

January 25, 2018

Colorado Water Conservation Board
Attn: Kevin Reidy, Ben Wade
1313 Sherman Street Rm. 721
Denver, CO 80203

Re: 50% Progress Report for the South Metro Water Supply Authority Regional Landscape Certification Program, CWCBC Purchase Order No. POGG1 PDAA 201700000384

Dear Kevin and Ben,

The purpose of this letter is to provide a mid-project status report for the Regional Water Efficiency Plan project facilitated by the South Metro Water Supply Authority (SMWSA) and with the help of ELEMENT Water Consulting, Inc. The scope of services being provided under the above-referenced grant is within the overall budget; however, some budget and scope modifications are presented and described herein.

Challenges/Delays:

The selected certification program, QWEL, underwent a major overhaul during 2017, delaying the arrival of program content materials and any recommended restructuring until November of 2017. The project team and staff decided to hold efforts early last year until these materials were made available, and ELEMENT received those materials about a month later than the anticipated early-October quote. The latest schedule shows completion in late March; completion is now projected to occur in early April. An updated schedule is provided as **Table 1**.

Additionally, staff recommends that Scope Item 2.2 be changed from "Obtain QWEL and EPA WaterSense Approval" to "Provide Materials for Application to Obtain QWEL and EPA WaterSense Approval." This change is recommended as the QWEL Onboarding Fee is required to be paid within 90 days of the date QWEL receives the application. This will allow us to apply for this approval closer to program implementation. We will work with ELEMENT to complete the application packet, so it is ready to submit at the desired time.

Progress/Accomplishments:

As progress is being made on the approved scope, we are observing a number of parallels and overlaps in information to be included in the Program Administrative Plan and the Pilot Implementation, Monitoring, and Evaluation Plan. As we move forward, we will treat these as separate items but may recommend one final product to satisfy these scope items to maintain clarity and ease of use for the SMWSA.

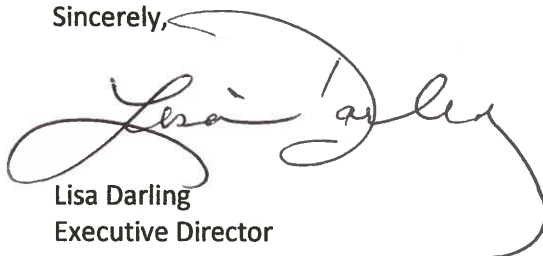
Following is a summary of what has been completed to date, organized according to our scope of work.

- **Task 1: Certification Program Administration, Monitoring, & Evaluation Plan**
 - Draft Program Structure has been created

- Draft budget for a phase-in implementation process has been developed and we will continue to fine-tune with the Regional Conservation Subcommittee
 - Draft fee schedule for a phase-in implementation process and ongoing operation has been developed
 - Toolbox approach has been recommended for compiling program components and implementation recommendations
 - Coordination with the Regional Conservation Subcommittee members to develop supporting Toolbox, as described above, and define recommended implementation phases and approach is ongoing
- **Task 2: Modify QWEL Training Content**
 - Coordination with QWEL manager, Gregory Plumb, to review QWEL program and content updates is ongoing
 - QWEL curriculum content has been modified for local training, both in provided training presentation as well as a Reference Manual page insert for training reference
 - Began preparing QWEL and EPA application support for future approval prior to project implementation
- **Task 3: Project Management and Reporting**
 - Prepared for and participated in project status presentation and discussion with SMWSA Regional Conservation Subcommittee
 - Coordinated with SMWSA staff on project deliverables and in-kind work
 - Project invoicing, progress reporting, and project management is ongoing

We look forward to working to complete the the remaining tasks. Please contact me at lisadarling@southmetrowater.org or 720-216-5158 if you need any additional information.

Sincerely,



Lisa Darling
Executive Director

ELEMENT Water Consulting, Inc.
P.O. Box 140785
Denver, CO 80214
303.481.2365
www.elementwaterinc.com



Table 1: Proposed Project Timeline Revised January 2018

