



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Prepared Date:	May 15, 2023
Name of Grantee:	South Metro Water Supply Authority
Name of Water Project:	South Platte Regional Opportunities Water Group – Outreach Phase
Funding Source:	Water Storage and Supply
Water Project Overview:	
<p>This project will offer a collaborative approach to meet a variety of future water needs in the South Platte Basin, which will provide water supply and economic security to participants while preserving agriculture and open space. This multipurpose, regional storage concept was borne out of needs identified both in the 2015 and 2022 (updated) South Platte Basin Implementation Plans (SPBIP) to meet future South Platte Basin demands, and the concept was identified in both editions of the SPBIP.</p> <p>The purpose of this project is to conduct extensive outreach among stakeholders and to build a committed coalition of partners who are willing to pursue and invest in the Grantee's Concept. Through this outreach, the concept will be refined into a detailed vision for further planning purposes in subsequent development steps for the Grantee's Concept.</p> <p>Outreach planning and implementation will begin in January 2023 – before the grant contract is executed. Outreach efforts and Steering Committee meetings conducted prior to the grant award will be considered matching contributions per the grant criteria. Pre-grant, matching work conducted by the Steering Committee is described in the Statement of Work alongside grant-funded work in each of the tasks. The pre-grant work will occur until the grant contract is executed. After grant contract execution, the work will be funded through the grant.</p>	
Project Objectives:	
<p>The Grantee will conduct extensive outreach to stakeholders and potential project partners. The outreach is intended to:</p> <ul style="list-style-type: none">• Educate potential project participants on the Grantee's Concept and vision• Collaborate with potential participants on refinements to the Grantee's Concept to better meet their specific water needs• Inform longer-term strategies for Grantee's Concept implementation• Build a committed coalition• Focus the concept into a detailed vision• Drive immediate and dependable progress	



Tasks
Task 1 – Conduct outreach with specific water providers and water managers
Description of Task: <p>The Grantee will conduct focused meetings with municipal and agricultural water providers to identify participants willing to advance and invest in the Grantee and/or identify questions that need resolution before potential participants can fully commit. During these meetings, the strategic vision for the Grantee’s Concept will be shared and discussions will be initiated regarding potential participant needs and how the Grantee’s Concept might fulfill them. Prior to meeting with specific providers, the Grantee will collect basic publicly available information on potential participant systems. The Grantee will compile water supplies to inform discussions and facilitate a more effective exchange of ideas. The outreach will include multiple meetings throughout to share information, brainstorm ideas, and obtain feedback. The meetings will help inform additional feasibility and other work that could be funded through subsequent efforts and serve as the foundation for building a participant coalition.</p>
Method/Procedure: <ol style="list-style-type: none">1. The Grantee will prepare for and conduct follow up meetings<ol style="list-style-type: none">a. Assess results of first-round meetings and feedback from all entities and prepare for follow up discussions. Identify potential refinements or modifications to the Grantee’s Concept to better meet the needs of potential participants.b. Conduct follow up meetings with potential participants.2. The Grantee will prepare a report on outreach<ol style="list-style-type: none">a. A draft report will be developed that summarizes non-confidential findings from the outreach meetings, including a list of potential and committed partners, and recommendations for refinement of the Grantee’s concept to best meet the needs of the identified partners.b. The report will be finalized based on comments from the Steering Committee.3. The Grantee will update the Strategic Vision<ol style="list-style-type: none">a. The Strategic Vision for the Grantee’s concept, which will describe its benefits, intent, and next steps in development, will be updated based on feedback from potential participants and direction from the Steering Committee.
Deliverables: <p>The grantee will provide CWCB staff with a summary of non-confidential findings from the outreach meetings, including a list of potential and committed partners, and recommendations for refinement of the concept to best meet the needs of the identified partners.</p>

Tasks
Task 2 – Apply for grant funding to support additional feasibility studies
Description of Task: <p>The Grantee will develop, scope, and costs in this task for an application for a subsequent Water Plan grant (or other CWCB or federal grant). Additional grant funding will be necessary to conduct longer-term outreach and perform the technical, organizational, and financial analyses required to answer questions from potential participants. Recommendations from the feasibility study and a preliminary work plan developed in early 2021 by the applicant will provide a head start for identifying work that could be supported with additional grant funds. Early attention to securing grant funding will build momentum behind the Grantee’s Concept while easing the financial burden and risk for potential participants, which will increase the likelihood that potential participants will commit pursuing the concept.</p>



Method/Procedure:

The work methods and procedures associated with this task will be:

1. The Grantee will use the findings from the outreach in Task 1 and in collaboration with the Grantee's Steering Committee, develop a scope of work, budget, and timeline for work immediately following the outreach phase (i.e. the work associated with this current grant application).
2. The Grantee will develop draft grant application(s) and send to co-applicants for comments. Note that the Steering Committee is currently considering different grant-funding options.
3. The Grantee will revise the grant application based on comments and submit to the funding agency.
4. Present grant funding requests to the South Platte Basin Roundtable, Metro Roundtable, and CWCB as necessary.

Deliverables:

CWCB grant application

Tasks

Task 3 – Project Management and Steering Committee meetings

Description of Task:

Monthly and as needed Grantee Steering Committee meetings will be held for the duration of the grant to discuss outreach progress, findings, potential funding, potential Grantee Concept refinements, and next steps. Additionally, the Grantee's consulting team will perform project management activities such as project set-up, monthly invoicing, and progress reporting.

Method/Procedure:

1. The Grantee will prepare for and conduct 7 regularly scheduled Steering Committee meetings on a monthly basis and an additional 3 as-needed Steering Committee meetings to be funded with the grant. The work includes meeting preparation, facilitation, and documentation.
2. The Grantee will conduct project management activities such as maintenance of shared project file system, invoicing, progress reporting, etc.

Deliverables:

The Grantee will provide CWCB staff with a summary of outreach efforts and detailed planning concepts.

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:

(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.