



COLORADO

Colorado Water Conservation Board

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

February 6, 2025

ARKANSAS RIVER BASIN WATER FORUM

PO BOX 2055

PUEBLO, CO 81004

RE: Notice to Proceed – WSRF GRANT – POGG1 2025-1086

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your project pursuant to the WSRF Grant Program(s) (“Program”) with a start date of February 6, 2025.

Please monitor the progress of your project, submit required reports and invoices prior to the expiration date. If an additional extension is needed, please allow **90 days** advance notice to the CWCB Project Manager.

Please send all grant correspondence directly to Ben Wade, CWCB Program Manager at Ben.Wade@state.co.us.

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 / cwcb.state.co.us





STATE OF COLORADO
Department of Natural Resources

Page 1 of 1

ORDER		*****IMPORTANT*****				
Number:	POGG1,PDAA,202500001086	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
Date:	2/5/25	BILL TO				
Description:	WSRF - 2025 Water Forum Education & Outreach	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
Effective Date:	02/06/25	SHIP TO				
Expiration Date:	02/06/30	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
BUYER		SHIPPING INSTRUCTIONS				
Buyer:		Delivery/Install Date:				
Email:		FOB:				
VENDOR						
ARKANSAS RIVER BASIN WATER FORUM PO BOX 2055 PUEBLO, CO 81004						
Contact:	Jean VanPelt					
Phone:	710-251-2875					
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Grant for WSRF - 2025 Water Forum Education & Outreach Project per attached Exhibit A Scope of Work and Exhibit B Budget".						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1			0	0.00	\$30,261.00	<input type="checkbox"/>
Description: WSRF - 2025 Water Forum Education & Outreach						
Service From: 02/06/25		Service To: 02/06/30				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$30,261.00						

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

Date:	January 9, 2025
Water Activity Name:	2025 Arkansas River Basin Water Forum Education and Outreach Program
Grant Recipient:	Arkansas River Basin Water Forum (ARBWF)
Funding Source:	WSRF Arkansas Basin Account

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 Arkansas River Basin Water Forum serves as a conduit for information about the Arkansas River Basin. The Grantee plans each year 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 annual program is ever evolving and transitions each year to what the most relevant topics are at the time.

In addition to the 2-day Forum, the Grantee also hosts a Local Leaders dinner for policy and decision makers in the Arkansas River Basin. The target audience 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 dinner is an opportunity for decision makers to learn how water is managed in the state of Colorado and in the Arkansas basin.

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

The main objective of the project is to provide a constructive medium where individuals and organizations can explain their views and engage in open dialogue with other water users. The overall objective of the Forum is to serve as a conduit for information about issues related to water in the State of Colorado and the Arkansas River Basin. Through our annual Forums, a wider understanding of water issues has evolved and along with it opportunities to find common ground.

- Objective 1) Conduct a successful and well attended Forum at the Pueblo Convention Center and a well-attended informative Local Leaders Dinner Reception. Contract with Pueblo Convention Center and the Pueblo Union Depot to provide suitable venues.
- Objective 2) Contract with a caterer to provide food for the two events.
- Objective 3) Contract with a Program Manager to provide event deliverables on time, on budget and according to the Board of Directors' expectations.
- Objective 4) Provide audio-visual tech support and equipment for the event.

Tasks**Task 1 – Venue****Description of Task:**

The Grantee expects 300 - 350 attendees to attend the 2025 Forum. The Grantee will contract with a vendor and reserve one large conference room to accommodate keynote and plenary sessions, a second conference room for concurrent sessions and a third room for exhibitors and to serve meals.

The Grantee anticipates 250 guests at the Local Leaders Dinner Reception.

**Tasks**

Method/Procedure:

The Grantee will contract with the Pueblo Convention Center and the Union Depot to secure the necessary conference spaces.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A secured contract with Pueblo Convention Center and the Union Depot to host the 2025 Forum and the Local Leaders Dinner Reception. 300 - 350 attendees attending the Forum and 250 persons attending the Dinner.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

Attendance lists for the 2025 Local Leaders Dinner and the Forum and the Forum survey results will also be provided.

Tasks**Task 2 – Catering**

Description of Task:

The Grantee will provide food for morning refreshments, breaks, and lunches for the Forum participants.

Method/Procedure:

The Grantee will contract with the Pueblo Union Depot to cater the Local Leaders Dinner Reception and with the Pueblo Convention Center to cater, two morning refreshments, two breaks, and two lunches.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A secured contract with Pueblo Union Depot and the Convention Center to cater the two events.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

The Grantee will provide CWCB receipts from the Pueblo Union Depot and the Convention Center detailing the costs for catering.

Tasks**Task 3 – Program Management**

Description of Task:

The Arkansas River Basin Water Forum (ARBWF) requires a part-time program manager to manage the workload of hosting the annual events.

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 provides information on the benefits of the associated levels and ensures 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 ie: 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.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

The Program Manager will successfully deliver the task deliverables, as listed above, on time, on budget and satisfactorily according to the Grantee's 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

Task 4 – Audio Visual (AV) Costs

Description of Task:

The Grantee will contract with the Pueblo Convention Center to provide suitable AV equipment and skilled technical support for the 2025 Forum.

Method/Procedure:

The Grantee will rent provide screens, projectors, mics, speakers, etc. for the event. Costs for technical support will include securing, setting up and taking down equipment and being present to trouble-shoot mishaps.



Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

The Grantee will contract with the Pueblo Convention Center to secure professional technical support and appropriate audio visual equipment.

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 audio-visual costs.

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.



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Performance Requirements

(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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Water Supply Reserve Fund

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

Date: January 9, 2025

Water Activity Name: 2025 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	2/6/2025	2/6/2030	\$7,260.00	\$2,420.00	\$9,680.00
2	Catering	2/6/2025	2/6/2030	\$62,014.00	\$20,671.00	\$82,685.00
3	Program Management	2/6/2025	2/6/2030	\$17,940.00	\$5,980.00	\$23,920.00
4	Audio Visual costs	2/6/2025	2/6/2030	\$3,570.00	\$1,190.00	\$4,760.00
Total				\$90,784.00	\$30,261.00	\$121,045.00