference planning teams in the planning and implementation process for all aspects of the conference; including attending all Grantee 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.</li> <li>• Solicit, manage, and track conference sponsorships. Responsible for soliciting sponsorships and provides information on the benefits of the associated levels and ensures the benefits associated with sponsorships are delivered.</li> <li>• Manage and maintain the Grantee's website.</li> <li>• Manage and execute e-commerce ability for financial transactions to ensure sponsorships and registrations are completed efficiently and accurately.</li> <li>• Solicit conference registrations and manage the registration process. Report monthly on registrations and prepare registration materials ie: deposits, name tags, lists etc.</li> <li>• Solicit and manage conference exhibitors. Responsible for providing information on exhibitors' benefits, associated costs, and determination of exhibitor spaces.</li> <li>• Secure and manage all on-site conference facilities and catering services. Lead and direct the conference set up and take down of facilities.</li> <li>• After the conference, manage and execute conference debriefing. Responsible for analyzing and reporting survey results, as well as recommended improvements/changes.</li> </ul>	
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	
Successfully deliver the task deliverables, as listed above, on-time, on-budget and satisfactorily according to the Grantee Board of Directors expectations.	
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	
The Grantee will provide CWCB with the program manager's invoices indicating the tasks that were managed, number of hours and cost associated with planning and implementing the Forum.	
Tasks	



<b>Task 4 – Infographic and program design and printing</b>
Description of Task:
The Grantee will develop the concept for the infographic and program and will contract with a professional to design the infographic and program for printing and distribution at the Local Leaders Dinner Reception and the Forum.
Method/Procedure:
Once the concept has been developed the Grantee will contract a graphic designer and printing of infographics that will explain in detail a selected water-related topic that will be distributed at the Local Leaders Dinner Reception and featured in a Forum session. In addition, costs will also be incurred for designing and printing program.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
The Grantee will develop the concept for the infographic and program.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The Grantee will provide CWCB receipts for all related costs and copies of the 2024 program and infographic.
<b>Tasks</b>
<b>Task 5 – Tour Transportation</b>
Description of Task:
<p>The Grantee will provide safe, and reliable group transportation to water related tour sites for the afternoon tours.</p> <p>The Grantee will provide several options to attend different water related tours that will be offered during the 2-day Forum each year. The selected tours will provide attendees with an educational opportunity for eyes and hands on experiences that feature local water projects and programs.</p>
Method/Procedures
The Grantee will contract with a local transportation company to provide transportation to and from the venue to the various tour locations.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Successfully contract with a local transportation company to provide transportation to and from multiple tour locations.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The Grantee will provide CWCB receipts from the transportation companies along with a listing of the various tour locations and topics.



### Budget and Schedule

**Exhibit B - 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 and shall be submitted to CWCB in excel format. A separate excel formatted Budget is required for engineering costs to include rate and unit costs.

### Reporting Requirements

**Progress Reports:** The grantee 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

**Final Report:** At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee'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.

### Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. 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.

The CWCB will pay the last 10% of the entire water activity 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 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.





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## Colorado Water Conservation Board

### Water Supply Reserve Fund

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

Date: November 17, 2023

Water Activity Name: Arkansas River Basin Water Forum Education and Outreach Program

Grantee Name: Arkansas River Basin Water Forum

<u>Task No.</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Matching Funds</u>	<u>WSRF Funds</u>	<u>Total</u>
1	Venues	1/2/2024	1/2/2029	\$1,500.00	\$1,500.00	\$3,000.00
2	Catering	1/2/2024	1/2/2029	\$17,250.00	\$17,250.00	\$34,500.00
3	Program Management	1/2/2024	1/2/2029	\$11,250.00	\$11,250.00	\$22,500.00
4	Infographic and Design	1/2/2024	1/2/2029	\$2,500.00	\$2,500.00	\$5,000.00
5	Tour transportation	1/2/2024	1/2/2029	\$2,500.00	\$2,500.00	\$5,000.00
Total				\$35,000.00	\$35,000.00	\$70,000.00