

# Exhibit A

Statement Of Work	
Date Prepared:	10/4/2023
Name of Grantee:	Year One Inc., dba Mile High Youth Corps
Name of Water Project:	Single Family Home Water Audits and Installs
<b>Water Project Overview:</b>	
<p>The Grantee's Energy &amp; Water Conservation (E&amp;W) Program will employ young adults (Corpsmembers) to provide 510 water-efficiency service visits to low-income households over 18 months. Service visits will include an assessment of the household's water and energy usage and the replacement of inefficient water fixtures and toilets with low-flow fixtures and ultra-high efficiency toilets. Leveraged funding from other E&amp;W program partners will also allow for the installation of LED lighting and programmable thermostats to further reduce a household's energy consumption.</p> <p>The Grantee's Corpsmembers will provide one-on-one conservation education and behavior coaching, and act as a community resource agent while visiting the household. This approach multiplies the impact of each home visit by connecting residents to additional resources and services. Based on assessment findings and personal need, Corpsmembers will provide information and referrals to outside agencies for weatherization and HVAC upgrades, bill assistance, and other health and human services connections. Corpsmember coaching encourages long-term sustainability within the household, reduces the impact of water and energy bills on residents, and promotes social equity for the Grantee's client base.</p> <p>The Grantee's Corpsmembers work on small crews while gaining the technical skills and customer service experience for careers in "green" industries. Corpsmembers leave with hands-on service experience and a better understanding of the environmental issues facing their community and the planet. Corpsmembers earn a stipend and are enrolled in the AmeriCorps program, earning post-secondary education scholarships over the course of their service term. The Grantee offers young adults a unique opportunity for career development while serving their local community.</p>	
<b>Project Objectives:</b>	
<p>Funding from CWCB will cover service and material costs for household water audits and retrofits. Households will also receive energy retrofits with funds leveraged from other program partners. Overall, the Grantee will:</p> <ul style="list-style-type: none"><li>• Complete 510 service visits in the Denver Metro area for homes qualified as "low-income."</li><li>• Install an estimated 410 ultra-high-efficiency toilets (UHETs).</li><li>• Track conservation totals from installs including client water savings (gal), water heating estimates (Therms), household financial savings (\$), and low efficiency toilets recycled. Additional conservation totals for energy installs (lighting, thermostats) will also be tracked.</li></ul>	

Tasks
<b>Task 1 – Water and Energy Audit and Upgrades</b>
Description of Task:

<p><b>Water and Energy Audit:</b></p> <ul style="list-style-type: none"> <li>Corpsmembers will inspect and document current water fixtures (faucet aerators, showerheads, toilets) in the home.</li> <li>With leveraged funding, Corpsmembers will additionally inspect the residence's insulation levels, furnace efficiency, lighting, carbon monoxide and smoke detectors, and thermostat.</li> <li>After completing the audit and installs, Corpsmembers deliver one-on-one conservation education and behavior coaching.</li> <li>Corpsmembers also distribute an "Additional Resources" document. Based on observed or stated client needs, Corpsmembers can connect residents to third-party services including free or low-cost home repairs, weatherization services, or conservation services (e.g. appliance replacement).</li> <li>Assessment and upgrade data is collected during each visit and entered into a project management database at the end of each work day. Once a month, reports are generated detailing the total number of service visits, upgrades completed (aerators, showerheads, toilets etc.), educational surveys completed, and the conservation totals for the month. The database generates monthly invoices and reports for CWCB. Conservation reports contain estimated water, energy, and financial savings resulting from service visits.</li> </ul>
<p><b>Method/Procedure:</b></p> <ul style="list-style-type: none"> <li>The Grantee uses Low-Income Energy Assistance Program (LEAP) enrollment lists to identify a majority clients served. Corpsmembers call residents registered on the LEAP list to inform potential clients about services. Clients can typically be scheduled for service visits one week after the first call. Corpsmembers complete a preliminary income verification during the scheduling call.</li> <li>The Grantee's Community Climate Ambassador team conducts public education and outreach in high- priority Denver neighborhoods; contacts created through this outreach campaign will be included for enrollment in E&amp;W program in-home services.</li> <li>Assessment and installation of low-flow fixtures: <ul style="list-style-type: none"> <li>Showerheads</li> <li>Bathroom aerators</li> <li>Kitchen Aerator</li> </ul> </li> <li>Assessment and upgrade of energy using fixtures: (leveraged funds).</li> <li>Assessment of appliances: (leveraged funds) <ul style="list-style-type: none"> <li>Domestic Hot Water Heater</li> <li>Furnace</li> <li>Refer household to Energy Resource Center based on findings.</li> </ul> </li> <li>Assessment of other home energy usage factors: (leveraged funds) <ul style="list-style-type: none"> <li>Windows - Visual check for presence of single-paned glass windows.</li> <li>Attic insulation- if attic is accessible, record type and depth of insulation.</li> <li>Plug-in electronics - Check for sources of phantom loads.</li> <li>Refer household to Energy Resource Center based on findings.</li> </ul> </li> </ul>
<p><b>Deliverable:</b></p> <p>The grantee will provide CWCB Staff with a summary detailing the outcomes of Task 1.</p>

Tasks
<b>Task 2 – Install and Upgrade of Ultra-High Efficiency Toilets (UHETs)</b>
Description of Task:

- Corpsmembers will schedule toilet installations for toilets that use over 1.6gpf, were manufactured before 2000, are faulty, or do not meet accessibility needs of residents. These toilets will have been previously qualified during initial audits (Task #1).
- The Grantee will complete 410 toilet installations over 18 months.
- Homeowner will be provided, and sign, a customer agreement and waiver. Renters will be required to have property owner permission for toilet replacements.
- Corpsmembers will remove each old, inefficient toilet and replace these units with 0.8gpf UHETs. Toilets are replaced according to International Building Code best practices, sealed and tested with the homeowner present. Corpsmembers provide the homeowner with information on their new toilet- how to properly operate, troubleshoot issues, and request warranty service. Manufacturers' warranty materials are left with the homeowner, as is contact information for customer service.
- Removed toilets are transported back the Grantee's warehouse and prepped for recycling. the Grantee partners with Colorado Springs Recycling to recycle old toilets.

**Method/Procedure:**

- Corpsmembers calls clients to schedule a return visit for toilet replacements. Toilets for replacement are pre-qualified from previous water and energy audits.
- Teams of two Corpsmembers travel to their assigned service sites. Corpsmembers confirm that toilets within a home qualify for replacement then begin replacement of inefficient toilets.
- Each Corpsmember in the Grantee's Energy & Water Conservation Program has been trained on industry standards for proper removal of old toilets and the prep and installation of UHETs. New installations are tested for quality assurance and Corpsmembers provide UHET information to residents. Toilet warranty and service warranty information are left with the resident.

**Deliverable:**

The Grantee will provide CWCB Staff with summary detailing the outcomes of Task 2.

### Budget and Schedule

This Budget and Schedule reflects the tasks identified in the Statement of Work.

Task No.	Task Description	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match Funding	Total
1	Water and Energy Audits	10/31/2023	2/28/2025	\$ 61,493.00	\$ 148,185.00	\$ 209,678.00
2	Toilet Installs	10/31/2023	2/28/2025	\$ 121,708.50	\$ 60,427.05	\$ 182,135.55
<b>Total</b>				<b>\$ 183,201.50</b>	<b>\$ 208,612.05</b>	<b>\$ 391,813.55</b>

### 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. 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 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 purchase order 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 purchase order must be provided as part of the project documentation.

### Performance Measures

Performance measures for this purchase order 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. 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 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. 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 purchase order.