



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Date:	June 15, 2023
Name of Grantee:	Multiplier
Name of Water Project:	Advancing High Impact Water Efficiency Solutions in Colorado Communities
Funding Source:	Conservation and Land Use Planning

Water Project Overview:

Multiplier (on behalf of its project WaterNow Alliance, to be referred to as “WaterNow” throughout the duration of this document) aims to complete three successful initiatives to help Colorado communities develop, accelerate and fund high impact water use efficiency projects, in particular those that involve integrating water efficiency and land use planning.

WaterNow will do this by (1) providing technical program assistance and capacity to Colorado municipal water service providers, at least 4, through their “Project Accelerator” to support projects that advance sustainable water management and the integration of water efficiency and land use planning. WaterNow will also share successes, lessons learned, and associated project resources widely with Colorado water community to advance implementation of high impact water efficiency projects throughout the State.

WaterNow will also (2) provide outreach and application support for the federal WaterSMART program enabling 15 -20 Colorado cities to apply for federal funding over the course of the grant period to advance water supply objectives. This component of the project includes: (a) conducting outreach and promotional activities with Colorado communities as WaterSMART funding opportunities become available; (b) providing direct assistance to cities, towns, and other municipal water providers interested in applying for WaterSMART funding; and (c) facilitating two follow-up webinars with past successful WaterSMART applicants in Colorado to encourage additional interest in the program.

WaterNow also (3) plans to provide outreach support and conduct research to identify the most promising approaches to support Colorado communities in applying for State Revolving Fund (SRF) loans. The Grantee plans to develop and conduct a survey for city and utility leaders to inform the potential structure for an application support program which would focus on connecting Colorado communities to take advantage of SRF loans and resources for distributed water infrastructure projects. This component of the project will involve (a) conducting outreach and promotional activities with Colorado communities; (b) developing a questionnaire and collaborating with a professional polling firm to conduct a survey examining resources that could support applicants in leveraging SRF funds to support water projects. The results of this effort will be used to identify the best ways to provide direct support to communities as they consider if and how to apply for Colorado’s Clean Water and Drinking Water SRF programs.



Project Objectives:

Objective 1: Advance the implementation of water efficiency and conservation and land use planning projects and policies through direct project assistance to small-to-mid sized Colorado communities.

Objective 2: Increase the level of federal funding for Colorado communities to scale-up local water efficiency programs through outreach and application support for the WaterSMART program.

Objective 3: Engage with Colorado communities to increase awareness of, and current interest and needs around, efforts to apply for Colorado's State Revolving Fund (SRF) program. This extensive outreach and polling will inform the development of WaterNow's future SRF outreach and application assistance program.

Tasks

Task 1 – Project Accelerator/Colorado Regional Accelerator

Description of Task:

The Grantee will provide technical program assistance and capacity to Colorado municipal water utilities to support initiatives that advance sustainable and affordable water management and the integration of water efficiency and land use planning. WaterNow will provide example projects and educational resources to applicants to help inform project development. These resources will be made available to communities through the Project Accelerator website. WaterNow is also planning to hold webinars to create opportunities for interested communities to discuss these topics in greater detail during the winter and spring of 2023.

WaterNow will open two application windows for the Project Accelerator program during the grant period, with the objective of building on the cohort of Colorado Accelerator communities developed in the current grant cycle. At least 4 Colorado applicants will be selected over the grant period. Project Accelerator activities will vary based on the expertise and capacity identified as a need by the selected city/utility. WaterNow will continue to engage with nonprofit and other Colorado partners to spread the word about these opportunities and to provide support on project execution. Findings and lessons learned from the Project Accelerators will be shared widely with the Colorado water community.

Method/Procedure:

- 1. Hold two Project Accelerator rounds during the grant period to build on the Colorado Regional Accelerator.** WaterNow will execute widespread outreach for the Accelerator through email campaigns, social media, webinars, partner engagement, and one-on-one calls with utility and municipal partners. WaterNow will utilize their extensive database of approximately 1,000 Colorado water utility contacts to support this outreach.
- 2. Provide technical project support and assistance to at least 4 Colorado communities over the course of the grant period to implement their sustainable water priorities.**
- 3. Share successes, lessons learned, and associated project resources widely with the Colorado water community to advance implementation of high impact water efficiency projects throughout the State.** Outreach will take the form of blogs, final project reports, news articles, webinars, one-on-one conversations, and other presentation opportunities.
- 4. Develop a Regional Cohort of Accelerator communities.** While the criteria outlined above will remain primary in the selection of the Regional Accelerator projects, WaterNow will also aim to select for projects with strong opportunities for engaging in a Community Cohort, and that will generate resources and learnings that can support other communities facing similar challenges or goals. These projects offer the opportunity for collaboration between communities. Interest in participating in a cohort will be part of the MOU development process and WaterNow will facilitate opportunities to identify areas of commonality



where direct engagement could amplify all efforts, either through virtual meetings, webinar presentations, joint action, or other types of activities.

Deliverable:

The primary deliverable will be selection of the four Accelerator projects, execution of Memoranda of Agreement and project scopes and completion – or significant progress towards completion – during the grant period. The progress of each project will depend on which application cycle and cohort – the winter or the summer – it participates in. Each Accelerator Project will involve a specific set of unique deliverables per the list of actions described above.

Final reports on each selected Project Accelerator, including a summary of activities, lessons learned, outcomes, and any supporting documents that were developed for the communities, will be submitted at the end of the grant period.

Tasks

Task 2 – WaterSMART Program Outreach & Application Assistance

Description of Task:

WaterNow's outreach and application support for the federal WaterSMART program will provide essential capacity to enable 15 -20 Colorado communities to apply for federal funding for water efficiency solutions.

WaterNow promotes WaterSMART funding opportunities and provides direct assistance to western water providers interested in applying for funding in the current grant cycle with Colorado Water Conservation Board (CWCB) support. This proposal will enable WaterNow to continue to provide these services and expand support to under-represented communities.

Method/Procedure:

1. **Conduct outreach and promotional activities with Colorado communities as WaterSMART funding opportunities become available.** Outreach will include extensive email campaigns, blogs, social media posts, partner outreach, one-on-one informational phone calls, and 1-2 informational webinars. Outreach will utilize WaterNow's database of nearly 1,000 Colorado water utility contacts and outreach activities will specifically target small-to-mid-sized, under-resourced Colorado cities, towns and utilities. In addition, the Grantee proposes to conduct a survey among Colorado municipal and utility contacts, to gather information on which modes of assistance have been most helpful to past recipients of assistance and what additions to their scope of work would be most helpful to potential recipients in the future.
2. **Provide direct assistance to 15-20 cities, towns, and other municipal water providers interested in applying for WaterSMART funding.** Direct assistance activities will be initiated with a one-on-one call between the WaterNow team and key municipal/utility staff to introduce the various funding opportunities. Once the parties align on goals support needs, WaterNow will provide additional in-depth support to 3-5 water service providers in a variety of ways.
3. **Facilitate 2 follow-up webinars with past successful WaterSMART applicants in Colorado.** The webinars will explore project implementation, grant reporting, and lessons learned throughout the



process with a goal of addressing questions and encouraging future Colorado WaterSMART applicants. Webinars will be promoted widely to the Colorado water community.
Deliverable:
<p>The primary deliverables will be to provide direct assistance to 15-20 cities, towns, and other municipal water service providers interested in applying for WaterSMART funding, and to provide additional in-depth support to 3-5 water service providers submitting applications to the Bureau of Reclamation.</p> <p>In addition, WaterNow will provide a written report of its activities and lessons learned, including key metrics. Summary will include metrics for: the number of Colorado water service providers that engaged with this initiative, number of Colorado water service providers that submitted WaterSMART applications with WaterNow's support, number and key details on successful WaterSMART project applications. The written summary will include all relevant outreach and application support materials.</p>

Tasks
Task 3 – Conduct Outreach and Poll Colorado Municipal Water Leaders on State Revolving Loan Financing Opportunities
<p>Description of Task:</p> <p>WaterNow, in collaboration with a professional polling firm, will develop and conduct a survey of city and utility leader respondents that explores an outreach and application support program focused on connecting Colorado communities with State Revolving Fund (SRF) loans and resources for distributed water infrastructure. By conducting this preliminary data-gathering exercise, WaterNow will develop an understanding of existing attitudes towards SRF funding among their network of contacts among Colorado municipalities and utilities, and perceived and actual barriers to municipal and utility leaders choosing to pursue project funding through the Colorado Clean Water and Drinking Water SRFs. This effort will prepare WaterNow for the development of a program which will support funding and financing opportunities through the Colorado SRF, similar to their present work on the WaterSMART grant portfolio.</p>
<p>Method/Procedure:</p> <ol style="list-style-type: none">1. Conduct outreach and promotional activities with Colorado communities ahead of the SRF eligibility survey. Outreach will build on their experiences spreading the word about the WaterSMART funding opportunities, and include extensive email campaigns, blogs, social media posts, and partner outreach. Outreach will utilize WaterNow's database of nearly 1,000 Colorado water utility contacts and outreach activities will specifically target small-to-mid-sized, under-resourced Colorado cities, towns and utilities. This outreach will be conducted to ensure that communities are (1) aware of key deadlines in applying for the SRF program and are aware of the expected timeline for completing the eligibility survey that acts as a prerequisite for any SRF loans; and (2) that communities are aware of the ways SRF programs can support sustainable water projects and initiatives.2. Create and administer a polling questionnaire that will be developed by WaterNow, in partnership with a subcontracted professional polling firm, and with input from Colorado State Revolving Fund (SRF) administrators. The resulting survey will be distributed to the Grantee's network of municipal and utility leaders, and the results will be analyzed. In cases where it is appropriate, informational interviews will be used to follow up on and further explore the results of the survey. The results of these efforts will be used to draw broader conclusions about the need



for outreach and application support regarding Colorado's Clean Water and Drinking Water SRF programs, in particular for addressing sustainable water projects and initiatives.

Deliverable:

The primary deliverable will be the survey, responses, and analysis of the results, shared in a written report. This information will be shared with the SRF administrators and will ultimately inform the development and design of their future SRF application outreach and assistance support programming. WaterNow will also share a written summary that describes all relevant outreach and application support materials.

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.

Reporting Requirements

Progress Reports: 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.

Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant'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.

The CWCB will pay out the last 10% of the 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 purchase order or grant will be closed without any further payment.

Payment

Payment will be made based on actual expenditures and must include invoices for all work completed. 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.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of this contract must be provided as part of the project documentation.

Performance Measures

Performance measures for this contract shall include the following:



COLORADO

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Department of Natural Resources

(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 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.

(b) Accountability: Per 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 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.

(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.