

Exhibit A

Statement Of Work	
Prepared Date:	7/15/2024
Name of Grantee:	Urban Drainage and Flood Control District
Name of Water Project:	Denver One Water Plan Implementation Phase 2
Water Project Overview:	
<p>Development of the Denver One Water Plan (OWP) in 2020 and 2021 established the OWP vision, five specific goals, 24 strategies, and dozens of implementation actions to support achieving those goals.</p> <p>The One Water Leaders Group (OWLs or OWL Group) has been established as an interagency working group to collaboratively implement the OWP recommendations toward achieving the five primary goals. This second phase of implementation for the OWP will broaden the impact of the OWP in Denver and across the state of Colorado, to include the work tasks detailed below.</p>	
Project Objectives:	
<p>The following five specific goals are identified in the OWP:</p> <ul style="list-style-type: none">• Implement integrated water management solutions• Increase resilience and climate change preparedness• Implement multi-benefit projects and programs• Foster community support• Promote institutional collaboration <p>This second phase of OWP implementation will broaden the impact of the OWP in Denver and across the state of Colorado toward achieving these goals.</p>	

Tasks
Task 1 - Meeting Support and Project Coordination for One Water Plan Implementation
Description of Task:
<p>The following subtasks will be conducted to facilitate ongoing OWL dialogue and conduct project coordination and management activities.</p> <ul style="list-style-type: none">• OWL Group Meetings: Schedule, organize, and facilitate recurring meetings of the OWL Group.• One Water Steering Committee Member Coordination: Schedule, organize, and facilitate periodic meetings with senior management-level members of the One Water Steering Committee; prepare materials to support meetings with Steering Committee representatives.• Document Sharing Platform: Maintain the previously-established One Water Plan Teams/SharePoint site as a central repository for project document sharing, with potential further enhancement to promote additional collaboration through mapping, developing collaborative tools, community engagement activity and project tracking databases, etc.• Project Management: Conduct ongoing project management activities: Monitor and manage scope of work, schedule updates, budget, project staffing, and subconsultants. Prepare monthly invoice and monthly progress report. Prepare CWCB grant report at conclusion of the work.
Method/Procedure:

Monthly in-person OWL meetings will be planned in advance and facilitated. Most meetings will be held in-person at an OWL's office or at a site relevant to development or implementation of the OWP, with an online option for remote attendance. The majority of the work will be conducted by the OWL Group and its consulting team, with support from others in each OWL organization and senior management-level guidance when appropriate.
OWL Group and One Water Steering Committee members continue to engage with the project and new members are brought onboard as staff changes over time, building on participation of the Core Planning Team that successfully supported initial development of the OWP. Additional entities are also brought into the OWL Group as appropriate, such as the addition of a senior representative from Denver's Department of Aviation/Denver International Airport.
Deliverables:
<p>The Grantee will provide CWCB with:</p> <ul style="list-style-type: none"> • Meeting agendas, materials, and summaries. • Periodic copies of the action item log.

Tasks
Task 2 - One Water Plan Implementation Support
Description of Task:
<p>The following subtasks will be conducted on an as-directed, time and materials basis. This provides the flexibility to support OWP Implementation Work Plan tasks that are prioritized by the OWL group but not self-performed by OWL representatives or staff from their agencies.</p> <p>OWL Coordination and Collaboration: Support the OWL Group with coordination and collaboration activities. This may include support for activities such as:</p> <ul style="list-style-type: none"> • Periodic updates to the One Water Project Opportunities (OWPO) tracking log and refinements (as needed) to process for prioritizing OWL involvement in projects. • Continued tracking and coordination of interagency landscape transformation initiatives. • Coordination of OWL agencies' efforts on green infrastructure and stormwater capture and use. • Coordination of OWL agencies' integrated water management approach to large-scale developments. • Periodic refresh of OWL group's goals and priorities. • Developing a quick-reference online "dashboard" or collaboration site to facilitate OWL involvement and access to key documents. • Developing an updated OWL Group statement of commitment. • Coordination with individual agencies' One Water work groups. • Developing protocol for OWL Group decision-making and project prioritization frameworks. • Prioritizing efforts described in the Work Plan. • Preparing grant applications prioritized by the OWL Group. • Conducting outreach to new OWP partners in adjoining Denver metro area jurisdictions (including but not limited to those in OWL agencies' service areas that extend beyond the Denver city limits) and/or providing guidance to Colorado entities outside the Denver metro area regarding best practices for developing and implementing a One Water Plan. • Planning and facilitating an annual One Water Day / Symposium event to increase the visibility of the OWP in the metro Denver area, attract and inform potential regional OWP partners beyond the core OWL group, and inspire other communities and utilities across Colorado to develop and implement their own One Water planning processes.

OWPO Tracking and Collaboration: Maintain and make ongoing updates to the database of One Water Project Opportunities (OWPOs). This may include support for activities such as:

- Defining criteria and mechanisms for adding and deleting projects to/from the OWPO list
- Assessing funding opportunities for potential projects
- Maintaining the list of OWPOs
- Defining trigger(s) and mechanism(s) for OWLs to engage in individual projects
- Setting protocol for determining which OWL members should engage in each project, and how they should engage
- Defining protocol for developing policy language and addressing barriers (e.g., regulatory, permitting, etc.)
- Engaging in and supporting selected individual projects
- Leveraging, building on, and communicating the success of One Water collaborations demonstrated to date, such as the 39th Avenue Greenway rehabilitation, National Western Center Campus, Denver Water Administration Building, Healthy River Corridor Study, Waterway Resiliency Program, Denver Green Code, the Highline Canal Transformation Project, and other ongoing initiatives.

Implementation Actions Support: Support OWL implementation activities related to the OWP. This may include support for activities such as:

- Tracking progress on short-term OWP Implementation Actions
- Modifying/revising priority and lead/support organizations for each short-term Implementation Action
- Advancing the Implementation Actions toward achieving the One Water Plan's five goals
- Periodically considering whether any Implementation Actions should be added, accelerated, or deferred

Method/Procedure:

Support for tasks described in this scope of work will be provided on a time and materials basis as directed by the OWLs, up to the overall project budget.

Deliverables:

The Grantee will provide CWCB with:

- A summary of the online OWL “dashboard” or collaboration site, in a project memorandum documenting its contents and protocol for use.
- A project memorandum documenting a framework for other communities’ reference and use in establishing a One Water program for their jurisdiction.
- A summary of best practices for OWL agencies’ use in prioritizing capital projects that integrate one water principles.
- A summary of OWLs’ collaboration with Water Education Colorado on its update to the “22 Ways” initiative and community-facing materials, including advisory support and content for WECCO’s deliverables to increase water awareness and water literacy across Colorado.
- A periodically updated assessment of how OWL key initiatives and topical collaborations can assist in meeting the five OWP goals.

Tasks

Task 3 - As-Directed Communications and Outreach Support

Description of Task:

The following subtasks will be conducted on an as-directed, time and materials basis. This provides the flexibility to support OWP Implementation Work Plan tasks that are prioritized by the OWL group but not self-performed by OWL members or their agencies.

- **Public Communications:** Provide content for the Denver One Water Plan website, coordinate with City and County of Denver staff for posting materials to the website, and support other public communications in consultation with OWLs and City staff. Provide content for social media postings to be tailored and distributed by OWL organizations. Align and coordinate public communication through shared and consistent content (social media and other avenues), to increase community awareness.
- **Community Survey:** Provide consulting support for development and deployment of a follow-up community survey, if/as directed by the OWLs.
- **Community Meeting Support:** Provide consulting support for a community meeting(s) to share information regarding the OWP and its continued implementation activities. Develop and periodically update a template powerpoint presentation about the OWP and its ongoing activities that can be tailored for use at specific community events.
- **Development of a regional One Water Day symposium event** (to bring in and engage potential further partners, assist other entities in the state with developing their own One Water efforts, etc.)
- **Collaboration With Outreach Partners:** Provide consulting support for OWL partnership with Water Education Colorado and/or similar groups to promote development of collaborative education and outreach materials and campaigns that are applicable to metro area and statewide water literacy (for example, water conservation, water footprint awareness).

Method/Procedure:

Support for tasks described in this scope of work will be provided on a time and materials basis as directed by the OWLs, up to the overall project budget.

Deliverables:

The Grantee will provide CWCB:

- A with a copy of the agenda and summary of attendees for annual One Water Day events.
- A copy of the tracking log of community engagement and outreach events highlighting One Water planning/implementation and water management activities.
- A copy of the tracking log of external presentations highlighting the benefits of One Water planning, collaboration, and water management.

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	Meeting Support and Project Coordination	8/15/2024	7/15/2029	\$78,302.00	\$78,302.00	\$156,604.00
2	One Water Plan Implementation Support	8/15/2024	7/15/2029	\$68,030.00	\$68,030.00	\$136,060.00
3	As-Directed Communications and Outreach Support	8/15/2024	7/15/2029	\$53,668.00	\$53,668.00	\$107,336.00
Total				\$200,000.00	\$200,000.00	\$400,000.00

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.

