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Colorado Water Conservation Board
Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work	
Date:	December 1, 2022
Name of Grantee:	South Metro Water Supply Authority
Name of Water Project:	South Platte Regional Opportunities Water Group – Outreach Phase
Funding Source:	Water Supply & Storage Grants
Water Project Overview:	
<p>The South Platte Regional Opportunities Water Group (SPROWG) Concept offers an exciting and collaborative approach to meet a variety of future water needs in the South Platte Basin, which will provide water supply and economic security to participants while preserving agriculture and open space. This multipurpose, regional storage concept was borne out of needs identified both in the 2015 and 2022 (updated) South Platte Basin Implementation Plan (SPBIP) projects to meet future South Platte Basin demands.</p> <p>A feasibility study on the SPROWG Concept was completed in March of 2020, and it validated previous findings that the SPROWG Concept is technically and financially feasible. It also revealed strong interest among water providers, water users, and other stakeholders to further examine the concept. A SPROWG Steering Committee, consisting of Front Range water providers and agricultural representatives, has been meeting since the completion of the feasibility study to identify next steps for SPROWG Concept development.</p> <p>The purpose of this project is to conduct extensive outreach among stakeholders and to build a committed coalition of partners who are willing to pursue and invest in the SPROWG Concept. Through this outreach, the concept will be refined into a detailed vision for further planning purposes in subsequent development steps for the SPROWG Concept.</p> <p>Outreach planning and implementation will begin in January 2023 – before the grant contract is executed (should one be awarded). Outreach efforts and Steering Committee meetings conducted prior to the grant award will be considered matching contributions per the grant criteria. Pre-grant, matching work conducted by the Steering Committee is described alongside grant-funded work in each of the tasks.</p>	



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Project Objectives:

The near-term project objective for this Outreach Phase, and the objective of this grant application is to conduct extensive outreach to stakeholders and potential project partners. The outreach is intended to:

- Educate potential project participants on the SPROWG Concept and vision
- Collaborate with potential participants on refinements to the SPROWG Concept to better meet their specific water needs
- Inform longer-term strategies for SPROWG Concept implementation

The work of this grant will be foundational to achieving important medium-term objectives of SPROWG Concept planning, which are:

- Build a Committed Coalition
- Focus the Concept into a Detailed Vision
- Drive Immediate and Dependable Progress

Tasks
Task 1 – Conduct outreach with specific water providers and water managers
Description of Task:
<p>The project team will conduct focused meetings with municipal and agricultural water providers to identify participants willing to advance and invest in SPROWG and/or identify questions that need resolution before potential participants can fully commit. During these meetings, the strategic vision for the SPROWG Concept will be shared and discussions will be initiated regarding potential participant needs and how the SPROWG Concept might fulfill them. Prior to meeting with specific providers, basic information on potential participant systems and water supplies will be compiled to facilitate a more effective exchange of ideas. The outreach will include multiple meetings throughout 2023 to share information, brainstorm ideas, and obtain feedback. The meetings will help inform additional feasibility and other work that could be funded through subsequent efforts (potentially through grants) and serve as the foundation for building a participant coalition.</p>
Method/Procedure: Schedule and conduct meetings
<p>The pre-grant and grant-funded work methods and procedures associated with this task will be:</p> <p><u>Pre-grant work:</u></p> <ol style="list-style-type: none"> 1. Research and prepare for meetings <ol style="list-style-type: none"> a. Collect information and research water supplies and challenges for each potential participant b. Develop outreach questions for each entity c. Coordinate meetings 2. Conduct meetings <ol style="list-style-type: none"> a. Conduct meetings with potential participants. Assume 2-hour meetings with 23 entities, conducted from May 2023 through October 2023, including time for meeting preparation <p><u>Grant-funded work:</u></p> <ol style="list-style-type: none"> 1. Prepare for and conduct follow up meetings <ol style="list-style-type: none"> a. Assess results of initial meetings and feedback from all entities and prepare for follow up discussions b. Conduct meetings with potential participants. Assume 1-hour follow-up meetings with 23 entities

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<ol style="list-style-type: none"> 2. Prepare a report on outreach <ol style="list-style-type: none"> a. A draft report will be developed that summarizes findings from the outreach meetings, including a list of potential and committed partners, and recommendations for refinement of the SPROWG Concept to best meet the needs of the identified partners. b. The report will be finalized based on comments from the Steering Committee 3. Update the Strategic Vision <ol style="list-style-type: none"> a. The Strategic Vision for the SPROWG Concept, which will describe its benefits, intent, and next steps in development, will be updated based on feedback from potential participants and direction from the Steering Committee.
<p>Deliverable:</p> <p>A report will be developed that summarizes findings from the outreach meetings, including a list of potential and committed partners, and recommendations for refinement of the SPROWG Concept to best meet the needs of the identified partners. The report will serve as the Final Report required by the CWCB.</p>

Tasks
<p>Task 2 – Apply for grant funding to support additional feasibility studies</p>
<p>Description of Task:</p> <p>An application for a subsequent Water Plan grant (or other CWCB or federal grant) will be developed, scoped, and costed in this task. Additional grant funding will be necessary to conduct longer-term outreach and perform the technical, organizational, and financial analyses required to answer questions from potential participants. Recommendations from the feasibility study and a preliminary work plan developed in early 2021 by the applicant will provide a head start for identifying work that could be supported with additional grant funds. Early attention to securing grant funding will build momentum behind the SPROWG Concept while easing the financial burden and risk for potential participants, which will increase the likelihood that potential participants will commit pursuing the concept.</p>
<p>Method/Procedure:</p> <p>The work methods and procedures associated with this task will be (all grant-funded):</p> <ol style="list-style-type: none"> 1. Using the findings from the outreach in Task 1 and in collaboration with the SPROWG Steering Committee, develop a scope of work, budget, and timeline for work immediately following the Outreach Phase. 2. Draft grant application(s) and send to co-applicants for comments. Note that the Steering Committee is currently considering different grant-funding options. 3. Revise grant application based on comments and submit to the funding agency. 4. Present grant funding requests to the South Platte Basin Roundtable, Metro Roundtable, and CWCB as necessary.



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Deliverable:
Completed grant application(s)

Tasks
Task 3 – Project Management and Steering Committee meetings
Description of Task:
Monthly and as needed SPROWG Steering Committee meetings will be held for the duration of the grant (one year) to discuss outreach progress, findings, potential funding, and next steps. Additionally, the consulting team will perform project management activities such as project set-up, monthly invoicing, and progress reporting.
Method/Procedure:
The pre-grant and grant-funded work methods and procedures associated with this task will be: <u>Pre-grant work:</u> <ol style="list-style-type: none">1. Prepare for and conduct 6 Steering Committee meetings on a monthly basis2. Prepare for and conduct up to 3 additional Steering Committee meetings as needed during the grant period.3. Conduct project management activities such as project set up, maintenance of shared project file system, invoicing, progress reporting, etc. <u>Grant-funded work:</u> <ol style="list-style-type: none">1. Prepare for and conduct 6 Steering Committee meetings on a monthly basis2. Prepare for and conduct up to 3 additional Steering Committee meetings as needed during the grant period.3. Conduct project management activities such as maintenance of shared project file system, invoicing, progress reporting, etc.4. Prepare a 6-month progress report consistent with CWCB progress reporting requirements
Deliverables: Monthly invoices and progress reports



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- Meeting materials (presentations, handouts, etc.)
- 6-month progress report
- Monthly invoices with interim progress reports

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 and shall be submitted to CWCB in excel format.

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



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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 C. 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.