

August 22, 2018



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

**RE: 50% Progress Report for the City of Aspen Water Efficient Landscaping Ordinance Implementation
CWCB Purchase Order No. POGG1 PDAA 201800000954**

Dear Mr. Reidy and Mr. Wade,

The purpose of this letter is to provide a combined “50% completion” and “75% completion” status report for the City of Aspen Water Efficient Landscaping Ordinance Implementation Project. Due to a front-loaded and expedited project schedule, the project progressed quickly with the bulk of the work being completed near the onset of the project. This schedule was driven by the need to provide training as early in the summer as possible to certify a group of landscape and irrigation professionals through the QWEL program, making them available to provide third-party audits as required under the City of Aspen Water Efficient Landscaping Ordinance pilot program. This condensed work schedule resulted in work quickly exceeding the 50% progress mark and the team reaching 75% following the initial training session. It is for this reason that the 50% and 75% completion status reports are being combined.

The project is currently within budget and on schedule. The City is on-track to meet its in-kind hours contribution, with approximately 20 hours remaining to meet the in-kind match that was committed under the grant award. In addition, the City has contracted with the Roaring Fork Conservancy to support Aspen in this effort and costs associated with that collaboration *have not* been included under Aspen’s grant match tracking.

The following is a summary of what has been completed since the project grant approval in May 2018, organized according to our scope of work.

1. QWEL Initial Training and Ongoing Landscape Ordinance Support

- Updated QWEL Program curriculum content for Module 1, “Where Your Water Comes From” and Module 4, “Landscape Water” to reflect local Aspen conditions. The PowerPoint presentations and associated Reference Manual sections were revised and prepared for support in the initial QWEL training session.
- Overall project support, oversight, and coordination with project team in support of initial QWEL training session. Ongoing project support and oversight will occur through project completion.
- Initial evaluations of selected local properties to quantify individual water use based on water budget calculations as defined in City of Aspen’s Water Efficient Landscaping Ordinance in support of Ordinance implementation.

2. QWEL Program Initial Training Session Preparation

- Prepared QWEL Session 1 class resources and materials including audit support equipment, printed Reference Manuals, exams, agendas, review guide, and other handouts.

- Coordinated class logistics including location, schedule, transportation, and guest instructors
- Developed and implemented outreach plan to recruit targeted class participants including development of associated outreach materials.
- Managed class enrollment and participant communication prior to training session.

3. Initial QWEL Training Session

- Initial QWEL Training Session was held in Aspen over a three-day period, from July 9th through July 11th.
- In-field audit was conducted with attendees on July 10th as part of the training session.
- Certification exam was administered during the final day of class on July 11th.

4. Initial Training Follow-up and Ongoing Support

- Certification exams were graded and all initial attendees passed and are now certified QWEL professionals.
- Attendees were notified of their passing status and records were updated through QWEL's online database; graduates received physical certificates in the mail.

The successful support and implementation of the City of Aspen's Water Efficient Landscaping Ordinance is very important to the protection and efficient use of water within the City of Aspen; and, the QWEL program and supporting tasks are a critical piece in advancing that goal.

The many years of support by the CWCB is greatly appreciated and we look forward to continuing this partnership into the future. If you have any questions, please contact me at lee.ledesma@cityofaspen.com or 970-429-1975.

Best Regards,



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City of Aspen
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CWCB REIMBURSEMENT - Purchase Order #POGG1 PDAA 20180000000000000954
City of Aspen Water Efficient Landscaping Ordinance Implementation

MONTHLY INVOICE SUMMARY

DESCRIPTION	CONSULTANT COST	ASPEN IN-KIND HOURS	ASPEN IN-KIND LABOR COST ^a
JULY 2018			
TASK 1	\$11,777.50		
TASK 2	\$1,403.35	16.00	\$1,040.00
TASK 3	\$9,168.29	124.00	\$8,060.00
TASK 4	\$1,263.02	20.00	\$1,300.00
SUBTOTAL	\$23,612.16	160.00	\$10,400.00
JUNE 2018			
TASK 1	\$5,972.50	18.00	\$1,170.00
TASK 2	\$5,046.95	40.00	\$2,600.00
TASK 3	-		
TASK 4	-		
SUBTOTAL	\$11,019.45	58.00	\$3,770.00
MAY 2018			
TASK 1	-	6.00	\$390.00
TASK 2	\$2,385.70	16.00	\$1,040.00
TASK 3	-		
TASK 4	-		
SUBTOTAL	\$2,385.70	22.00	\$1,430.00

TOTAL INVOICED TO DATE

DESCRIPTION	CONSULTANT COST	ASPEN IN-KIND HOURS	ASPEN IN-KIND LABOR COST ^a
TASK 1	\$17,750.00	24.00	\$1,560.00
TASK 2	\$8,836.00	72.00	\$4,680.00
TASK 3	\$9,168.29	124.00	\$8,060.00
TASK 4	\$1,263.02	20.00	\$1,300.00
TOTAL	\$37,017.31	240.00	\$15,600.00

PROJECT FUNDING

DESCRIPTION	TOTAL PROJECT BUDGET	GRANT FUNDING ^b		IN-KIND FUNDING ^c	
		GRANT BUDGET	% COMPLETE	MATCHING FUNDS	% COMPLETE
TASK 1	\$26,960	\$25,400	70%	\$1,560	6%
TASK 2	\$18,444	\$11,944	74%	\$6,500	25%
TASK 3	\$15,154	\$8,914	103%	\$6,240	53%
TASK 4	\$5,265	\$2,665	47%	\$2,600	25%
TOTAL	\$65,823	\$48,923	76%	\$16,900	24%

NOTES:

- a. Work completed by Roaring Fork Conservancy as cost to Aspen and cash contributions not included in tracking or considered as
b. Grant Funding is used to reimburse Consultant Costs.
c. Aspen In-Kind Funding contribution must be a minimum of 25% of the Total Project Cost upon project