



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Date Revised:	May 1, 2023
Name of Grantee:	Colorado Water Wise
Name of Water Project:	Native Grass Manual Website
Funding Source:	Colorado Water Wise, Colorado Springs Utilities, Northern Water, Denver Water, Denver Climate Action, Sustainability and Resilience (CASR), Aurora Water, Western Resource Advocates, Joan Sapp (Landscape Business Owner)

Water Project Overview:

Purpose

Colorado Water Wise, in collaboration with the project team, will produce an educational website that describes the best practices for the successful installation and maintenance of native and water-wise grasses in urban/suburban landscapes in Colorado. This project will adapt already-created content to an online format to drive greater engagement.

Current Project Status

The website content has been collected and created by the Native Grass Working Group through individual contributions and collective workshops representing fifty statewide contributors and stakeholders. Contributors include a collaborative group of water provider staff, researchers, landscape professionals, consultants, developers, and environmental groups.

Web-Based Delivery Format

The manual will be an interactive website rather than a static document. Web-based delivery will reach more people, provide greater help through interactive tools, and sustain a more up-to-date resource by modifying the content as new information becomes available.

Besides providing general guidance on best practices, one of the biggest needs is support for choosing a type of grass that will meet the project's objectives, fulfill the landscape's function, and tolerate the site's conditions. To help landscape owners and managers make better choices, the project team will include an interactive decision support tool for appropriate grass type selection.



Project Objectives:

1. Create an educational website with consistent, expert guidance, and best practices for native and water-wise grass projects specific to Colorado.
2. Provide usable tools for landscape professionals, project managers, program managers, and associated parties involved in decisions and oversight of grass conversion projects.
3. Include case studies to showcase options, costs vs. benefits, and water/maintenance savings.
4. Communicate options for different ecological regions.
5. Enable successful non-essential turfgrass replacement.

Tasks

Task 1 – Define website objectives, structure, functionalities, and outreach strategy

Description of Task:

The project team will finalize the project objectives, then define the website structure and functionalities needed to achieve the objectives. This will include refining the draft website structure, finalizing the content, creating page requirements and wireframes, defining how visitors will use the website, and developing an outreach plan to engage the target audience with the website. The team will ensure a long-term party is responsible for site ownership and maintenance, including the required resources.

Method/Procedure:

- The project team will create a draft statement of work from the existing Installation and Maintenance Manual, Draft Website Structure Outline, and Project Overview documents.
- Conduct two workshops with Native Grass Working Group and stakeholders to confirm objectives, requirements, and functionalities.
- Project team finalizes long-term maintenance plan and identifies responsible parties and required resources.
- Project team drafts outreach and education plan to deliver content to target audience.
- Review with potential users, gain feedback, and refine as needed.

Deliverable:

- A finalized statement of work that includes a comprehensive description of the objectives, structure, and all required functionalities of the website.
- Outreach and education plan
- Long-term maintenance plan with identified responsible parties, timeline, and resources.

Task 2 – Review Proposals and Select Contractor

Description of Task:

Once the statement of work is complete, it will be publicized to potential website design and development contractors. Project proposals, schedules, and pricing will be solicited through standard procurement procedures.



Method/Procedure:
<ul style="list-style-type: none">• Post the proposal solicitation and project documents. List submission instructions.• Project team reviews and scores project proposals to determine the best value of pricing, schedule, and expertise.• Project administrator notifies selected contractor and facilitates contract signing.
Deliverable:
A signed contract to implement the statement of work and a schedule that defines when milestones will be completed.

Task 3 – Website Design and Development
Description of Task:
The contractor will create the website according to the requirements defined in the statement of work, their proposal, and approved schedule. The project team will review and provide feedback to ensure the deliverables are achieved.
Method/Procedure:
<ul style="list-style-type: none">• Contractor builds website and hosts review meetings with project team.• Project team reviews progress at pre-determined milestones and provides feedback.• Contractor incorporates feedback for next milestone review.
Deliverable:
A completed website that delivers all the functionalities described in the statement of work by the dates defined in the project schedule.

Task 4 – Acceptance Testing, Documentation, and Training
Description of Task:
Once the website is complete, the project team will determine if the deliverables have been met by the contractor. The contractor will provide documentation and training so the project team can administer the site in the future.
Method/Procedure:
<ul style="list-style-type: none">• Contractor submits final product and documentation for acceptance review.• Project team reviews product and documentation, accepts if applicable.• Contractor conducts website administration training with site administrators.
Deliverable:
<ul style="list-style-type: none">• Signed acceptance of all deliverables defined in the statement of work.• An approved administration guide document that includes all information needed to maintain and update the website.



- Completed training session(s) for site administrators.

Task 5 – Launch and Refine Website; Transition to Long-Term Maintenance

Description of Task:

The website will be made visible to the public. The contractor will transition all assets and credentials to the project team. The project team will begin outreach to the target audience to share the new website.

Method/Procedure:

- Contractor publishes website and transfers all credentials to site administrators designated by the project team.
- Site administrators monitor for issues and opportunities to improve content; make needed adjustments and improvements.
- Project team initiates outreach to key audiences about the new web-based resource and its capabilities, including landscape industry associations, homeowner association groups, suppliers, contractors, and landscape managers.

Deliverable:

- Website is publicly accessible with complete functionalities.
- Team creates a promotional material templates and training presentations/materials.
- Team delivers five training sessions in different regions of Colorado.

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 six 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:

(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.