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Colorado Water Conservation Board
Water Efficiency Grant Fund **Grant Application**

Instructions
All WEGF grant applications shall conform to Grant Guidelines. Please do not recycle previously used applications; download a current version directly from CWCB. If you have questions, please contact CWCB staff: Ben Wade Ben.wade@state.co.us 303-866-3441 ext 3238

WEGF Submittal Checklist (Required)	
✓	I acknowledge I have read and understand the WEGF Criteria and Guidelines.
Attachments	
✓	Scope of Work(1) *(Word – see Template)*
✓	Budget & Schedule(1) *(Excel Spreadsheet – see Template)*
✓	Letters of Support (For Public Education/Outreach Grants)
Contracting Documents (For Public Education/Outreach Grants)	
	W-9(2)
	Certificate of Insurance(2) (General, Auto, & Workers' Comp.)

(1) Required with application if applicable.
(2) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.

CWCB Board Meeting Schedule (only IF grant request is $50,000 or more):	
CWCB Meeting	**Application Submittal Dates**
January	December 1
March	February 1
May	April 1
July	June 1
September	August 1
November	October 1

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Water Efficiency Project Summary	
Name of Applicant	Town of Olathe
Name of Grant Project	Town of Olathe Water Efficiency Plan
WEGF Grant Request Total	$30,000.00
In-Kind Match	$7,287.60
Cash Match	$3,712.40
Total Project Costs	$41,000.00

Grantee and Applicant Information	
Name of Grantee(s)	Town of Olathe
Mailing Address	P.O. Box 789, Olathe, CO 81425
Grantee's Organization Contact(1)	Patty Gabriel
Position/Title	Olathe Town Administrator
Email	pgabriel@olatheco.us
Phone	(970) 323-5601
Grant Management Contact(2)	Patty Gabriel
Position/Title	Olathe Town Administrator
Email	pgabriel@olatheco.us
Phone	(970) 323-5601
Name of Consultant (if applicable)	Peter Foster - Wright Water Engineers, Inc. (WWE)
Mailing Address	1666 N. Main Ave. Suite C, Durango, CO 81301
Position/Title	Vice President, Senior Project Engineer
Email	pfoster@wrightwater.com
Phone	(970) 259-7411

(1) Person with signatory authority

(2) Person responsible for creating reimbursement invoices (Invoice for Services) and corresponding with CWCB staff.

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Organizations & Individuals Assisting on the Project
A list of the organizations and/or individuals including those hired or otherwise retained by the entity that will assist in the project, and a written statement of their role and contributions
WWE will aid in developing a Water Efficiency Plan for the Town of Olathe. Individuals from WWE that will be involved in the project include Peter Foster, Trevor Downing, Hayes Lenhart, and Ben Von Thaden. Mr. Foster will serve as the Project Manager for completion of the Water Efficiency Plan. The remaining WWE team, in conjunction with the Town of Olathe, will work together to complete all five water efficiency planning steps lined out in the Colorado Water Conservation Board (CWCB) Municipal Water Efficiency Plan Guidance Document. Individuals from the Town of Olathe that will assist in the planning process are Patty Gabriel, Wayne Trounce, and Scott Eklund. Patty Gabriel is the Town Administrator for Olathe. She will act as the primary contact for the Town. Wayne Trounce is the Public Works Director for the Town of Olathe, and will work with WWE to profile the existing water supply system, profile water demands and historical demand management, and select potential water efficiency approaches and water conservation efforts. Scott Eklund is the Billing Clerk/Building Official and will work with WWE on land use planning efforts relevant to the Water Efficiency Plan. Wayne and Scott will also aid in providing information for the remaining planning steps.

	Type of Eligible Entity (check one)
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes **Public**
	Non-covered Entity
	State or Local Governmental Entity Town of Olathe
	Public or Private Agency: entity whose primary purpose includes the promotion of water resource conservation

	Type of Project (check one)
	Drought Management Plan
	Drought Management Implementation
	Water Efficiency Plan ✓
	Water Efficiency Implementation
	Public Education & Outreach

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Location of Entity

Please provide the county and applicants (if needed) location identified by SWSI (Statewide Water Supply Initiative)

County/Counties	Montrose County
Location/Basin	Gunnison Basin

Retail Water Delivery over Past 5 Years

Please identify retail water delivery by the entity for each of the past five years (in acre feet) and additional information characterizing past water use by sector (e.g., residential, commercial, industrial, irrigation) and source (e.g., surface water, groundwater, etc.).

The current source for Olathe's municipal water supply is from the Project 7 Water Authority (Project 7). Project 7 is a cooperative Authority between The City of Montrose, City of Delta, Town of Olathe, Tri-County Water Conservancy District, Menoken Water District, Chipeta Water District, and the Uncompahgre Valley Water Users Association (UVWUA), and is governed by a five-member board of directors.

Project 7 retail water delivery to Olathe over the past five years is as follows:

Year	Retail Water Delivery (AF)
2012	265
2013	263
2014	247
2015	262
2016	271

- The table above is based on treated water delivery to the Town of Olathe from Project 7 Water Authority.

*WWE will work with the Town of Olathe Public Works Director to evaluate approximate water use by sector.

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Projections of Future Annual Retail Demand

A reasonable estimate must be submitted with detailed projections of future annual retail demand for the next five years based on predicted population (provide source of data), building permits, expected new taps, and/or some other credible information

Year	Projected Water Demand (AF)	Projected Population	Projected Per Capita Water Demand (gpd/person)
	(1)	(2)	(3)
2016	**271**	1886	128
2017	277	1928	128
2018	283	1971	128
2019	289	2015	128
2020	296	2060	128
2021	303	2106	128
2022	309	2152	128

Notes

Bold value is actual Project 7 water delivery to the town of Olathe

(1) Projected water demand calculation mimics population growth rate of 2.2 percent (DOLA).

Projected water demand: $WD = W_o e^{rt}$ where WD = projected water demand, W_o = initial water use, e = exponential, r = growth rate, t = time.

(2) According to DOLA, the forecast growth rate for Montrose County is expected to return to an annual average growth rate of 2.2% per year from 2015 to 2030.

Population projection (2015-2030): $P = P_o e^{rt}$ where P = Population, P_o = Initial Population, e = exponential, r = growth rate, t = time.

(3) Equals (((Column 1 x 325,851 gal/AF) / 365 days/year) / Column 2).

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Background Characterizing the Water System

Current and past system wide and single family residential per capita water use for the last five years, and the basis for those calculations.

Year	Total Olathe Project 7 Water Delivery (AF)	Total Olathe Project 7 Water Delivery (gal/day)	Town of Olathe Population	Per Capita Water Use (gpd/person)
2012	265	235,930	1,824	129
2013	263	234,791	1,814	129
2014	247	220,507	1,805	122
2015	262	233,899	1,845	126
2016	271	241,272	1,886	128

- Per capita water use is calculated as Total Water Delivery by Project 7 to Olathe (gallons/day) divided by the population of Olathe.

Potential Growth – Population

Provide population for the past five years, current year and 10 year population projection served by the entity and the source of this information

Year	*Population
2010	**1,842**
2011	1,833
2012	1,824
2013	1,814
2014	**1,805**
2015	1,845
2016	1,886
2017	1,928
2018	1,971
2019	2,015
2020	2,060
2021	2,106
2022	2,152
2023	2,200
2024	2,249
2025	2,299
2026	2,350
2027	2,567
2028	2,456
2029	2,511
2030	2,567

*__Bold__ values are from U.S. census data, provided by DOLA.

- Population for 2011-2013 is estimated based on interpolation of DOLA populations between years 2010 and 2014.
- According to DOLA, the forecast growth rate for Montrose County is expected to return to an annual average growth rate of 2.2 percent per year from 2015 to 2030.
- Population projection (2015-2030): $P = P_o e^{rt}$ where P = population, P_o = initial population, e = exponential, r = growth rate, and t = time.

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Estimated Water Savings Goals

Estimate water savings goals to be achieved through implementation of the Plan in acre feet and as a percentage.

The following water savings goals are preliminary and with further input from the Town of Olathe, WWE will develop more specific water savings goals in line with the Town's planning process and desired goals.

A potential goal of the Water Efficiency Plan for the Town of Olathe is to lower per capita water demands by at least ten percent over a ten-year period. This goal of ten percent reduction in per capita water use is slightly higher than the eight percent passive conservation M&I saving goal for the medium demand scenario detailed in the 2010 SWSI Gunnison Basin Needs Assessment Report. This would decrease projected 2030 water demands from 369 AF per year to 329 AF per year, for a total savings of 40 AF per year for the Town of Olathe.

Because a water savings goal is difficult to estimate before the development of a Water Efficiency Plan, the goals of the Water Efficiency Plan will be revisited and adjusted throughout the planning process.

Estimated Water Savings Goals - Monitoring

Indicate how the activities will be monitored to estimate actual water savings during Project implementation (Implementation & Public Education/Outreach Projects)

The Town of Olathe will continue to monitor their annual Project 7 retail water use in order to estimate actual water savings during project implementation. Upon collaboration with the Town of Olathe Public Works Director, monitoring of water savings broken down by sector may be possible.

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Drought Impacts (Drought Management Planning Grants Only)

Description of the impacts experienced by the covered entity, or state or local governmental entity, during the 2000-2003 & 2012-2014 drought including a breakdown by water use sector (e.g. municipal, commercial, industrial, irrigation, etc.) of those adverse impacts and steps taken to address 2002- 2003 drought impacts to date. Include short term and long term impacts, as well as social and economic impacts where applicable and as feasible.

Adequacy, Stability, and Reliability

Explain the adequacy, stability, and reliability of the entity's water system and provide the entities location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI).

The M&I water supply for the Uncompahgre Valley area of Montrose County is treated by Project 7 Water Authority and supplied by Tri-County Water Conservancy District to municipalities, local water companies and individuals in unincorporated areas. The water for Project 7 is delivered from the Gunnison Tunnel, a component of the U.S. Bureau of Reclamation's Uncompahgre Project. The Town of Olathe has a 300 AF allocation of water from the Project 7 Water Authority. Based on a review of the 2010 SWSI Gunnison Basin Needs Assessment, in general, the Montrose County Uncompahgre Valley area served by Project 7 Water Authority is anticipated to have adequate water supplies through 2050.

However, the Town of Olathe is nearing its allocation of Project 7 water, and so the Town needs to increase its Project 7 allocation and adopt and implement water conservation measures to reduce treated water demand.

In addition, the 2010 SWSI Gunnison Basin Needs Assessment identified development of storage of Gunnison Tunnel water downstream of the Tunnel to provide reliability in case there was an interruption of Tunnel water delivery. The Town of Olathe should consider participating in the development of additional storage below the Gunnison Tunnel.

Additional water supply for the Town of Olathe should be developed without buy and dry of irrigated agriculture. As such, this Water Efficiency Plan should be developed in accordance with Gunnison Basin priorities of 1) maintaining agricultural viability, 2) ensuring adequate water supply for future needs, and 3) rehabilitation and maintenance of aging water infrastructure.

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Adequacy, Stability, and Reliability

The Town of Olathe should procure at least a 50-year water supply based on water conservation and flexibility to allow other entities to use unneeded procured water supplies until needed by the Town.

Additional non-Project 7 water supply for the Town of Olathe is from the Town of Olathe Pipeline, Moffit Spring Pipeline, and East Fork Feeder Pipeline. The source of these pipelines includes the West Fork Dry Creek and East Fork Dry Creek Basins. The infrastructure of these pipelines is dated and in need of maintenance and replacement.

A goal of this Water Efficiency Plan is a planning effort as a component to assist in the development of an adequate, stable, flexible, reliable, and sustainable 50-year water supply.

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Outreach Goals & Efforts

Identify the groups, individuals, organizations and/or institutions that will be included within the education and outreach efforts to be proposed as the Project.

Identify the specific goals of the Project (e.g., identify target audience(s) to reach, policy changes, outcomes of educational efforts, etc.) with respect to promoting the benefits of water resource conservation and water efficiency through education and outreach activities. Make note of how the goals of the Project tie to the mission and objectives of the CWCB and its programs (Colorado Water Plan/Basin Implementation Plans), as appropriate.

Identify in detail the specific activities and tasks to be funded with the Water Efficiency Grant Program monies, including all meetings, workshops, fairs, printings, mailings and all other tasks and activities that will be used to promote the benefits of water resource conservation and water efficiency.

Specific goals will be to educate the groups, individuals, and organizations listed below on the source, allocation limit of their retail water supply, and steps that individuals can take to reduce per capita water use in order to reach the defined water savings goals.

Groups, individuals, organizations:

- Residents of Town of Olathe
- Local businesses and customers
- Schools and other municipal facilities that are large water users
- Project 7 Water Authority
- Tri-County Water Conservancy District
- CWCB
- Uncompahgre Valley Water Users Association

Goals of Project

- Several preliminary goals of the Water Efficiency Plan are identified in section 3.2 of the scope of work; however, the goals are open-ended at this point and will need to be developed in conjunction with the Town of Olathe.
- The Water Efficiency Plan should be in line with Olathe's Planning and Zoning Code and with the *Plan Olathe Comprehensive Plan.*

Specific Activities and Tasks

- WWE is currently developing the plan. Tasks will include profiling existing water system, profiling water demands and historical demand management, integrated planning and water efficiency benefits and goals, selection of water efficiency activities, implementation and monitoring, and public review and comment process.
- WWE is budgeting for public meetings and outreach at the beginning of the efficiency plan, during plan development to solicit input for selecting water efficiency activities, and at the end as a part of the public review process.

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Colorado Water Conservation Board

Water Efficiency Grant Fund

Scope of Work

Date:	1/12/2018
Project Name:	Town of Olathe Water Efficiency Plan
Grant Applicant:	Town of Olathe

The scope of work shall state the purpose and primary features of the project, end products to be delivered, clear timelines and provide a detailed narrative of all tasks to be performed for completion of plan. (Timelines must include 50 and 75% progress reports and final plan submission.) Each task within the scope of work must:

- Be numbered
- Contain a detailed description of work to be performed
- Identify those responsible for performing the task
- Identify funding sources, such as; grant monies, entity funds, in-kind services, and cash contributions, necessary to complete the task.

1.0 Develop a Water Efficiency Plan

1.0 Profile of existing water supply system.
- 1.1 Public kickoff meeting with WWE and Town of Olathe to introduce the plan.
- 1.2 Overview of the physical characteristics of the existing water supply system.
- 1.3 Overview of existing water supply reliability, including water supply and infrastructure from the Moffit Spring Pipeline and the East Fork Feeder Pipeline.
- 1.4 Identify water supply-side limitations and future water needs, including the potential of increasing the Town of Olathe allocation of Project 7 water.

2.0 Profile of water demands and historical water demand management
- 2.1 Demographics and key characteristics of the service area.
- 2.2 WWE has already identified historical water demands, will work with Town of Olathe to attempt to break down historical demands by sector.
- 2.3 Identify past and current water demand management activities and impact to water demands.
- 2.4 Develop water demand forecasts.

3.0 Integrated water supply, water efficiency and land use planning, and water efficiency benefits and goals
- 3.1 Land Use, Water efficiency and water supply planning.
- 3.2 WWE to work with Town of Olathe to see what's achievable, then develop, review, and prioritize water efficiency goals and measures.

4.0 Select water efficiency activities
- 4.1 Public workshop meeting with WWE and Town of Olathe for review and comment of the following:
- 4.2 Selection of water efficiency activities.
- 4.3 Detail targeted technical assistance and incentives activities.
- 4.4 Ordinances and regulations.
- 4.5 Detail educational and outreach programs.

5.0 Develop implementation plan
- 5.1 Detail implementation plan.
- 5.2 Develop monitoring plan.
- 5.3 Prepare Water Efficiency Plan for review

6.0 Public Review Process
- 6.1 Public meeting with WWE and Town of Olathe after public review to discuss and assess public comments on the Water Efficiency Plan.
- 6.2 Incorporate public comments as appropriate and finalize the Water Efficiency Plan.

Objectives: (List the objectives of the project)

Objectives include:

- Develop a Water Efficiency Plan in order to assess and improve the adequacy, stability, flexibility, reliability, and sustainability of the water supply for the Town of Olathe.
- Present Water Efficiency Plan for public review and comment.
- Increase the Town of Olathe's Project 7 Water Authority water supply.
- Implement Water Efficiency Plan in line with land use planning and meet water savings goals.
- Monitor water savings from implemented water efficiency activities.
- Develop mechanism to update the Water Efficiency Plan in the future.

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Tasks

Provide a detailed description of each task using the following format:

Task 1 – Profile Existing Water System

Description of Task:

The goal of this task is to gain an exhaustive understanding of the Town's water system. The entire project team will be involved in this task, with monies from WEGF grant, as well as in-kind match and cash contribution from the Town of Olathe. WWE will meet with Town of Olathe to kick off the Water Efficiency Plan process and to cover the following:

1.1 Kickoff workshop meeting with WWE and Town of Olathe.

1.2 Overview of the physical characteristics of the existing water supply system.

1.3 Overview of existing water supply reliability, including water supply and infrastructure from the Moffit Spring Pipeline and the East Fork Feeder Pipeline.

1.4 Identify supply-side limitations and future water needs, including the potential of increasing the Town of Olathe allocation of Project 7 water.

Method/Procedure:

- Project team meet will meet and take a more in-depth look at items related to system distribution from the water sources, to the water storage features, to the end users, from both Project 7 water, the Moffit Spring Pipeline, and the East Fork Feeder Pipeline.
- Evaluate and gain additional insight into Olathe's water supplies, water rights, and the reliability of the system as a whole during historical dry years in accordance with the Statewide Water Supply Initiative. Identify age of water meters.
- Identify any limitations in the system as it pertains to expected future growth of Olathe and its service area based on existing treated water allocations, water storage capacity, and the overall system capacity. Talk with the Project 7 Water Authority about potentially increasing the Town of Olathe's allocation of Project 7 water.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A section in the Water Efficiency Plan that details as much of the physical characteristics, supply reliability, limitations and future needs of the Town of Olathe's water supply as can be gleaned through collaboration among WWE and the Town of Olathe.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

50% and 75% progress reports relevant to the task description, above, as well as a final section in the Water Efficiency Plan, (see Task 6 CWCB Deliverable for progress report dates). The progress reports will detail the status of meeting the goals and objectives of this task, any obstacles encountered, preliminary findings or accomplishments, and potential need for revision to the Scope of Work and timelines.

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Tasks

Provide a detailed description of each task using the following format:

Task 2 – Profile of water demands and historical demand management

Description of Task:

The goals of this task are to provide an overview of historical water demands, to understand how any historical water management measures have affected water demands, and to use appropriate methods to estimate future water demands based on historical trends. The entire project team will be involved in this task, with monies from WEGF grant, as well as in-kind match and cash contribution from the Town of Olathe.

2.1 Demographics and key characteristics of the service area.

2.2 WWE has identified historical water demands, will further evaluate with Town of Olathe to attempt to break down historical water demands by sector.

2.3 Identify past and current water demand management activities and impact to water demands.

2.4 Develop water demand forecasts.

Method/Procedure:

- Better define and breakdown the water use of the service area based on characteristics such as population and use by sector and Project 7 water use associated with specific land uses.
- WWE has completed an initial evaluation of historical water demands and storage releases to quantify annual water distribution. WWE will work with the Town of Olathe to detail challenges associated with historical water demand data, as well as attempt to break down historical water demands by sector.
- Evaluate past water demand management practices to better understand effectiveness of current practices and what may be phased out, as well as assess water savings from current management activities.
- Estimate future water demands for the chosen planning horizon based on historical water use trends.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A section in the Water Efficiency Plan that details as much of the water demands and historical water demand management and effectiveness, as well as future water demands estimate through collaboration among WWE and the Town of Olathe.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

50% and 75% progress reports relevant to the task description, above, as well as a final section in the Water Efficiency Plan, (see Task 6 CWCB Deliverable for progress report dates). The progress reports will detail the status of meeting the goals and objectives of this task, any obstacles encountered, preliminary findings or accomplishments, and potential need for revision to the Scope of Work and timelines.

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Tasks

Provide a detailed description of each task using the following format:

Task 3 – Integrated water supply, water efficiency and land use planning and water efficiency benefits and goals

Description of Task:

The goal of this task is to integrate water efficiency activities into potential future supply planning. The entire project team will be involved in this task, with monies from WEGF grant, as well as in-kind match and cash contribution from the Town of Olathe.

3.1 Land use, water efficiency and water supply planning.

3.2 WWE to work with Town of Olathe to see what's achievable, then develop, review, and prioritize water efficiency goals and measures.

Method/Procedure:

- Define water supply and system challenges, water supply planning efforts in line with land use planning efforts, and the beneficial effects that water efficiency may have on other Town of Olathe planning efforts.
- The entity in charge of land use planning is the Planning and Zoning Board.
- The project team will work with Scott Eklund and use the *Plan Olathe Comprehensive Plan* (The Plan) and Olathe Planning and Zoning Code, in considering water efficiency goals for land use planning efforts. The Plan specifies its' benefits are to minimize sprawl by encouraging growth in serviceable areas, and promoting mixed uses, higher densities, and infill in developed areas. Preserve intact green space throughout the city. Improve connectivity between neighborhoods and retail/service areas, and ensure adequate density for the efficient delivery of urban services and viable commercial areas. It will be a priority for the project team to maintain these benefits in conjunction with reaching water efficiency goals.
- Project team will modify the forecasted water demands to be developed based on projected future water savings resulting from water efficiency activities.
- Develop qualitative and quantitative water efficiency goals and describe how each goal will be measured.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

Water supply and land use planning and implementation of water efficiency goals detailed throughout the Water Efficiency Plan, in line with land use planning through collaboration and feedback from the Town of Olathe and Olathe Planning and Zoning Code.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

50% and 75% progress report will contain details of this task relevant to the task description, above, as well as details in the final Water Efficiency Plan, (see Task 6 CWCB Deliverable for progress report dates). The progress reports will detail the status of meeting the goals and objectives of this task, any obstacles encountered, preliminary findings or accomplishments, and potential need for revision to the Scope of Work and timelines.

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Tasks

Provide a detailed description of each task using the following format:

Task 4 – Select water efficiency activities

Description of Task:

The goal of this step is to select water efficiency activities for implementation. The activities will be chosen based on a screening and evaluation process. The entire project team will be involved in this task, with monies from WEGF grant, as well as in-kind match and cash contribution from the Town of Olathe.

4.1 Public workshop meeting with WWE and Town of Olathe for review and comment of the following:

4.2 Water efficiency activities selection process.

4.3 Detail targeted technical assistance and incentives activities.

4.4 Ordinances and regulations.

4.5 Detail educational and outreach programs.

Method/Procedure:

- Develop a screening and evaluation process to select the final water efficiency activities that are to be included in the water efficiency plan. Provide estimated water savings, in either a percentage or in acre-feet increments, from each chosen activity. Describe all current and planned water metering programs for the Town of Olathe, evaluate the towns existing billing system in order to identify potential improvements, review the existing water rate structure and review potential adjustments to encourage water efficiency and develop a leak detection and repair system. Evaluate age of existing water meters and metering record keeping system.
- Detail the target technical assistance and incentive activities selected for implementation. This will discuss potential incentives to implement water efficiency techniques that will impact municipal facilities, the largest water users and selected activities for the remaining customers or a specific customer category.
- Identify and evaluate potential savings associated with locally adopted ordinances and regulations to mitigate water wasting and encourage water savings, which may include regulations on existing customers, new construction, or point of sales.
- Evaluate water saving from enhancements to water meters, data collection and billing system.
- Identify and detail potential educational activities that could be selected for implementation in order to educate the public on water efficiency techniques and other ways for the community and customers to become responsible water users. Potential education opportunities exist for land use planning that maximizes water efficiency.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

A section in the Water Efficiency Plan that details potential water efficiency activities, water savings incentives, ordinances and regulations, and outreach and education for each for the Town of Olathe.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

50% and 75% progress report relevant to the task description, above, as well as a final section in the Water Efficiency Plan, (see Task 6 CWCB Deliverable for progress report dates). The progress reports will detail the status of meeting the goals and objectives of this task, any obstacles encountered, preliminary findings or accomplishments, and potential need for revision to the Scope of Work and timelines.

Tasks
Provide a detailed description of each task using the following format:
Task 5 – Develop implementation plan
Description of Task:
The goal of this task is to detail means to implement and monitor the Water Efficiency Plan. The entire project team will be involved in this task, with monies from WEGF grant, as well as in-kind match and cash contribution from the Town of Olathe. 5.1 Develop implementation plan. 5.2 Develop monitoring plan in conjunction with current water metering system. 5.3 Prepare Water Efficiency Plan for review.
Method/Procedure:
• List and detail all selected water efficiency activities, the anticipated period of implementation, the actions necessary to implement each activity and a detailed projected cost. • Develop a plan to monitor effectiveness of the Water Efficiency Plan, to include collection of water demand and water use data. Will include a process to communicate results on the plan's effectiveness to appropriate water managers.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
A section in the Water Efficiency Plan that details the monitoring plan and documents the effectiveness results of water efficiency activities.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
50% and 75% progress report relevant to the task description, above, as well as a final section in the Water Efficiency Plan, (see Task 6 CWCB Deliverable for progress report dates). The progress reports will detail the status of meeting the goals and objectives of this task, any obstacles encountered, preliminary findings or accomplishments, and potential need for revision to the Scope of Work and timelines.

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Tasks
Provide a detailed description of each task using the following format:
Task 6 – Public review and approval process
Description of Task:
The goal of this task is to present the initial draft of the Water Efficiency Plan to the public for their review and formal approval process. The entire project team will be responsible for completion of this task. Funding for this task will be from the Town of Olathe in-kind and cash contribution. 6.1 Meeting that is open to the pubic with WWE and Town of Olathe after public review to discuss and assess the public comments on the Water Efficiency Plan. 6.2 Incorporate public comments as appropriate and finalize the Water Efficiency Plan.
Method/Procedure:
• Upon public review and comment process, the project team will review and evaluate all public comments for potential incorporation into the final Water Efficiency Plan. • Project team will document the public review and comment process in the final Water Efficiency Plan document. • Project team will detail steps used to review and revise the Water Efficiency Plan and will chose intervals for monitoring data to be analyzed in order to update the plan.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Initial draft of the Water Efficiency Plan.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Final Water Efficiency Plan, with public comments incorporated, including a review of activities completed, an estimate of actual water savings realized, and future use of the Project outcomes. 50% progress report to be submitted on 9/27/2018 and 75% progress report to be submitted on 1/12/2019. The progress reports will detail the status of meeting the goals and objectives of the final Water Efficiency Plan, any obstacles encountered, and final findings or accomplishments. The final Water Efficiency Plan will be submitted on 5/12/2019.

Last Update: May 19, 2017

Budget and Schedule

Budget: This Scope of Work and Schedule shall be accompanied by a Budget that reflects the Tasks identified in the Scope of Work and Schedule and shall be submitted to CWCB in an excel format.

Schedule: This Scope of Work and Budget shall be accompanied by a Schedule that reflects the Tasks identified in the Scope of Work and Budget and shall be submitted to CWCB in an excel format.

Reporting Requirements

Reporting: The grantee shall provide the CWCB a Progress Report at 50% & 75% completion of the project. The Progress Report shall address the following:

- the success of meeting previously identified goals and objectives
- obstacles encountered
- preliminary findings or accomplishments
- potential need for revisions to the scope of work and timelines

(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.)

Final Deliverable: At the completion of the project, the grantee shall provide the CWCB a final report on the grantee's letterhead including a review of the activities completed, an estimate of actual water savings realized (for covered entities), and other information that is relevant to the Board's record of the Project and future use of the Project outcomes.

The CWCB will withhold the last 10% of the grant request until 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 contract will be closed without any further payment.

COLORADO
Colorado Water Conservation Board
Department of Natural Resources

Colorado Water Conservation Board

Water Efficiency Grant Fund
BUDGET & SCHEDULE

Date: 1/12/2018
Project Name: Town Of Olathe Water Efficiency Plan
Applicant: Town of Olathe

Task No.	Description	Start Date(1)	End Date	Consultant - Project Manager ($202 per hour)2	Consultant - Engineering Professional I Hours ($149 per hour)2	Consultant - Engineering Technician I ($96 per hour)2	Consultant - Engineering Technician II ($86 per hour)2	Total Hourly WWE Labor	WWE Meeting/ Travel Expenses (~5% of total WWE budget)	Total WWE Budget	Town of Olathe (In-Kind) Patty Gabriel ($40.38 per hour)	Town of Olathe (In-Kind) Wayne Trounce and Scott Eklund ($33.08 per hour)	Total Hourly Town of Olathe Labor (In-Kind)	Town of Olathe Cash Match	Total Matching Funds from Town of Olathe (In-Kind & Cash)	WEGF Grant Request	Total
				(hours)	(hours)	(hours)	(hours)	(dollars)	(dollars)	(dollars)	(hours)	(hours)	(dollars)	(dollars)	(dollars)	(dollars)	(dollars)
1	Profile existing water system	2/12/2018	5/12/2018	10	14	14	4	$5,794.00	$1,230.00	$7,024.00	8	18	$918.48	$679.37	$1,597.85	$6,590.00	$8,187.85
2	Profile water demands and historical demand Management	4/12/2018	8/12/2018	4	8	14	2	$3,516.00	-	$3,516.00	6	22	$970.04	$334.48	$1,304.52	$2,940.00	$4,245
3	Integrated water supply, water efficiency and land use planning, and water efficiency benefits and goals	6/12/2018	11/12/2018	6	8	18	4	$4,476.00	-	$4,476.00	10	16	$933.08	$265.07	$1,198.15	$3,880.00	$5,078
4	Selection of water efficiency activities	9/12/2018	12/12/2018	10	12	20	4	$6,072.00	$1,230.00	$7,302.00	16	16	$1,175.36	$270.26	$1,445.62	$6,272.00	$7,718
5	Implementation and monitoring plan	11/12/2018	2/12/2019	8	10	24	3	$5,668.00	-	$5,668.00	20	18	$1,403.04	$1,262.22	$2,665.26	$4,966.00	$7,631
6	Public Review and approval process	2/12/2019	5/12/2019	10	8	8	6	$4,496.00	$1,230.40	$5,726.40	32	18	$1,887.60	$901.00	$2,788.60	$5,352.00	$8,141
			Total	**48**	**60**	**98**	**23**	**$30,022.00**	**$3,690.40**	**$33,712.40**	**92**	**108**	**$7,287.60**	**$3,712.40**	**$11,000**	**$30,000**	**$41,000**

(1) Start Date for funding under $50K - 30 Days from Application Submittal; Start Date for funding over $50K - 30 Days from Board Approval.
(2) Please insert additional columns if needed for additional staff working on project.
Project may begin as soon as the grantee enters contract/purchase Order
CWCB will withhold the last 10% of the entire grant budget until the Final Report (Deliverable) is completed and accepted (WEGF Criteria & Guidelines).

RESOLUTION 2017-10

A RESOLUTION BY THE BOARD OF TRUSTEES FOR THE TOWN OF OLATHE, COLORADO, AUTHORIZING AND SUPPORTING THE WATER EFFICIENCY GRANT FUND APPLICATION TO THE COLORADO WATER CONSERVATION BOARD.

WHEREAS, the Board of Trustees for the Town of Olathe, Colorado, recognizes that it would be beneficial to develop a water efficiency plan for the Town; and

WHEREAS, the Town of Olathe is nearing its allocation of Project 7 water; accordingly, the Town needs to increase its Project 7 allocation and adopt and implement water conservation measures to reduce treated water demand; and

WHEREAS, the Colorado Water Conservation Board, Water Efficiency Grant Program, provides financial assistance to communities for water conservation-related activities and projects; and

WHEREAS, the Town of Olathe desires to seek funding through a Water Conservation Planning Grant to help cover the cost of developing a water efficiency plan.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Olathe, Colorado that:

The Board of Trustees of the Town of Olathe authorizes and supports making an application to the Colorado Water Conservation Board, Water Efficiency Grant Program, to help cover the cost of developing a water efficiency plan.

ADOPTED by the Olathe Town Board of Trustees of the Town of Olathe, Colorado on this 13th day of November, 2017.

TOWN OF OLATHE SEAL COLORADO

Rob D. Smith, Mayor

ATTEST:

Bobbi Sale, Town Clerk