

# EXHIBIT A

Statement Of Work	
Date:	06/30/2023
Name of Grantee:	Arapahoe County
Name of Water Project:	County Irrigation Water Conservation Study, Planning and Implementation
Water Project Overview:	
<p>This project consists of study, implementation, measurement, maintenance and sharing of water conservation measures at four sites within Arapahoe County, including:</p> <ul style="list-style-type: none"><li>- <b>Arapahoe County Administration (East side), 5334 S Prince St., Littleton CO</b>, approximately 3 acres ornamental turf under irrigation through Denver Water. Advancing on the successful work funded at the west side of the facility through the 2021/22 grant, the Grantee intends to plan and implement water conservation measures to the semi-functional turf on the east side of the facility. Functionality and site usage differ from the west side of the facility, and options are more limited, so the solution is still under discussion but is likely to consist of conversion to a native turf mix. Goal of any action taken on site will be to reduce irrigation water by a <u>minimum</u> of 15% irrigation over baseline year 2020 while maintaining aesthetics and functionality.</li><li>- <b>Centrepont Plaza, 14980 E Alameda Ave., Aurora CO</b>, approximately 3 acres mixed irrigated site (approximately 1.8 acres turf; 1.2 acres xeric) under irrigation with Aurora Water. In summer 2022 this site exceeded Aurora's recommended water budget by 50-90%. Severe watering restrictions are in effect, and modifications are critical to bring this site within accepted irrigation levels. Tree appraisal/audit is complete, and site master-plan design is underway (conceptual plan and narratives attached to demonstrate direction of plan). 2023/24 target will be to bring irrigation water usage within Aurora's recommended water usage budget or not less than 30% reduction overall over baseline year 2020, whichever is greater, while maintaining the site's mature landscape elements. Target measures for 2023/24 include conversion of irrigation to protect trees and shrubs, while reducing or eliminating irrigation to turf areas targeted for later conversion to native as well as conversion of some high-irrigation demand areas to native.</li><li>- <b>Arapahoe County Justice Center campus, 7305-7325 S. Potomac St., Centennial CO</b>, approximately 4.7 acres mixed irrigated site (approximately 4.23 acres turf; .5 acres xeric) in Arapahoe County Water and Wastewater Authority (ACWWA) jurisdiction. This campus has a large amount of irrigated non-functional turf, unevenly distributed between a network of pedestrian sidewalks. Much of the turf and many of the trees are failing to thrive due to the impacts of salt/sand, slopes or other site factors. Site landscape master planning is underway and for 2023/24 will focus on aesthetic improvement of public space while reducing non-functional turf, replacing plantings adjacent to sidewalks prone to high concentrations of salt/sand with appropriate native landscape, and specific targets for modified irrigation. Narrative describing focus of design work is attached for reference. Anticipated implementation of projects to the extent funded would take place late 2023 into 2024 with <u>minimum</u> targeted irrigation reduction of 15% site-wide over 2020 baseline.</li><li>- <b>Lima Campus, 6904-6984 S Lima St., Centennial CO</b>, approximately 2.6 acres mixed irrigated site (approximately 1.6 acres turf; .9 acres xeric) in ACWWA jurisdiction. Site master plan design work is</li></ul>	

underway. Implementation will target low-cost/high-impact measures through late 2023 with additional phased measures in 2024 as funding allows. Focus on this site will be to protect trees and shrubs and preserve some ornamental turf at targeted spaces for staff refreshment while providing high aesthetic appeal and no increase in maintenance with targeted irrigation reduction of no less than 15% across the campus (over baseline year 2020). Colorado State University Extension Master Gardener program has installed one demonstration xeric garden at the site and will be invited to be a part of the development of the remainder of that site.

The Grantee will submeter each implementation to validate reductions in water use dedicated to landscape irrigation.

A critical element of the projects for the Grantee is widespread outreach and sharing of successes and lessons learned to demonstrate positive environmental leadership. Outreach appropriate to each space will be developed through the Grantee's in-house Communications team in collaboration with the appropriate water authority. The Grantee's Project Manager and Energy/Resource Manager widely promote the Grantee's projects through local sustainability groups and facility/landscape forums and act as resources to other entities about project lessons learned. The Grantee's Project Manager has presented information about the 2022 CWCB-funded turf conversion project as a part of a Sustainability Learning Lab at the International Facility Management Association's (IFMA) 2023 Facility Fusion conference in San Francisco and has been asked to submit an article for the international association's *FM Journal* (planned for late 2023/early 2024 to incorporate lessons learned) about landscape conversion projects.

The Grantee's outreach goal is to maximize distribution of information about these projects to staff and public through successful County media distribution to staff and public as well as any partner resources we can reach to share the reason for the modifications and the impact on the water basin as fully as possible.

#### **Project Objectives:**

1. Reduce potable water irrigation for modified spaces to contribute location-specific irrigation reduction targets based on function, conditions, proportion of modifications funded at the site and site-specific needs.
2. Collaborate with local authorities having jurisdiction (AHJs) to demonstrate and promote implementation of new and developing site design guidelines for irrigation water conservation through conversion of large site turf areas.
3. Demonstrate environmental stewardship and leadership at the Grantee's facilities by planning, implementing, and sharing about water-conserving landscape design across its facilities. Promote each project within the community using means appropriate to that site, including signage, newsletter postings, and through project partners or supporting organizations (such as Denver Water Public Affairs, City of Aurora) as well as through water conservation and sustainability forums within and outside the State.
4. Set new landscape development and maintenance practices in place that support the shift in maintenance focus from irrigating and tending to lawns to active maintenance and monitoring of remaining/required irrigation systems and water usage, supporting the health of trees and native site landscape, and invasive/weed control (to support acceptance of the new landscape).

Tasks
<b>Task 1 – Outreach</b>
Description of Task:
<p>The Grantee will broadly communicate with staff and the public about water conserving modifications planned for and being implemented at the Grantee’s sites through on-site signage, messaging through successful County media/publications, continued participation in formal and informal sustainability/landscape water conservation groups and discussions and (assuming willingness on their part) continued updates about project successes through Denver Water and their many media. Contribute successes and lessons learned to site conversion case studies.</p>
Method/Procedure:
<p>The Grantee will develop and implement communications plan including community outreach, signage, active update mechanisms and partnering with other agencies (Denver Water Public Affairs, City of Aurora) to highlight the projects. Continue outreach through project and document/share success story after establishment.</p> <p>The Grantee will continue to act as resource to other entities considering large site conversion. The Grantee’s Project Manager and Energy Program Manager have received numerous inquiries and conducted multiple site tours as an outcome of the promotion/outreach related to the 2022 CWCB-backed site conversion at the west side of the Grantee’s Administration facility. The Grantee’s teams actively share and promote lessons learned from these sustainability projects and will continue to openly share plans, methods/techniques and outcomes.</p> <p>The Grantee’s Project Manager has agreed to participate in the 2023 Cherry Creek Watershed Conference to share the Grantee’s active water conservation activities, successes, and challenges.</p> <p>The 2022 CWCB-backed site conversion project has been presented at a Sustainability Learning Lab at an international leadership conference. The Grantee has been asked to and will jointly develop and submit an article to the international publication FMJ (International Facility Management Association’s (IFMA) Facility Management Journal), highlighting the significant savings achieved through low to no-cost measures as well as the successes and lessons learned through the site conversions.</p> <p>The Grantee’s outreach goal is to maximize distribution of information about these projects to share the reason for the modifications and the impact on the water basin as fully as possible.</p>
Deliverable:
<p>The Grantee will provide CWCB Staff with a summary of Task 1 and a copy of the publication highlighting the impacts of large-site conversation for water conservation in an international journal that highlights facility maintenance and sustainability practices (if accepted).</p>

Tasks	
<b>Task 2 – Design</b>	
Description of Task:	
<p>The Grantee has (in part as a portion of its match for the 21/22 grant) funded design for water-conserving master site design for Centrepont Plaza, the Lima Campus and the east side of the Administration facility. Outside the 21/22 grant the Grantee has also contracted for and is in process for design of the Arapahoe County Justice Center Campus.</p> <p>Additional design work, coordination with the Authorities Having Jurisdiction, and particularly irrigation modifications, will be required for each site as plans are finalized and the Grantee determines the extent to which it can fund the improvements at each site.</p>	
Method/Procedure:	
<p>The Grantee will work with site features, requirements and intended use information, designers and Authorities Having Jurisdiction to create and/or or build on design work and amend master site/landscape plans for future/phased implementation of permanent water-conserving modifications to east side of County Administration facility (City of Littleton), Lima Campus (Arapahoe County), Centrepont Plaza (City of Aurora) and the Arapahoe County Justice Center (Centennial).</p>	
Deliverable:	
<p>The Grantee will provide CWCB Staff with final landscape design documents as well as planting and irrigation master plans showing proposed phasing and irrigation savings at each site.</p>	

Task 3 – Construction/Implementation	
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Description of Task:	
<p>The Grantee will implement water conserving measures at each of four sites to achieve targeted irrigation reduction. Implementation to be phased at each site to extent of funding, prioritizing those measures that will protect mature/required trees shrubs while having greatest impact on the reduction of site irrigation.</p> <p>Sites/Focus areas include:</p> <ul style="list-style-type: none"> <li>- <b>Arapahoe County Administration (East side), 5334 S Prince St., Littleton CO.</b> Focus will be on converting irrigation to properly irrigate and maintain mature trees, replacing turf on slopes and under heavily treed spaces with appropriate stabilizing features and species, and minimizing remaining bluegrass turf areas and/or replacing with native or other low-water turf species</li> <li>- <b>Centrepont Plaza, 14980 E Alameda Ave., Aurora CO.</b> Target for this site in this funding cycle will be providing appropriate irrigation to existing trees and desired shrubs while irrigation to turf areas is greatly reduced or eliminated, and removal/replacement of high-water-demand shrubs and plantings with more appropriate native species. Tree appraisal/audit is complete.</li> </ul>	

<ul style="list-style-type: none"> <li>- <b>Arapahoe County Justice Center campus, 7305-7325 S. Potomac St., Centennial CO.</b> This campus has a large amount of irrigated non-functional turf unevenly distributed between a network of pedestrian sidewalks, with many failing trees and large turf areas that are failing to thrive due to the impacts of salt/sand, slopes or other site factors. Focus for this funding cycle will be on irrigation system improvements to maximize irrigation efficiency (including tying flow meters to both controllers), preservation and protection of mature trees while minimizing irrigation waste and aesthetic improvements to high visibility areas that will reduce irrigated turf. A very early narrative describing some of the design focus for both this campus and the Lima campus described below is attached for reference. (The narrative will be updated to remove many of the “low-hanging” irrigation modification measures which County has already implemented.)</li> <li>- <b>Lima Campus, 6904-6984 S Lima St., Centennial CO.</b> Implementation will target protection of desired trees and shrubs, some turf to drip (native/shrub) bed conversions, efficiency updates to irrigation systems and preservation of some limited ornamental turf at targeted spaces for staff refreshment.</li> </ul> <p>Each implementation will be submetered to validate reductions in water use dedicated to landscape irrigation.</p>
Method/Procedure:
<p>The Grantee will go to bid for phased implementation of the projects at each of four sites, selecting the best value contractor. Based on the bids, the Grantee will determine the extent to which the recommended modifications can be funded at the sites, prioritizing most highly the preservation of trees/shrubs, turf to native/shrub bed (drip) conversions, and the measures that will have the greatest impact on the reduction of site irrigation.</p> <p>The Grantee’s Senior Project Manager will manage implementation of construction and ensure proper training and maintenance knowledge have been provided to the Grantee’s staff and contractors; the Grantee’s Energy/Resource Manager will closely monitor and document implementation, irrigation reduction and maintenance practices.</p>
Deliverable:
<p>The Grantee will provide CWCB staff with:</p> <ul style="list-style-type: none"> <li>- Partial/phased site conversion at each of four sites (to the extent funded).</li> <li>- Measurement and verification of irrigation system reduction through controller and flow meter/sensor as well as water utility reporting, normalized for seasonal variations.</li> <li>- Validation of targeted water savings for each site over baseline year 2020.</li> </ul>

Task 4: Measurement & Verification
<b>Task 4 – Measurement and Verification</b>
Description of Task:
Throughout project and for a full growing season after implementation of the scope funded through this application, measure and verify realized irrigation savings, report results.
Method/Procedure:

Comparison to 2020 baseline numbers for each site vs submetered usage at each site.
Deliverable:
The Grantee will provide CWCB Staff with a summary showing metrics for irrigation savings realized.

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	Outreach	10/31/2023	11/1/2024	\$ 500.00	\$ 500.00	\$ 1,000.00
2	Design	10/31/2023	11/1/2024	\$ 4,300.00	\$ 12,900.00	\$ 17,200.00
3	Construction/Implementation	10/31/2023	11/1/2024	\$ 116,633.20	\$ 116,633.20	\$ 233,266.40
4	Measurement & Verification	4/1/2025	12/1/2025	\$ 365.25	\$ 365.25	\$ 730.50
<b>Total</b>				<b>\$ 121,798.45</b>	<b>\$ 130,398.45</b>	<b>\$ 252,196.90</b>

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 grant agreement. 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.</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 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 grant agreement will be closed without any further payment.</p>

### 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 grant agreement 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 grant agreement must be provided as part of the project documentation.

### Performance Measures

Performance measures for this grant agreement 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 grant agreement 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 grant agreement.