

Basin Implementation Plan Coordinator

Year 3

Year 2 to Year 3 Transition

❖ Task 1 -
Funding
Alternatives:
Added
subtask to
coordinate
with PEPO

❖ Task 5 – RT
Secretary
implemen-
tation

Tasks
Provide a detailed description of each task using the following format:
<u>Task 5 - (Name) Administration and Management of Roundtable Implementation Activities</u>
Description of Task:
There are two aspects to this task: (1) Administration of the grant and (2) Management of Implementation Tasks as articulated by the Arkansas Basin Roundtable Executive Committee to the Secretary.
Method/Procedure:
The grant will be administered by the HCWCD's part-time salaried Administrator who will be compensated under the grant at her normal hourly rate. Management will be conducted by the ABRT Executive Committee at its regular meetings and by the committee's designated Point of Contact between meetings. The Arkansas Basin Roundtable Secretary will support the Executive Committee in its implementation of the Basin Implementation Plan by supporting the website: www.arkansasbasin.com , coordinating presentations by grantee's, coordinating presentations by grant funding sources other than CWCB and carrying out the directives of the Executive Committee to implement the projects and processes articulated in the BIP.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Effective management of the Coordinator together with timely and accurate financial operations and reports under the grant. Timely response to directives of the Arkansas Basin Roundtable Executive committee for those activities that implement the Basin Plan.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Project summary reports and budget tracking sheet every 6 months. Up to date website.

Detailed Budget

ARK BASIN BIP COORDINATOR Year 1 & 2

INVOICE TRACKING SUMMARY BY TASK

GRANTEE NAME: Huerfano County Water Conservancy Dist
 ADDRESS: PO Box 442 La Veta, CO 81055
 CONTACT: Carol Dunn

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hcwcdistrict@gmail.com
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				TASK 1 BUDGET	TASK 2 BUDGET	TASK 3 BUDGET	TASK 4 BUDGET	TASK 5 BUDGET	TASK 6 BUDGET
PROJECT NAME: Arkansas Basin BIP Coordinator Year				LABOR/OTHER	LABOR/OTHER	LABOR/OTHER	LABOR/OTHER	ADMIN/OTHER	OTHER DIRECT
DATE:	CONTRACT #: POGG1 2017-	GRANTEE INVOICE #	TOTAL Budget						
			\$ 95,420.59	\$ 30,000.00	\$ 25,000.00	\$ 24,000.00	\$ 7,820.59	\$ 3,600.00	\$ 5,000.00
Description of Services:									
11/4/2016	Labor/Travel/Other NOTE 1	1	\$ 8,992.32	\$ 881.00	\$ 2,832.00	\$ 4,562.00	\$ 717.32	\$ -	\$ -
11/5/2016	Labor/Travel/Other	2	\$ 4,499.65	\$ 432.00	\$ 1,726.00	\$ 1,755.00	\$ 586.65	\$ -	\$ -
11/6/2016	Labor/Travel/Other	3	\$ 5,013.50	\$ 378.00	\$ 1,726.00	\$ 1,882.00	\$ 521.76	\$ 307.50	\$ 198.24
11/30/2016	Labor/Travel/Other	4	\$ 5,557.50	\$ 1,275.00	\$ 1,425.00	\$ 2,512.50	\$ -	\$ 345.00	\$ -
12/3/2016	Labor/Travel/Other	5	\$ 5,250.46	\$ 2,137.50	\$ 930.00	\$ 750.00	\$ 1,012.50	\$ 345.00	\$ 75.46
1/5/2017	Labor/Travel/Other	6	\$ 4,937.70	\$ 1,440.00	\$ 2,032.50	\$ 427.50	\$ 562.50	\$ 240.00	\$ 235.20
2/2/2017	Labor/Travel/Other	7	\$ 6,820.24	\$ 2,025.00	\$ 2,745.00	\$ 1,057.50	\$ 562.50	\$ 172.50	\$ 257.74
3/6/2017	Labor/Travel/Other	8	\$ 7,169.28	\$ 4,162.50	\$ 600.00	\$ 1,357.50	\$ 555.00	\$ 165.00	\$ 329.28
4/14/2017	Labor/Travel/Other	9	\$ 7,280.46	\$ 4,417.50	\$ 60.00	\$ 1,192.50	\$ 1,020.00	\$ 270.00	\$ 320.46
5/21/2017	Labor/Travel/Other	10	\$ 4,408.21	\$ 907.50	\$ 1,065.00	\$ 810.00	\$ 1,335.00	\$ 166.25	\$ 124.46
6/5/2017	Submitted for approval	11	\$ 2,866.60	\$ 1,132.50	\$ 1,125.00	\$ 420.00	\$ 22.50		\$ 166.60
			\$ -						
			\$ -						
Total Billed			\$ 62,795.92	\$ 19,188.50	\$ 16,266.50	\$ 16,726.50	\$ 6,895.73	\$ 2,011.25	\$ 1,707.44
Balance of Task Budget			\$ 32,624.67	\$ 10,811.50	\$ 8,733.50	\$ 7,273.50	\$ 924.86	\$ 1,588.75	\$ 3,292.56
Monthly Estimate for Balance of Yr 2			\$ 5,000.00						
Number of Months End of Year 2			6						
Projected billing through Nov, 2017			\$ 30,000.00						
Balance Remaining			\$ 2,624.67						
Year 3 Projection of Budget									Task 5 Includes
									\$5,000 for ARK RT Secretary
				TASK 1 BUDGET	TASK 2 BUDGET	TASK 3 BUDGET	TASK 4 BUDGET	TASK 5 BUDGET	TASK 6 BUDGET
				LABOR/OTHER	LABOR/OTHER	LABOR/OTHER	LABOR/OTHER	ADMIN/OTHER	OTHER DIRECT
TOTAL				\$ 20,000.00	\$ 20,000.00	\$ 18,000.00	\$ 5,000.00	\$ 8,600.00	\$ 3,400.00

WSRF Grant Format Budget

❖ Per WSRF Guidelines: 1/3rd Basin (\$25K) and 2/3rd Statewide (\$75K)

Water Supply Reserve Fund						
Exhibit A - BUDGET AND SCHEDULE						
Date: June 13, 2017						
Water Activity Name: Arkansas Basin Implementation Plan Coordinator						
Grantee Name: Huerfano County Water Conservancy District						
Task No.	Description	Start Date ⁽¹⁾	End Date	Matching Funds (cash & in-kind) ⁽²⁾	WSRF Funds (Basin & Statewide combined) ⁽²⁾	Total
1	Funding Alternatives	NTP + 45	NTP + 365	\$0	\$20,000	\$20,000
2	Facilitate and Develop Scopes of Work	NTP + 45	NTP + 365	\$0	\$20,000	\$20,000
3	Project Management/Roundtable Support	NTP + 45	NTP + 365	\$0	\$18,000	\$18,000
4	Convene and Educate	NTP + 45	NTP + 365	\$0	\$5,000	\$5,000
5	Admin/Manage Ark RT Implementation	NTP + 45	NTP + 365	\$0	\$8,600	\$8,600
6	Direct Costs	NTP + 45	NTP + 365	\$0	\$3,400	\$3,400

Questions

