



**COLORADO WATER INNOVATION CLUSTER (CWIC)  
75% Progress Report**

**Colorado Water Conservation Board  
Water Resource Conservation Public Education and Outreach Grant**

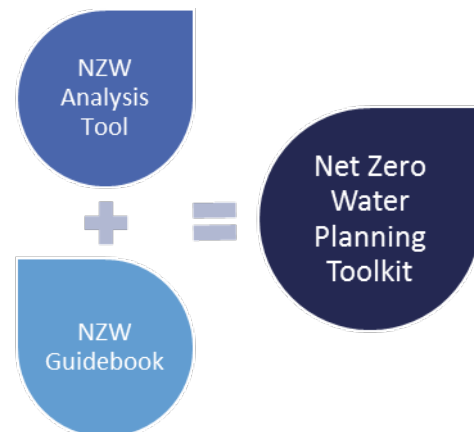
**Purchase Order #: POGG1 PDAA 20150000000000000272  
June 8, 2015**

## **Introduction**

The Net Zero Water Planning Toolkit is an initiative of the Colorado Water Innovation Cluster (CWIC). The toolkit includes guidelines for identifying the water quantity and quality impacts within a defined boundary and tools for analyzing opportunities to reduce those impacts, laying the groundwork for a roadmap to water neutrality. The toolkit is intended to help users:

- Determine a company or organization's baseline and forecasted water footprint based on existing and future activities
- Identify strategies to reduce water consumption and impacts on water quality
- Analyze strategies and aggregating into scenarios for water planning
- Set milestones on the path to neutrality based on scenario modeling
- Measure and monitor progress during implementation

As shown in the figure to the right, the NZW Planning Toolkit includes a user-friendly, Excel-based analysis tool and companion guidebook designed to help people define their water footprint, and identify and test water quantity and quality management strategies that will help them move towards the goal of Net Zero Water.



The toolkit includes seven different modules intended to walk the toolkit user through the water action planning process. The modules include:

- MODULE 1: Water Footprint
- MODULE 2: Vision & Goals
- MODULE 3: Footprint Reduction Strategies
- MODULE 4: Plan Implementation
- MODULE 5: Tracking & Reporting
- MODULE 6: Plan Documentation
- MODULE 7: Stakeholder Engagement

This 75 percent progress report is intended to provide a review of the activities completed, and other information that is relevant to the Board's record of the Project and future use of the Project outcomes.

## **Project Budget and Current Expenditures** *(as of May 31, 2015)*

<b>Task Description</b>	<b>Budget</b>	<b>Invoiced to date</b>	<b>In-kind Budget</b>	<b>In-kind to Date</b>
Task 1: Water Footprint Methodology	\$3400.00	\$1983.75		
Task 2: Water Footprint Reduction Strategies	\$13,700.00	\$8,586.25		
Task 3: Water Planning Guidance	\$2000.00	\$978.75		
Task 4: NZW Analysis Tool	\$14,000.00	\$7,963.09		
Task 5: NZW Planning Guidebook	\$10,100.00	\$6316.40		
Task 6: Stakeholder Engagement			\$6700.00	\$3,697.50
Task 7: Pilot Support	\$5,900.00	\$3,177.50		
Task 8: Grant Reporting/Documentation			\$5000.00	\$1,150.00
Total	\$49,339	\$29,005.84	\$11700.00	\$4847.50

## **Success of Meeting Previously Identified Goals and Objectives**

Since the last progress report, the project team has been focused on incorporating stakeholder feedback and piloting the toolkit with program sponsors. Below is a summary of the major milestones achieved to date:

1. Stakeholder feedback was gathered on the draft building scale toolkit in February 2015.
2. In Spring 2015, each program sponsor was engaged personally to review the toolkit and discuss testing of the toolkit at their respective facilities/pilot sites.
3. In Spring 2015, revisions have been made to the draft toolkit based on feedback from stakeholders and the technical advisory group.

The current focus is further engagement with program sponsors to wrap-up the pilot phase of work and incorporate feedback from the pilot phase. Another important area of focus in the coming months is the official release of the building-scale toolkit, the logistics around the toolkit release, and developing the protocols and requirements for housing and maintaining the toolkit. The aim is still to have a final building scale toolkit released in Summer 2015, pending resolution on some of the obstacles outlined below.

## Obstacles Encountered

The main obstacle that has been encountered continues to be maintaining the proposed project schedule. Through the sponsor engagement and pilot phase it has been challenging to maintain active engagement and gather all of the input needed from sponsors within the originally proposed schedule. The feedback from this pilot testing is extremely important to the project process and the development of a robust toolkit, therefore we have proposed a slight revision to the project schedule, as outlined below.

The project team has also continued to uncover more details about the stepwise process required to develop a clear and comprehensive toolkit. In the 50% progress report, our team proposed an approach that would focus on developing a complete draft toolkit at the building scale while using the Spring/Summer 2015 to develop methodology at the building portfolio, campus, and eco-district scales, with focus on only developing the Net Zero Water Guidebook at these other scales. Based on experiences with the pilot projects to date, an additional revision to this approach is being proposed. Rather than developing separate guidebooks for each of the scales, lessons learned from the pilot projects will be incorporated into the current draft building-scale toolkit, with case studies of each pilot project included for reference to acknowledge the nuances and details for consideration at each of the scales being analyzed.

## Potential Need for Revisions to the Scope of Work and Timelines

Based on the schedule obstacle noted above, the project team is proposing the following revision to the schedule.

Task/Action	2014			2015							
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1. Water Footprint Methodology											
2. Water Footprint Reduction Strategies											
3. Water Planning Guidance											
4. NZW Analysis Tool											
5. NZW Planning Guidebook											
6. Stakeholder Engagement											
7. Pilot Support											
8. Grant Reporting/ Documentation											