



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

2/14/18

Scott Winter  
Colorado Springs Utilities  
2855 Mesa Road,  
Colorado Springs, CO 80904

RE: CWP GRANTS - OFFICIAL NOTICE TO PROCEED - POGG1 PDAA 201800000732  
Colorado Springs Utilities-Homebuyer Landscape Outreach Program

Dear Scott,

This letter is to inform you that the purchase order to assist in the above Colorado's Water Plan grant project has been approved. The documents attached to the email correspondence serve as your original contract documents.

With the executed agreement, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through 12/31/2022. Please provide the project name and POGG1 number when corresponding with or invoicing for your project along with back-up documentation of cost incurred for the portion of the grant according to the original scope of work tasks. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval of the project manager.

Please refer to the CWP Grant Guidelines on our website for the six month progress report and final deliverable requirements in order to avoid a delay in payment. A 30-day advance notice in an official letter of request to the CWCB project manager is required in the event you are seeking an amendment to the term of this agreement.

If you have any questions or concerns regarding the project, please contact Kevin Reidy, Project Manager at 303-866-3441 x3252 or at [Kevin.reidy@state.co.us](mailto:Kevin.reidy@state.co.us). When submitting invoices and progress reports, please cc both the PM and [waterplan.grants@state.co.us](mailto:waterplan.grants@state.co.us).

Thank you.





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 201800000732		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 02/14/18						
Description: Water Plan Grant Homebuyer Landscape Outreach		<b>BILL TO</b>				
Effective Date:                      Expiration Date:		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
COLORADO SPRINGS UTILITIES		Delivery/Install Date:				
PO Box 340		F.O.B:				
Colorado Springs, CO 80901		<b>VENDOR INSTRUCTIONS:</b>				
Contact: .						
Phone: .						
<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	\$50,000.00	<input type="checkbox"/>
Description: Water Plan Grant Homebuyer Landscape Outreach						
Service From: 03/15/18                      Service To: 12/31/22						
<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>DOCUMENT TOTAL = \$50,000.00</b>						

Last Updated: July 5, 2017

Colorado Water Conservation Board	
Water Plan Grant - Exhibit A	

Statement Of Work	
<b>Date:</b>	September 29, 2017
<b>Name of Applicant:</b>	Colorado Springs Utilities
<b>Name of Water Project:</b>	Homebuyer Landscape Outreach Program
<b>Funding Source:</b>	
<p><b>Water Project Overview:</b> Please provide a summary of the proposed water project (200 words or less). The same summary can be used from Page 5 of the CWP Grant Application.</p> <p>This project is to engage residential water customers in a variety of water issues. Utilities will invite water customers who buy a home in Colorado Springs in 2018 to participate in a class which will provide them with information about our water system, Colorado water issues, and water use efficiency. We will provide information about the value of landscapes and how to maximize value by investing in water efficient, resilient, and sustainable landscapes.</p> <p>Utilities will provide an incentive for homebuyers to participate in the form of a tree coupon redeemable at local nurseries. We will work collaboratively with the City of Colorado Springs' Forestry and Stormwater Departments, Utilities' Energy Division, Green Industry professionals, neighborhood associations, and realtors. These collaborators will help participants learn to consider stormwater management, tree health, property value, and energy efficiency in their landscaping efforts.</p> <p>Approximately 16,000 residential customers in our water service area will be notified each year. We expect to limit participation to 800 customers each year. Once involved, many of these customers will remain engaged through ongoing activities and resources we provide.</p> <p>CWP Grant Funding will be used to help cover the cost of the tree coupon necessary to encourage participation in the project.</p>	
<p><b>Objectives:</b> List the objectives of the project.</p>	

Last Updated: July 5, 2017

The objectives of the project are to:

1. Improve our customers' understanding of the value of water in our community and state.
2. Build stronger relationships with customers as a trusted expert around water management and use to help sustain engagement over time.
3. Engage residential customers at a time when they are likely to make or consider important decisions related to long-term water and energy consumption in the home.
4. Influence customers' decision-making around water and energy use efficiency.
5. Improve customers' perceptions of their landscape's sustainable value, health and quality.
6. Improve the health and diversity of the urban tree canopy on private property to provide energy and stormwater benefits.
7. Increase our customers' understanding of and engagement with Utilities' water system and business overall.
8. Build stronger working relationships with Utilities' Energy Division, Green Industry professionals, the City of Colorado Springs, the real estate community, and neighborhood associations.

### Tasks

Provide a detailed description of each project task using the following format:

#### Task 1 –Finalize Homebuyer Landscape Outreach Program Plan

Description of Task:

Conduct and document each of the following subtasks to complete the *Homebuyer Landscape Outreach Program Plan (Plan)*:

1. Review internal policy and procedure documents to ensure project is implemented consistent with organizational processes.
2. Identify project manager and contributors, stakeholders and subject matter experts.
3. Review City Code and Regional Building Code to ensure compliance.
4. Communicate with City Forestry and Stormwater Departments and Utilities Energy DSM section to ensure strategic alignment.
5. Establish project schedule, budget and performance metrics. Establish launch date.
6. Agree on annual participation goals and market objectives.
7. Develop budget for years 2018 through 2020.
8. Estimate human resources necessary to develop and manage project. Identify internal and external training needs.
9. Finalize project requirements, including internal and external processes and material needs.
10. Finalize list of prospective contributors and roles. Finalize agreements with contributors.
11. Refine and finalize cost analysis. Refine and finalize marketing strategy, tactics and materials. Identify distribution channels.
12. Describe measurement and verification plan.
13. Obtain legal review and management approval.

Method/Procedure:

Follow Utilities organizational project implementation process detailed in our CWCB-approved 2015 Water Use Efficiency Plan. Work collaboratively with internal and external stakeholders to ensure strategic alignment across and between organizations.

Last Updated: July 5, 2017

Grantee Deliverable: Describe the deliverable the grantee expects from this task
A formal <i>Plan</i> approved by the Water Resource and Demand Management General Manager detailing each of the subtasks listed above.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
A formal <i>Plan</i> approved by the Water Resource and Demand Management General Manager detailing each of the subtasks listed above.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 2 – Implement the Homebuyer Landscape Outreach Program Plan</b>
Description of Task:
<p>Complete each of the following subtasks prior to launching the project:</p> <ol style="list-style-type: none"> <li>1. Work with local nurseries to develop tree discount process.</li> <li>2. Communicate with local green industry to acquire secondary "enticements" (irrigation equipment, discounts, etc.) for increased project class attendance.</li> <li>3. Acquire tree watering bag for project participants without an irrigation system.</li> <li>4. Develop approved tree list with City Forestry and Green Industry professionals.</li> <li>5. Develop draft post card invitation that will be sent to homebuyers.</li> <li>6. Develop project classes and educational materials with contributors and local Green Industry professionals.</li> <li>7. Develop process for tracking participation using numbered postcards.</li> <li>8. Develop process to collect and store monthly new residential service agreement data (homebuyer data).</li> <li>9. Develop project class schedule.</li> <li>10. Obtain and store monthly new residential service agreement data.</li> <li>11. Tie postcard numbers to service agreement data for project tracking purposes.</li> <li>12. Set up class registration process.</li> <li>13. Design, finalize and print post card invitation.</li> <li>14. Finalize and print tree discount coupon for participants to use at local nurseries.</li> </ol>
Method/Procedure:

Last Updated: July 5, 2017

Tasks
Follow Utilities organizational project implementation process and all applicable internal requirements regarding procurement, compliance, communication, etc.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
All project work products, processes, agreements, and systems completed and ready to use for project launch and management.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
Utilities will provide CWCB documentation of our implementation process and an electronic copy of final project documents produced prior to launch. Utilities also will notify CWCB in writing upon official launch of the project.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 3 – Launch and Manage the Homebuyer Landscape Outreach Program</b>
Description of Task:
<p>The project will officially launch, in mid-April, with the first mailing of postcards to buyers who purchased homes between January 1 and March 31, 2018. Each of the following subtasks will be completed routinely as indicated in the Project Schedule:</p> <ol style="list-style-type: none"> <li>1. Mail post card invitations to homebuyers each month re previous month's homebuyer data. The first mailing will include the previous three months' buyers.</li> <li>2. Conduct classes on a monthly basis. More than one class will likely be given in the months of May and June.</li> <li>3. Track participation. A list of participants will be maintained as will a list of those who have not participated. All homebuyers are eligible to participate in any class throughout the year, space and funding-permitting.</li> <li>4. Reimburse nurseries for tree coupons redeemed each month. Local nurseries will be reimbursed promptly.</li> <li>5. Adjust class schedule as needed based on participation. Schedules will be adjusted based on level of interest and availability of funding.</li> <li>6. Following the classes provided in October or November, write annual project report detailing participation, class and educational materials and other relevant information. Measurement and verification data will not be provided in this report.</li> </ol>

Last Updated: July 5, 2017

Tasks
Method/Procedure:
Follow Utilities organizational project implementation process and all applicable internal requirements regarding procurement, compliance, communication, accounting, etc.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
Months of participation data; feedback on project activity from contributors, customers, nurseries, staff, et. al.; preliminary lessons learned; and a preliminary annual report.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
CWCB will receive an electronic copy of key educational materials, participation data, and a preliminary annual report.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 4 – Perform Measurement and Verification for the Homebuyer Landscape Outreach Program</b>
Description of Task:
<p>The following subtasks will be completed following the completion of 2018 classes in October or November:</p> <ol style="list-style-type: none"> <li>1. Compile May through November participation tracking data.</li> <li>2. Perform comparative analysis of participants vs. non-participants to determine if project adjustments are needed. Water use patterns will be measured for both participants and non-participants to understand how they may vary. Demographic and household factors will be evaluated to determine other project impacts and to identify possible project improvements.</li> <li>3. Calculate total project costs and benefits and identify areas where we may gain improved project performance, and refine 5-year budget.</li> <li>4. Compile recommendations to improve project performance.</li> <li>5. Write final annual report with measurement and verification findings. This will be an update to the preliminary reports.</li> </ol>
Method/Procedure:

Last Updated: July 5, 2017

Tasks
Follow Utilities organizational processes and all applicable internal requirements regarding customer protection, compliance, and communication.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
A final annual report with comprehensive participation information, class and educational materials, stakeholder input, lessons learned, and measurement and verification findings.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
The final annual project report inclusive of measurement and verification findings.

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.

Reporting Requirements
<p><b>Progress Reports:</b> 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.</p>
<p><b>Final Report:</b> At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:</p> <ul style="list-style-type: none"> <li>Summarizes the project and how the project was completed.</li> <li>Describes any obstacles encountered, and how these obstacles were overcome.</li> <li>Confirms that all matching commitments have been fulfilled.</li> <li>Includes photographs, summaries of meetings and engineering reports/designs.</li> </ul> <p>The CWCB will withhold disbursement the last 10% of the budget until 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.</p>



Last Updated: July 5, 2017



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit A Budget and Schedule

**Date: 10/30/2017**

**Name of Applicant: Colorado Springs Utilities**

**Name of Water Project: Homebuyer Landscape Outreach Program**

Task No.	Task Description	Start Date <sup>(1)</sup>	End Date	Water Project Funding Category	Grant Funding Request	Match Funding	Total
1	Finalize Homebuyer Landscape Outreach Program Plan	3/15/2018	4/30/2022	Conservation	\$0	\$0	\$0
2	Implement the Homebuyer Landscape Outreach Program Plan	3/15/2018	4/30/2022	Conservation	\$9,000	\$9,000	\$18,000
3	Launch and Manage the Homebuyer Landscape Outreach Program	5/15/2018	11/30/2022	Conservation	\$41,000	\$41,000	\$82,000
4	Perform Measurement and Verification for the Homebuyer Landscape Outreach Program	5/15/2018	3/15/2023	Conservation	\$0	\$0	\$0
<b>Total</b>					<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>

**(1)** Start Date for funding under \$100K, minimum 45 Days from Board Approval; Start Date for funding over \$100K, minimum 90 Days from Board Approval.

·Round values up to the nearest hundred dollars.

·Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

·NTP will not be accepted as a start date. Project activities may commence as soon as grantee enters contract and receives formal NTP if prior to the listed "Start Date".

·The applicant shall provide a progress report every 6 months, beginning from the date of contract execution.

·CWCB will withhold disbursement of the last 10% of the total grant amount until a Final Report is completed to the satisfaction of CWCB staff (2017 CWP Grant Guidelines).



# COLORADO

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Detailed Budget Estimate

Date: 2/2/2018

Name of Applicant: Colorado Springs Utilities

Name of Water Project: Homebuyer Landscape Outreach Program

#### Task 1 - Finalize Homebuyer Landscape Outreach Program Plan

No direct or material costs associated with Task 1

#### Task 2 - Implement the Homebuyer Landscape Outreach Program Plan

	Grant Funding	Match Funding	Total
Purchase of irrigation efficiency equipment and other participant materials	\$4,250	\$4,250	\$8,500
Printing of postcards and discount coupons	\$800	\$800	\$1,600
Mailing of postcards	\$3,950	\$3,950	\$7,900
<b>Total</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$18,000</b>

#### Task 3 - Launch and Manage the Homebuyer Landscape Outreach Program

	Grant Funding	Match Funding	Total
Security for classes	\$500	\$500	\$1,000
Reimburse Local Nurseries for Participants Purchases of Drought Tolerant Trees and Shrubs	\$40,500	\$40,500	\$81,000
<b>Total</b>	<b>\$41,000</b>	<b>\$41,000</b>	<b>\$82,000</b>

#### Task 4 - Perform Measurement and Verification for the Homebuyer Landscape Outreach

No direct or material costs associated with Task 4

<b>TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>
--------------	-----------------	-----------------	------------------



STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 201800000732		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 02/14/18						
Description: Water Plan Grant Homebuyer Landscape Outreach		<b>BILL TO</b>				
Effective Date:                      Expiration Date:		COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIPPING INSTRUCTIONS</b>				
COLORADO SPRINGS UTILITIES		Delivery/Install Date:				
PO Box 340		F.O.B:				
Colorado Springs, CO 80901		<b>VENDOR INSTRUCTIONS:</b>				
Contact: .						
Phone: .						
<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	\$50,000.00	<input type="checkbox"/>
Description: Water Plan Grant Homebuyer Landscape Outreach						
Service From: 03/15/18                      Service To: 12/31/22						
<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>DOCUMENT TOTAL = \$50,000.00</b>						