

## EXHIBIT A

Statement Of Work	
<b>Date:</b>	April 4, 2024
<b>Name of Grantee:</b>	Dominion Water and Sanitation District
<b>Name of Water Project:</b>	Water Efficiency – Planning and Regulations
<b>Water Project Overview:</b>	
<p>The Grantee is developing Rules and Regulations (Rules) to define the foundational roles and responsibilities of the Grantee and its Retail Districts. Water efficiency is a key component of these Rules. The Rules will outline the main components of the Grantee's Water Efficiency Plan (Plan). The Plan will build on the Rules, providing guidance to implement a well-coordinated and effective water efficiency program at both the Retail District and wholesale levels. Questions that will be explored and addressed during the Plan development include:</p> <ul style="list-style-type: none"><li>▪ How can the Grantee and its Retail Districts continue to elevate the practice of water efficiency and model innovation to others?</li><li>▪ How can the Grantee leverage the water efficiency practices at Sterling Ranch as its service area develops beyond Sterling Ranch?</li><li>▪ What is the appropriate balance between regulatory measures and incentives?</li><li>▪ How can water efficiency be implemented in a fair and equitable manner among established Retail Districts that range from less efficient traditional practices to a Retail District with sophisticated cutting-edge efficiency practices?</li><li>▪ How can strategies provide water efficiency benefits while also fostering resiliency with a warming climate?</li></ul> <p>The Grantee has contracted with a consultant to facilitate the development of the Plan and Rules.</p>	
<b>Project Objectives:</b>	
<p>The project objectives include the following:</p> <ul style="list-style-type: none"><li>▪ Develop a set of water efficiency Rules that define the roles of the Grantee and its Retail Districts and provide a foundational approach to water efficiency.</li><li>▪ Develop a Plan that sufficiently meets the Grantee's vision and provides effective direction and guidance for implementing water efficiency at the wholesale and Retail District level.</li><li>▪ Identify additional multi-pronged opportunities associated with water efficiency measures such as climate resiliency, watershed health, community benefits, etc.</li><li>▪ Engage with CWCB when necessary to ensure the Plan meets Colorado Water Conservation Board (CWCB) guidelines and that the grant is administered correctly.</li></ul>	

Task 1
<b>Task 1 – Project Initiation and Kick-off Workshop</b>
<b>Description of Task:</b>
Task 1 was completed by the Grantee to initiate the project. It also includes a Kick-off Workshop to further define the scope of work and discuss the objectives of the Plan.
<b>Method/Procedure:</b>

The Kick-off Workshop introduced CWCB's water efficiency planning guidebooks, addressed the Grantee's vision, messaging, and objectives for incorporation into the Plan, and explored the opportunity of adding climate resiliency and other applicable one-water concepts. Following the Kick-off Workshop, the grant application, including the scope of work, budget, and schedule was drafted and submitted to CWCB.
Deliverable:
No deliverable to CWCB Staff.

Task 2
<b>Task 2 – Preparation and Facilitation of Additional Workshops</b>
Description of Task:
Three workshops will be held with the Grantee's Planning Team during the Plan development process to obtain necessary input. The Planning Team will consist of three Grantee staff members and representative(s) from Sterling Ranch, the Grantee's current Retail District.
Method/Procedure:
<p>The following three workshops will be facilitated by the Grantee's consultant to cover key items of the water efficiency planning effort:</p> <ul style="list-style-type: none"> <li>▪ Workshop 1: Address roles of the Grantee and its Retail Districts, historical and projected water demands, water savings, and the Grantee's water efficiency strategies.</li> <li>▪ Workshop 2: Focus on critical components of the Rules and introduce the foundational components of the Retail District water efficiency planning template.</li> <li>▪ Workshop 3: Explore the integration of climate resiliency and one-water concept opportunities and address Plan implementation and monitoring.</li> </ul> <p>This task also includes correspondence with one Grantee staff member to develop supporting materials for the workshops, coordinate the workshops and debrief on each meeting. Applicable worksheets provided in the CWCB Guidance Document, visual aids and other materials will be used throughout the workshops to obtain information for the Plan.</p>
Deliverable:
The Grantee will provide CWCB Staff with a summary of the 3 workshops.

Task 3
<b>Task 3 – Rules and Regulations Update</b>
Description of Task:
The Grantee has developed an initial draft of their water efficiency Rules. Following the development of the Plan, this initial draft will be updated to incorporate new information obtained through the Plan development, ensuring consistency between the Plan and the Rules
Method/Procedure:
The draft Rules will be updated by the Grantee's consultant following the development of the Plan to add additional elements identified during the water efficiency planning process and to ensure consistency between the Plan and the Rules. Two reviews will be conducted: 1) a review of the water efficiency Rules chapter, 2) a review of other chapters of the Rules (e.g., drought chapter) to ensure all chapters are aligned when it comes to water efficiency. Up to two phone calls will be held with the Grantee's staff to address comments during the two-step review process.
Deliverable:

The Grantee will provide CWCB Staff with a draft of the water efficiency chapter Rules with appropriate updates made to other relevant Rule chapters for review.

#### Task 4

##### Task 4 – Plan Development

Description of Task:

This task focuses on the development of the Plan.

Method/Procedure:

The Grantee's consultant will work closely with the Grantee to develop a Plan that coincides with the Grantee's vision and provides effective direction and guidance for implementing water efficiency at the wholesale and Retail District level. The Plan will be developed according to the template provided in CWCB's Guidance Document with adjustments made to accommodate for the Grantee's role as a wholesale provider. A Retail District water efficiency plan template will also be developed providing direction to Retail Districts on their water efficiency plans which will be required by the Grantee as a component of their will-serve application. The template will also incorporate the essential items outlined in CWCB's water efficiency guidance documents.

Deliverables:

No Deliverable to CWCB Staff.

#### Task 5

##### Task 5 – Plan Review Process

Description of Task:

This task entails the review process necessary to ensure an adopted Plan that the community and decision-makers have had an opportunity to provide input on.

Method/Procedure:

Several draft reviews of the Plan are necessary for the Grantee to officially adopt a Final Plan and receive Plan approval from CWCB. These reviews include:

- The Grantee's Planning Team Review – The Planning Team will review the Plan and provide a single set of comments. The Grantee's consultant will hold one phone call with the Planning Team to address comments.
- The Grantee Board Review – The Board will have the opportunity to review the Plan. The Grantee's consultant will attend the Board meeting to address comments and questions and prepare a set of slides highlighting the Plan.
- CWCB and Public Review – The draft Plan will be posted online for the public to comment. The Grantee will also present the Plan at a public open house and distribute a one-page summary of the Plan for informational purposes. Public comments will be collected electronically and addressed.
- Board Approval – The Plan will be presented to the Board for approval. Any significant changes made to the Plan following the public review period will be disclosed to the Board prior to approval.
- CWCB Review and Approval – The Plan will be submitted to CWCB for final approval.

Deliverable:

The Grantee will provide CWCB staff with:

- A draft of the Water Efficiency Plan for review and approval
- A copy of the final Water Efficiency Plan

#### Task 6

##### Task 6 - Project Management and Grant Administration

Description of Task:
This task includes project management and grant administration.
Method/Procedure:
The Grantee's consultant will conduct the project management and administrative support activities.
Deliverable:
No deliverable to CWCB Staff.

Budget and Schedule						
This Budget and Schedule reflects the tasks identified in the Statement of Work.						
Task No.	Task Description	Estimate Task Start Date	Estimated Task End Date	CWCB Grant Funding	Match Funding	Total
1	Project Initiation and First Workshop	9/1/23	6/1/29	\$ -	\$ 17,800.00	\$ 17,800.00
2	Preparation and Facilitation of Additional Workshops	7/1/24	6/1/29	\$ 500.00	\$ 20,288.00	\$ 20,788.00
3	Rules and Regulations Update	7/1/24	6/1/29	\$ 4,800.00	\$ 3,844.00	\$ 8,644.00
4	Plan Development	7/1/24	6/1/29	\$ 17,680.00	\$ 4,192.00	\$ 21,872.00
5	Plan Review Process	7/1/24	6/1/29	\$ 14,720.00	\$ 4,516.00	\$ 19,236.00
6	Project Management	7/1/24	6/1/29	\$ 3,900.00	\$ 2,284.00	\$ 6,184.00
<b>Total</b>				\$ 41,600.00	\$ 52,924.00	\$ 94,524.00

Reporting Requirements
<p><b>Progress Reports:</b> 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.</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 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.