



**Colorado Water Conservation Board**

**Exhibit A - Water Plan Grant – Statement of Work**

**Statement Of Work**

<b>Prepared Date:</b>	<b>April 3, 2023</b>
<b>Name of Grantee:</b>	<b>City of Longmont</b>
<b>Name of Water Project:</b>	<b>Water Efficiency Master Plan Update</b>
<b>Funding Source:</b>	<b>Conservation and Land Use</b>

**Water Project Overview:**

The Grantee will use Water Plan Grant Conservation and Land use funds to prepare an updated Water Efficiency Master Plan that meets all state planning requirements.

The Grantee has a long history of support for water conservation and actively pursues water conservation through programs approved through the CWCB in 2017. The Grantee's current programming includes:

- Rebates and giveaways for fixtures and appliances through Efficiency Works
- Irrigation evaluations, discounted Garden in a Box (including income-qualified extra discounts) Water Wise seminars, and Turf Replacement through Resource Central
- Automated meter reading
- Public outreach and advertisements
- Water waste reporting system
- Municipal landscape code
- Conversation from treated water to raw water irrigation

The Grantee will continue to incorporate these plan goals with each update and strive to do more.

**Project Objectives:**

In the Grantee's 2024 update they will:

- create more aggressive water conservation goals driven by climate change data
- continue and increase benefits to vulnerable communities through program expansion
- increase and maintain watershed health through education and outreach expansion
- create sustainable, equitable, and resilient landscapes through code and design standard updates
- implement a "Growing Water Smart" component to Grantee development

The Grantee will hire a consulting agency to develop these goals and build out these programs. The Grantee will have the agency study several best practices to see if the Grantee should incorporate them into the Grantee's conservation planning and programming. These areas of study include



design standards for Right of Ways/ Arterial landscapes, turf replacement cost-benefit analysis, and best investments for conservation programs and projects.

### Tasks

#### Task 1 – Water Conservation Program and System Evaluation

##### Description of Task:

The Grantee’s consultant will study and profile Longmont’s existing water system, water demands, and historical demand management, study planning and water efficiency benefits and goals, and study the efficiency and potential of current and proposed water conservation programs.

##### Method/Procedure:

The Grantee’s consultant will work with Grantee staff to study the current processes and use climate change and modeling data to inform decisions on programming, planning processes, codes, outreach methods, and more.

##### Deliverable:

Updated water conservation goals, modern code language to reflect the Grantee’s priorities to “Grow Water Smart”, and direction for Water Conservation program development.

### Tasks

#### Task 2 – Public Engagement and Review

##### Description of Task:

The Grantee’s consultant will work collaboratively with the Grantee to organize and implement the Public Review Process in accordance with the CWCB Guidance Document. The Grantee will solicit, collect, organize, and respond to comments from the public and provide a summary of comments to the Grantee’s Consultant electronically. The Grantee’s consultant will prepare responses to public comments not already addressed by the city to be included in the plan.

##### Method/Procedure:

Public meetings, open houses, individualized outreach, surveys, and digital marketing.

##### Deliverable:

Compilation of public commits/ priorities; Figures/ graphics to support data representation.

### Tasks

#### Task 3 – Project and Report Management

##### Description of Task:



The Grantee's consultant will prepare the 50 and 75 percent progress reports for CWCB and send them to the Grantee. The Grantee will prepare the final submittal and send the progress reports to CWCB. For purposes of estimating it is assumed the Grantee's consultant will prepare four iterations of the Water Efficiency Master Plan.

Method/Procedure:

The Grantee's consultant will manage, administer, coordinate, and integrate consulting services to deliver these services within budget and on schedule.

Deliverable:

Progress reports at 50 and 75 percent. Draft plans for internal Grantee review, water board/ public review, and CWCB review. Followed by a final Water Efficiency Master Plan.

### 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 to 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.