

# Exhibit A

Statement Of Work	
Date:	30 June 2023
Name of Grantee:	Ducks Unlimited, Inc.
Name of Water Project:	Two Ponds National Wildlife Refuge Restoration
<b>Water Project Overview:</b>	
This project will assist with the restoration of wetlands and aquatic habitat at Two Ponds National Wildlife Refuge (TPNWR) in Arvada, CO. The requested funds will be allocated towards the planning, design, and construction of the TPNWR project, with the overarching goal of enhancing habitat, implementing infrastructure to optimize water rights utilization, and fostering expanded and more impactful opportunities for outreach and education concerning water and wetlands.	
<b>Project Objectives:</b>	
<ul style="list-style-type: none"><li>• Host at least one (1) environmental education program centered on wetlands and/or migratory bird conservation</li><li>• Install at least one (1) informative sign linked to the project; and</li><li>• Restore a minimum of 6 acres of wetland and aquatic habitat.</li></ul>	

Tasks
<b>Task 1 – Survey &amp; Design</b>
Description of Task:
This task involves identifying, developing, and specifying the set of activities (earth-work, conveyance rehabilitation, water-control structure installation, and other constructed structures) required to move forward with habitat enhancement TPNWR.
Method/Procedure:
<p>1.) Topographical surveys. The Grantee will work with Refuge staff to define critical areas within TPNWR where project activities are likely to take place. The Grantee will perform topographical surveys by utilizing GPS receivers to record geo-located elevation data. Certain important features like existing embankments, conveyance features, and water-control structures will be fully covered by our survey efforts. Supplemental elevation data supplied by existing geodata will be used to verify, validate, and extend the survey data collected by our personnel.</p> <p>2.) Surface Models &amp; Other Analysis. Survey data both produced by The Grantee and those obtained from other sources will be validated and analyzed to produce a high-resolution surface model of priority areas on the Refuge.</p> <p>3.) Conceptual Designs. The Grantee will develop a set of activities that will restore hydrologic function and improve habitat diversity on the Refuge: We will identify other areas where earthmoving and shaping will enhance wetland habitat characteristics (even under prolonged drought); We will identify specific reaches of existing water conveyance structures where reshaping, relocating, or removal will achieve project objectives;</p>

We will evaluate existing water-control structures as to their ability to provide – either through rehabilitation or re-location – a more efficient and persistent complex of aquatic habitats. This package of on-the-ground work will be presented to Refuge staff and The Grantee will enter into a series of conversations about activity impact, cost, and risk. These conversations will allow for the identification of permissible activities, scope the highest priority work, and result in the scheduling of construction activities on the Refuge.

4.) Construction Plansets. The Grantee will draft and stamp a set of final construction plansets that provide the location, position, size, specification, and detail of the earthwork, water conveyance work, water-control installations, and other construction activities on the refuge. These final plansets will provide complete information required for project permitting and will serve as the basis for construction sub-contractor bidding and procurement.

**Deliverable:**

The Grantee will provide CWCB Staff with:

- 1.) Conceptual designs of all project activities will be produced in map format, with an opportunity for CWCB Staff to review and comment on conceptual designs.
- 2.) Full construction plansets, stamped by a Colorado-certified Professional Engineer, specifying all project construction activities will be provided to the CWCB upon completion of this task.

### Tasks

#### Task 2 – Project Permitting

**Description of Task:**

Construction work and rehabilitation of identified water facilities to achieve aquatic habitat function on TPNWR entails activities that must comply with a complex of federal, state, and local permitting regimes. Work under this task represents The Grantee’s efforts to coordinate permitting work with Refuge staff and with other interested parties.

**Method/Procedure:**

Much of the permitting work will be performed in coordination with Refuge staff dedicated to ensuring compliance with NEPA, ESA, NHPA, and other federal laws that govern our restoration work. The Grantee will produce documents, maps, designs, data, and other materials in support of Refuge personnel evaluating and permitting our proposed activities.

**Deliverable:**

The Grantee will provide CWCB Staff with documentation of permitting.

### Tasks

#### Task 3 – Project Construction

**Description of Task:**

The Grantee will bid, contract, and manage the construction of wetland and aquatic resource restoration activities under a construction contract. Water-control structure rehabilitation or replacement, and other activities detailed below will all be completed such that existing water supplies are efficiently applied at rates and times known to generate the highest quality aquatic habitats for birds and wildlife that depend on those areas of the Refuge.

Method/Procedure:
Based on the final, stamped construction planset, The Grantee will publish a bid package to a nationwide register of certified contractors. Within a restricted period, all eligible contractors are allowed to bid on the specified construction project. The Grantee selects the lowest bidder from this set and enters into a standard construction contract with that bidder. The Grantee's process observes all pertinent federal procurement rules and regulations. While this national listing allows for a broad range of contractors to consider the work, in practice we tend to receive competitive bids from a small set of contractors located within Colorado and the regions within which we work. Construction will then proceed.
Deliverable:
The Grantee will provide CWCB Staff with photo and video documentation of construction activities.

Tasks
<b>Task 4 – Project Administration and Evaluation</b>
Description of Task:
The Grantee will manage project workplans, financial plans, matching funds, and coordinate with partners to achieve project objectives of restoration on the Refuge. The Grantee will assist Refuge staff with the operation of installed project elements in the first years after project delivery to ensure the project works and to fine-tune any water management needs. The Grantee will work with project partners, CWCB, and members of the Metro Basin Roundtable to evaluate project impacts as requested and/or appropriate.
Method:
<p>1.) Project administration. The Grantee will coordinate all project activities, track project expenditures, correspond with all project partners, and publish all required project reports;</p> <p>2.) Project evaluation. With project actuation complete and operation commencing, The Grantee will work with Refuge staff and other project partners (including interested representatives of the Basin Roundtable) to engage in project evaluation to determine the scope of impact on habitat quality, public engagement, and infrastructure rehabilitation in the region.</p> <p>3.) Partnership development and community engagement. In collaboration with Refuge staff, The Grantee will explore opportunities for community engagement.</p>
Deliverable:
<p>The Grantee will provide CWCB Staff with:</p> <p>1.) Documentation of hosting at least one (1) restoration volunteer day or environmental education program centered on wetlands, water, and/or migratory bird conservation.</p>

### Budget and Schedule

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

Task No.	Task	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match Funding	Total
1	Survey & Design	9/1/2023	7/1/2024	\$ 13,987.00	\$ 13,987.00	\$ 27,974.00
2	Project Permitting	12/1/2023	7/1/2024	\$ 2,820.00	\$ 7,820.00	\$ 10,640.00
3	Construction	7/1/2024	6/30/2026	\$ 81,318.00	\$ 81,318.00	\$ 162,636.00
4	Project Administration & Evaluation	7/1/2023	6/30/2026	\$ -	\$ 7,958.00	\$ 7,958.00
<b>Total for all tasks</b>				\$ 98,125.00	\$ 111,083.00	\$ 209,208.00

### Reporting Requirements

**Progress Reports:** The grantee shall provide the CWCB a progress report every six months, beginning from the date of issuance of the 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.

**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 grant agreement 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 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 to the CWCB 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 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.