



# STATE OF COLORADO

## Office of the Governor Colorado Energy Office

<b>ORDER</b>		<b>*****IMPORTANT*****</b>	
<b>Number:</b>	POGG1,EFAA,202600003257	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.	
<b>Date:</b>	3/6/26	<b>BILL TO</b>	
<b>Description:</b>	Energy Code Adoption and Enforcement Grant	Colorado Energy Office - Broadway 1600 Broadway Suite 1960 Denver, CO 80202	
<b>Effective Date:</b>	03/06/26	<b>SHIP TO</b>	
<b>Expiration Date:</b>	04/30/27	Colorado Energy Office - Broadway 1600 Broadway Suite 1960 Denver, CO 80202	
<b>BUYER</b>		<b>SHIPPING INSTRUCTIONS</b>	
<b>Buyer:</b>		<b>Delivery/Install Date:</b>	
<b>Email:</b>		<b>FOB:</b>	
<b>VENDOR</b>			
CITY OF FORT COLLINS City Services 215 N MASON ST FORT COLLINS, CO 80522			
<b>Contact:</b>			
<b>Phone:</b>			
<b>VENDOR INSTRUCTIONS</b>			
<b>EXTENDED DESCRIPTION</b>			
Grantee shall complete the work as outlined in Exhibit A, the Statement of Work, attached hereto and incorporated by reference herein.			
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>
1			0
			0.00
			\$125,000.00
			<input type="checkbox"/>
<b>Description:</b> Grant Commodity			
<b>Service From:</b> 03/06/26		<b>Service To:</b> 04/30/27	
<b>TERMS AND CONDITIONS</b>			
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>			
<b>REASON FOR MODIFICATION</b>			
<b>Change Order Number:</b> 1			
correct end date			
<b>DOCUMENT TOTAL = \$125,000.00</b>			

# Exhibit A – Statement of Work

## Section 1 - Project Background and Description

The Colorado Energy Office (hereinafter called “CEO” or the “State”) agrees to provide grant funding to the City of Fort Collins (hereinafter called “Grantee”), for the Energy Code Adoption & Enforcement Grant Program for the evaluation and advancement of Fort Collins' energy code and the Performance Path to Zero Carbon New Construction, including subcontracting with subject-matter experts, technical analysis, stakeholder coordination, and development of updated code language, an implementation guide, and training.

## Section 2 - Points of Contact

### **CEO Primary Program Manager Point of Contact:**

Andrew Walters

Associate Program Manager, Building Codes

Phone: 720-601-0271

Email: [andrew.walters@state.co.us](mailto:andrew.walters@state.co.us)

### **CEO Secondary Program Manager Point of Contact**

Adam Berry

Advisor, Building Decarbonization

Phone: 720-665-1357

Email: [adam.berry@state.co.us](mailto:adam.berry@state.co.us)

### **Grantee Point of Contact:**

Brad Smith

Sr. Project Manager – Building Energy Code

970-416-4321

brsmith@fortcollins.gov

Carisa Clinton  
Senior Grants Analyst  
970-430-6223  
[cclinton@fortcollins.gov](mailto:cclinton@fortcollins.gov)

Alexis Coppello  
Grants Accountant  
970-416-4290  
acoppello@fortcollins.gov

## Section 3 - Work Tasks, Deliverables, and Timeline

- The Grantee shall complete the following work tasks and provide the following deliverables to CEO, subject to the CEO's final approval and discretion.
- Any work product deliverables must comply with the [State of Colorado technical standards](#) related to technology accessibility and with Level A and AA of the most current version of the Web Content Accessibility Guidelines ("WCAG"), currently WCAG 2.1.
- The State may require that compliance to the State's accessibility standards for any work product be determined by a third-party selected by the State. Please refer to the [Vendor Accessibility Guide](#) for more information on the State's accessibility requirements.
- In all cases, the CEO will need time to review deliverables. Whether called out in specific tasks or not, the Grantee should allow at least one week for CEO review and one week for the Grantee to accept edits into their process. Building in at least two additional weeks (or more) for this full review process will help ensure deadlines are met with an appropriate buffer to ensure the end product is meeting all standards for quality, accessibility, and design.

### Task 1: Project Administration

- **Subtask 1.1 Kickoff Meeting**
  - The Grantee shall attend a 45-90 minute (virtual or in-person) kick-off meeting organized by CEO.
- **Subtask 1.2 Monthly Meetings**

- The Grantee shall attend monthly meetings with CEO to be scheduled by CEO upon starting. If the CEO determines that meetings should be held more or less frequently, the CEO will communicate this with the Grantee in writing.
- **Subtask 1.3 Monthly Report**
  - The Grantee shall submit a monthly report no later than the tenth day of each month. The report shall summarize work for the previous month, including, but not limited to, project status, description of the deliverables and tasks completed during the reporting period, budget spent and remaining by task, project findings, unanticipated outcomes or roadblocks and how those are being addressed, and next steps in the project. If work is behind schedule, a summary of reasons for the delay and a plan of action to bring work back on schedule is required.
  - An invoice shall be submitted with the monthly progress report. Additional reporting requirements may be noted in other tasks. The Grantee may request a waiver from the monthly invoice requirement with written approval from the CEO Program Manager.
- **Subtask 1.4 Final Report**
  - The Grantee shall produce a final report on completion of all tasks and achievement of project goals that includes:
    - Overall project summary.
    - An evaluation of program effectiveness for each plan aspect.
    - Summary of feedback received on the project from stakeholders.

### **Task 1 Deliverables**

- **Deliverable 1A: Kickoff Meeting** - Within two (2) weeks of execution of the Small Dollar Grant Award.
- **Deliverable 1B: Monthly Meetings** - Starting the month following the execution of the Small Dollar Grant Award.
- **Deliverable 1C: Monthly Reports** - Due no later than the tenth of each month.
- **Deliverable 1D: Final Report** - Due within 10 calendar days of the termination of the Small Dollar Grant Award or concurrently with the final invoice and progress report; whichever occurs first.

## **Task 2: Evaluation of Codes and assessment of the development of Colorado Stretch Code**

- The Grantee shall begin evaluating the effectiveness of Fort Collins' 2024 energy code and the potential to develop a stretch code alternative for the State of Colorado based on the Fort Collins Path to Zero Carbon Code. This evaluation shall include, but is not limited to:
  - Reviewing submittals, inspections, and construction practices.
  - Determining the effectiveness of an FSEC-developed commercial compliance web application.
  - Tracking compliance with the code and providing ongoing technical assistance for staff and building community.
  - Establishing an analysis protocol to verify performance meets modeled projections once buildings are occupied.
  - Collecting stakeholder feedback and adapting enforcement protocols.
  - Producing industry reporting specific to region and replication support.
  - Reviewing code performance to support state stretch code development.

### **Task 2 Deliverables**

- **Deliverable 2A:** The Grantee shall provide CEO with the project team plan within 60 calendar days of the Small Dollar Grant Award execution.
- **Deliverable 2B:** The Grantee shall provide updates as part of the monthly progress report on the evaluation of the Grantee's implementation of Fort Collins' 2024 energy code.
- **Deliverable 2C:** The Grantee shall provide to CEO the final and complete evaluation of 2024 IECC code implementation by November 30, 2026

## **Task 3: Colorado Stretch Code and 2027 Code Preparation**

- **Subtask 3.1 Colorado Stretch Code**
  - The Grantee shall adapt the Fort Collins Path to Zero Carbon New Construction Code for application as a Colorado stretch code.
  - The Grantee shall conduct modeling, review of measured data including benchmarking, national modeled performance data, market research of building performance predictors, and draft code language to modify the Fort Collins Path to Zero Carbon New Construction Code to include

additional climate zones and other requirements that may apply in a statewide context.

- The Grantee shall provide the adapted Fort Collins code language in an Appendix format to apply to either the Colorado Model Low Energy and Carbon Code or the Colorado Model Green Code.
- **Subtask 3.2 Implementation and Preparation for 2027 Code**
  - The Grantee shall evaluate revisions to the Fort Collins Energy Code in preparation for the release of the 2027 IECC.
    - The Grantee shall prepare a state/regional implementation guide on the Fort Collins Path to Zero Carbon for New Construction by 2030 Code.

### **Task 3 Deliverables**

- **Deliverable 3A:** The Grantee shall provide the adopted Fort Collins Path to Zero Carbon for New Construction Code Appendix for statewide applications by December 31, 2026.
- **Deliverable 3B:** The Grantee shall provide the completed state/regional implementation guide for both the Fort Collins Path to Zero Carbon Code and the Appendix for statewide adoption to CEO by December 31, 2026.

### **Task 4: Tracking of Ongoing Compliance and Stakeholder Engagement**

- The Grantee shall revise the Fort Collins Path to Zero Carbon Code language for the 2027 edition of the code, reconvene the Grantee's community stakeholder group for review of the evaluation findings and draft language, and update the implementation guide and training plan for the 2027 code.
- The Grantee shall validate performance outcomes and complete final project reporting.

### **Task 4 Deliverables**

- **Deliverable 4A:** The Grantee shall provide an overview of the implementation of the state/regional Path to Zero Carbon Code implementation guide by March 31, 2027.
- **Deliverable 4B:** The Grantee shall provide any revised code language for the 2027 edition of the Fort Collins Path to Zero Carbon Code by March 31, 2027.
- **Deliverable 4C:** The Grantee shall provide a summary of Community Advisory Group feedback on the 2027 Fort Collins Energy Code draft by March 31, 2027.

## Section 4 - Subcontractors

- The Grantee shall use the following subcontractors for technical work:
  - New Buildings Institute (NBI)
  - Florida Energy Code Specialists, LLC
- Additional subcontractors may be used to assist with training, and technical work subject to written approval from CEO.
- Any modifications to the subcontractors must be approved by the CEO in writing in advance of any subcontracts being executed to complete the work.

## Section 5 - Project Schedule

<b>Deliverable Number</b>	<b>Deliverable Description</b>	<b>Due Date</b>
1A	Kickoff Meeting	Within two (2) weeks of the Small Dollar Grant Award execution.
1B	Monthly Meetings	Starting the month following the execution of the Small Dollar Grant Award and every month thereafter.
1C	Monthly Reports	Due no later than the tenth of each month.
1D	Final Report	Due within 10 calendar days of the termination of the Small Dollar Grant Award or concurrent with the final invoice and progress report; whichever occurs first
2A	Project Plan	Within 60 calendar days of small dollar grant award execution

<b>Deliverable Number</b>	<b>Deliverable Description</b>	<b>Due Date</b>
2B	Evaluation Updates	Monthly
2C	Completion of evaluation	November 30, 2026
3A	Adoption of the Fort Collins Path to Zero Carbon for New Construction by 2030 Code	December 31, 2026
3B	Final Guide	December 31, 2026
4A	Overview of Implementation of Guide	March 31, 2027
4B	Revised code language for the 2027 edition of the Fort Collins Path to Zero Carbon Code.	March 31, 2027
4C	Stakeholder Feedback	March 31, 2027

### Section 6 - Acceptance Criteria

The CEO Program Manager or their designee shall determine whether deliverables meet the Work Task requirements in this Statement of Work. The Grantee shall submit all final deliverables to the CEO by the dates established in the tasks above for CEO’s Program Manager’s or their designee’s final review and approval.

Unless otherwise noted above, the Grantee shall submit all deliverables to the CEO Program Manager or their designee for final approval. If needed, deliverables will be returned to the Grantee for modification before they are considered complete and reimbursement is made. The CEO anticipates that prior to submission, all deliverables shall go through an internal quality assurance process and as such, shall reflect the requirements of this Statement of Work.

## Section 7 - Budget

The maximum amount payable under this Small Dollar Grant Award to Grantee by CEO shall be **\$125,000** as determined by the State from available funds. Budget changes up to 10 percent of the total grant amount may be made between tasks with written pre-approval from the CEO Program Manager or their designee as long as the change does not modify the total maximum amount of this Small Dollar Grant Award.

### Budget by Task

Tasks	Description	Budget
1	Project Administration	\$0
2	Evaluation of Codes and assessment of the development of Colorado Stretch Code	\$35,406
3	Fort Collins Path to Zero Carbon for New Construction by 2030 Stretch Code Adoption and 2027 IECC Preparation	\$33,046
4	Tracking of Ongoing Compliance and Stakeholder Engagement	\$29,158
N/A	Federally Negotiated Indirect Cost Rate (NICRA) (28.06%)	\$27,389*

\*Note: Indirect costs are based on incurred expenses for the budgets for Tasks 1-4. Reimbursements for indirect costs shall be 28.06% of costs incurred, and the full amount listed in the table above will only be reimbursed if all other budgets amounts are fully expended. If costs incurred underspend the listed budget amounts, the indirect cost rate reimbursement will be 28.06% of the actual costs incurred.

## Section 8 - Payment

The Grantee shall invoice on a time and materials basis, and provide a schedule of values substantiating work completed to-date, which will be provided to the CEO with each invoice. The invoice documentation shall indicate all work performed in the invoicing period in a manner sufficient to the CEO to justify any payment requested for the work.

The State shall pay the Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in the resulting Purchase Order and the associated Tasks. The Grantee shall be reimbursed only for work acceptable to the CEO pursuant to the terms of the Small Dollar Grant Award. Payment shall also be contingent upon the CEO's timely receipt and acceptance of required invoices, task deliverables, and other reporting information described herein.

The Grantee shall be reimbursed no more than once per month based on the submission of the Grantee's invoice providing a detailed account of the work completed and the amount of costs incurred relating to tasks per the project budget. The Grantee shall provide the monthly invoice no later than the **10th day of each month** for the previous month's work.

## Section 9 - Small Dollar Grant Award

The Grantee shall begin work upon the Small Dollar Grant Award Effective Date as shown on the cover page of this Small Dollar Grant Award or upon Grantee acceptance of this Small Dollar Grant Award. This Small Dollar Grant Award shall terminate on **April 30, 2027**, unless sooner terminated or further extended in accordance with the terms of the Small Dollar Grant Award.