

Exhibit A

Statement Of Work	
Prepared Date:	5/13/2024
Name of Grantee:	City of Westminster
Name of Water Project:	Westminster City Hall Landscape Transformation
Water Project Overview:	
<p>This project will transform Westminster City Hall's "North Lawn" from a highly visible, seldom used, difficult to access, four-acre expanse of non-functional Kentucky bluegrass, into a low-water use landscape that includes native grasses, regionally appropriate perennial gardens, and beautiful shade trees. The Grantee estimates this landscape transformation and irrigation system replacement will save approximately 1.6 million gallons (five acre-feet) of water per year (>50% reduction in use), increasing water efficiency, and improving water supply security and drought resilience. The project will greatly improve public accessibility and create a new space for the community to enjoy, where residents can also learn about the benefits of replacing turf with Colorado-appropriate landscaping and other water conservation options. The project will be broadly communicated to Westminster residents via all city channels, include on-site signage identifying each plant and its water use, provide numerous new walking paths, and offer seating areas throughout.</p>	
Project Objectives:	
<ol style="list-style-type: none"> 1. Reduced maintenance costs, including water (~5 acre-feet per year), labor, fuel, and chemical use 2. Enhanced knowledge of water-wise practices for residents and visitors 3. Increased public site access with trails and benches 	

Tasks
Task 1 – Transform North Lawn
Description of Task:
The Grantee will convert Kentucky bluegrass North Lawn to low-water plantings; construct site accessibility enhancements; add educational signage throughout; and communicate broadly to residents.
Method/Procedure:
<p>The Grantee will contract for the construction of the project with a responsible and capable construction firm(s) to provide:</p> <ul style="list-style-type: none"> • Turf Removal <ul style="list-style-type: none"> ○ Sod cut existing bluegrass, haul away ○ Collect soil tests ○ Amend soil per soil test results to balance soil composition ○ Fine grade/compact to soil specifications • Accessibility Construction <ul style="list-style-type: none"> ○ Perform required site work, erosion control, tree protection ○ Pour concrete / spread crusher fine ○ Add stairs, benches, seating areas • Plant Native Seed <ul style="list-style-type: none"> ○ Broadcast seed in two passes at perpendicular directions, at a rate of 2 lbs. / 1,000 ft² ○ Drill seed in two passes at perpendicular directions, and at 45 degrees offset from broadcast directions at a depth of 0.25" - 0.5" at a rate of 2 lbs. / 1,000 ft²

<ul style="list-style-type: none"> ○ Drag mat to cover the seed • Plants <ul style="list-style-type: none"> ○ Soil prep, mulch ○ Install plant beds and trees per landscape design • On-Site Educational Signage <ul style="list-style-type: none"> ○ Develop standard template with QR codes ○ Create signs for large native areas and individual plantings ○ Install in proper locations • Weed Control <ul style="list-style-type: none"> ○ Mechanical and herbicide-based management during establishment period <p>The Grantee will complete:</p> <ul style="list-style-type: none"> • Ongoing Community Education <ul style="list-style-type: none"> ○ Develop and implement communications plan ○ Publicize landscape transformation in all City communication channels including social media, bill stuffer, monthly newsletter, Parks and Rec Activity Guide, and others ○ Note partnerships that were established through the course of the project. (The Grantee notes that Butterfly Pavilion, Denver Botanic Garden, Westminster High School and a local Master Gardeners group as partners) ○ Explain purpose of project and provide updates on progress through time (including photos)
Deliverable:
<p>The Grantee will provide CWCB Staff:</p> <ul style="list-style-type: none"> • Construction contractor bid documents • Construction contract(s) as well as any other contracts that the Grantee enters into for the project • Approved permit(s) • Final as-builts • Final inspection site visit with CWCB Staff upon project construction completion • Photos of the project and educational signage • Summary of communication plan development and implementation

Tasks
Task 2 – Replace Irrigation System
Description of Task:
The Grantee will replace the existing irrigation with the new system.
Method/Procedure:
<p>The Grantee will contract for the construction of the project with a responsible and capable construction firm(s) to provide:</p> <ul style="list-style-type: none"> • Remove Existing Irrigation <ul style="list-style-type: none"> ○ Excavate laterals and heads ○ Evaluate reuse or removal of mainline • Install New System <ul style="list-style-type: none"> ○ Install new laterals, spray/rotor heads, drip lines, etc. ○ Properly irrigate for establishment of new plantings ○ Evaluate and adjust irrigation schedule at least annually ○ After establishment, measure and verify water use reductions
Deliverable:
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No deliverable to CWCB Staff. This task will serve as match funding.

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	Transform North Lawn	6/15/24	3/31/25	\$225,000.00	\$349,999.57	\$574,999.57
2	Irrigation System Replacement	6/15/24	10/15/24	\$0.00	\$425,000.00	\$425,000.00
Total				\$225,000.00	\$774,999.57	\$999,999.57

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.