

**Water Supply Reserve Fund
Water Activity Summary Sheet
March 21-22, 2018
Agenda Item 25(s)**

Applicant & Grantee: Littleton/Englewood Wastewater Treatment Facility

Water Activity Name: SWIFT2 – “South Platte Water Infrastructure from Today Creating Sustainable Water Infrastructure for Tomorrow”

Water Activity Purpose: Municipal/Industrial Study

County: Denver, Douglas, Jefferson, Adams, Arapahoe

Drainage Basin: South Platte

Water Source: South Platte

Amount Requested: \$25,000 Metro Account

Matching Funds: Applicant Match (in-kind only) = \$98,800

- 395% of the basin request (meets 25% min)
- 80% of the total project cost of \$123,800

Staff Recommendation:

Staff recommends approval of up to \$25,000 from the Metro Account to fund the project: SWIFT2.

Water Activity Summary: WSRF grant funds, if approved, will help bring together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. Entities in the proposed study area are strategically situated to benefit from shared or coordinated infrastructure, increased reuse opportunities, efficiencies between interrelated systems, and scenarios that minimize the net cost to the collective water/wastewater ratepayer. Partner meetings began in 2017 and will continue monthly in 2018. The meetings start the conversation by highlighting past regional and national partnership successes and expand the conversation by allowing partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply and demand gap, increase water reuse, and create benefits to multiple users. Ultimately, if this project is successful, it will build toward a more thorough evaluation of one or more opportunities, and the partners may pursue a CWCB State Water Plan Grant in the fall of 2018.

Topics initially proposed for the monthly meetings include the following: (1) Regional Partnering Success, Colorado Focused; (2) One Water Case Studies, National Focused; (3) Wastewater Perspectives (Metro WW, Littleton/Englewood WW); (4) Water Supplier Perspectives (Denver Water, Roxborough WSD, Aurora Water, SMWSA); (5) Compilation and Evaluation of Partners' Geospatial Information (Infrastructure, Sources, Discharges); and (6) Partner Group Chartering and Next Steps (including identification of additional funding opportunities). Outcomes include the documentation of important discussion items and ideas to effectively communicate project results to the CWCB, Metro Roundtable, and external entities that may have an interest in future participation opportunities.

Discussion: As described in the Metro Roundtable chair's recommendation letter, this project was supported and recommended for approval on January 11, 2018. The group has already held two

successful meetings to initiate a conversation about regional opportunities that may help to address the needs identified in the South Platte Basin Implementation Plan (SPBIP) and Colorado's Water Plan. The project builds upon multiple identified goals and objectives from these documents, which are highlighted in the application, with a particular focus on opportunities for increased reuse and cooperative utilization of water and wastewater treatment and conveyance infrastructure. The grant funding will be used to support and focus additional meetings through the fall of 2018, and also includes a technical component for participants to share and overlay geospatial data.

The SWIFT2 project goals are wholly in alignment with Colorado's Water Plan, which provides the following insights regarding a new era of collaborative water management in Colorado: "Over the past decade, historically adversarial views have shifted toward: (1) the benefits of collaborating on win-win projects that benefit all parties; (2) putting money to work solving problems instead of escalating litigation; and (3) capitalizing on the regional connections that tie Colorado together economically and hydrologically—instead of ignoring those connections." (Colorado's Water Plan, pg. 8). The project touches on multiple specific goals of the SPBIP including the identification of reuse sources, reuse limitations. Additionally, opportunities to overcome previously identified limitations will likely be discovered as a result of including multiple major drinking water and wastewater treatment providers on this project.

Issues/Additional Needs: No additional needs have been identified.

Eligibility Requirements: The application meets requirements of all eligibility components.

Evaluation Criteria: Staff has determined this activity satisfies the Evaluation Criteria.

Funding Summary / Matching Funds:

<u>Funding Source</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
Aurora Water	\$0	\$4,200	\$4,200
Denver Water	\$0	\$17,700	\$17,700
Roxborough Water & Sanitation District	\$0	\$6,800	\$6,800
South Metro WISE Authority	\$0	\$12,200	\$12,200
Littleton/Englewood Wastewater Treatment Plant	\$0	\$27,300	\$27,300
Carollo Engineers	\$0	\$20,600	\$20,600
GBSM	\$0	\$10,000	\$10,000
Subtotal	\$0	\$98,800	\$98,800
WSRF Metro Account	\$25,000	n/a	\$25,000
Totals	\$25,000	\$98,800	\$123,800

CWCB Project Manager: Megan Holcomb

February 12, 2018

Colorado Water Conservation Board
1313 Sherman Street, Suite 721
Denver, CO 80203

RE: Metro Roundtable Letter of Support

Dear Honorable Board Members,

On behalf of the Metro Roundtable, acting as its Chairwoman, I am writing to express the Roundtable's support for the Water Supply Reserve Fund (WSRF) grant program application submitted by the Littleton Englewood Wastewater Treatment Plant (L/E WWTP) for the [South Platte Water Infrastructure From Today Creating Sustainable Water Infrastructure For Tomorrow \(SWIFT2\)](#) project.

The project partners include a diverse set of stakeholders in the urban South Platte River watershed, including Denver Water, Aurora Water, South Metro Water Supply Authority, Roxborough Water & Sanitation District, and L/E WWTP. The group has already held two successful meetings to initiate a conversation about regional opportunities that may help to address the needs identified in the South Platte Basin Implementation Plan and Colorado's State Water Plan. The project builds upon multiple identified goals and objectives from these documents, which are highlighted in the application, with a particular focus on opportunities for increased reuse and cooperative utilization of water and wastewater treatment and conveyance infrastructure. The grant funding will be used to support and focus additional meetings through the fall of 2018, and also includes a technical component for participants to share and overlay geospatial data.

The applicants have requested, and the Metro Roundtable approved a contribution of \$25,000 in support of the project. The project is already underway, and will be supported wholly by in-kind contributions until grant funds are awarded; total in-kind contributions from the project partners were estimated at \$98,800. The grant-funded portion of this project is expected to be completed by August of 2018, with the potential for the project partners to explore additional grant opportunities through the roundtables or other sources if specific opportunities are identified. Additionally, the participants are hopeful that the SWIFT2 project will lay the groundwork for other future cooperative efforts in the region. We believe that this study will provide invaluable information for water and wastewater users on the South Platte River in their future planning, and could also lead to other benefits to the environment and recreation in the future. Please contact me at Barbara@roxwater.org if you have any questions regarding this Letter of Support.

Sincerely,

/s/ Barbara Biggs

Barbara J. Biggs, Chairwoman
Metro Roundtable



Last Update: August 3, 2017

Colorado Water Conservation Board

Water Supply Reserve Fund Grant Application

Instructions

All WSRF grant applications shall conform to the current [2016 WSRF Criteria and Guidelines](#).

To receive funding from the WSRF, a proposed water activity must be approved by a Roundtable(s) **AND** the Colorado Water Conservation Board (CWCB). The process for Roundtable consideration and recommendation is outlined in the 2016 WSRF Criteria and Guidelines. The CWCB meets bimonthly according to the schedule on page 2 of this application.

If you have questions, please contact the current CWCB staff Roundtable liaison:

Arkansas

Ben Wade
ben.wade@state.co.us
303-866-3441 x3238

Gunnison | North Platte | South Platte | Yampa/White

Craig Godbout
craig.godbout@state.co.us
303-866-3441 x3210

Colorado | Metro | Rio Grande | Southwest

Megan Holcomb
megan.holcomb@state.co.us
303-866-3441 x3222

WSRF Submittal Checklist (Required)

X	I acknowledge this request for funding was recommended for CWCB approval by the sponsoring Basin Roundtable(s).
X	I acknowledge I have read and understand the 2016 WSRF Criteria and Guidelines .
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract . ⁽¹⁾
Exhibit A	
X	Statement of Work ⁽²⁾ (Word – see Exhibit A Template)
X	Budget & Schedule ⁽²⁾ (Excel Spreadsheet – see Exhibit A Template)
X	Letters of Matching and/or Pending 3 rd Party Commitments ⁽²⁾
Exhibit C	
N/A	Map ⁽²⁾
N/A	Photos/Drawings/Reports
X	Letters of Support
	Certificate of Insurance ⁽³⁾ (General, Auto, & Workers' Comp.)
Contracting Documents	
	Certificate of Good Standing ⁽³⁾
	W-9 ⁽³⁾
	Independent Contractor Form ⁽³⁾ (If applicant is individual, not company/organization)
	Electronic Funds Transfer (ETF) Form ⁽³⁾

(1) Click "Grant Agreements". For reference only/do not fill out or submit/required for contracting

(2) Required with application if applicable.

(3) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.

Last Update: August 3, 2017

Schedule		
CWCB Meeting	Application Submittal Dates	Type of Request
January	December 1	Basin Account; BIP
March	February 1	Basin/Statewide Account; BIP
May	April 1	Basin Account; BIP
July	June 1	Basin Account; BIP
September	August 1	Basin/Statewide Account; BIP
November	October 1	Basin Account/BIP

Desired Timeline	
Desired CWCB Hearing Month:	March
Desired Notice to Proceed Date:	April 2018

Water Activity Summary		
Name of Applicant	Littleton/Englewood Wastewater Treatment Facility	
Name of Water Activity	SWIFT2 - South Platte Water Infrastructure from Today Creating Sustainable Water Infrastructure for Tomorrow	
Approving Roundtable(s)	Basin Account Request(s) ⁽¹⁾	
Metro Basin Roundtable	\$25,000	
Basin Account Request Subtotal	\$25,000	
Statewide Account Request ⁽¹⁾	\$0	
Total WSRF Funds Requested (Basin & Statewide)	\$25,000	
Total Project Costs	\$123,800	

(1) Please indicate the amount recommended for approval by the Roundtable(s)

Last Update: August 3, 2017

Grantee and Applicant Information	
Name of Grantee(s)	Carollo Engineers
Mailing Address	390 Interlocken Crescent #800; Broomfield CO 80021
FEIN	86-0899222
Grantee's Organization Contact ⁽¹⁾	David Pier
Position/Title	Project Manager
Email	dpier@carollo.com
Phone	303 551 2532
Grant Management Contact ⁽²⁾	John Rehring
Position/Title	Senior Advisor / Vice President
Email	jrehring@carollo.com
Phone	303 635 1220
Name of Applicant (if different than grantee)	Littleton/Englewood Wastewater Treatment Plant
Mailing Address	2900 S. Platte River Dr.
Position/Title	Contact – Dan DeLaughter, Applied Data & Policy Engagement Programs Manager
Email	ddelaughter@englewoodco.gov
Phone	303 762 2605

(1) Person with signatory authority

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

Description of Grantee
Provide a brief description of the grantee's organization (100 words or less).
<p>The Grantee, Carollo Engineers, Inc., has been a leading expert in the planning, design, and construction management of water and wastewater projects for public agencies, municipalities, and industrial companies. Our history covers work on more than 25,000 projects, from small studies to large, complex design-builds. We have provided engineering services for dozens of planning-level nutrient studies and designs in Colorado for clients facing similar regulatory, infrastructure, and workforce challenges. The majority of the work performed for the grant will be out of our Broomfield and Littleton offices.</p>

Last Update: August 3, 2017

Type of Eligible Entity (check one)	
	Public (Government): municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises
X	Private Incorporated: mutual ditch companies, homeowners associations, corporations
	Private Individuals, Partnerships, and Sole Proprietors: are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
	Non-governmental organizations: broadly, any organization that is not part of the government
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes

Type of Water Activity (check one)	
X	Study
	Implementation

Category of Water Activity (check all that apply)		
X	Nonconsumptive (Environmental)	
X	Nonconsumptive (Recreational)	
	Agricultural	
X	Municipal/Industrial	
	Needs Assessment	
	Education & Outreach	
	Other	Explain:

Location of Water Activity	
Please provide the general county and coordinates of the proposed activity below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Counties	Denver, Douglas, Jefferson, Adams, Arapahoe
Latitude	N/A, Regional Evaluation Project
Longitude	N/A, Regional Evaluation Project

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Water Activity Overview

Please provide a summary of the proposed water activity (200 words or less). Include a description of the activity and what the WSRF funding will be used for specifically (e.g. studies, permitting, construction). Provide a description of the water supply source to be utilized or the water body affected by the activity. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, area of habitat improvements. If this project addresses multiple purposes or spans multiple basins, please explain. The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, and Schedule.

Water suppliers and wastewater treatment facilities are actively seeking opportunities to expand water reuse, balance nutrient treatment requirements, effectively use their water rights, and promote using the right water for the right use. This project actively brings together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. Entities in the proposed study area are strategically situated to benefit from shared or coordinated infrastructure, increased reuse opportunities, efficiencies between interrelated systems, and scenarios that minimize the net cost to the collective water/wastewater ratepayer. Partner meetings began in 2017 and will continue monthly in 2018. The meetings start the conversation by highlighting past regional and national partnership successes and expand the conversation by allowing partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users. Ultimately, if this project is successful, it will build toward a more thorough evaluation of one or more opportunities, and the partners may pursue a CWCB State Water Plan Grant in the fall of 2018.

Measurable Results

To catalog measurable results achieved with WSRF funds please provide any of the following values.

N/A	New Storage Created (acre-feet)	
N/A	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive	
N/A	Existing Storage Preserved or Enhanced (acre-feet)	
N/A	Length of Stream Restored or Protected (linear feet)	
To Be Determined	Efficiency Savings (indicate acre-feet/year OR dollars/year)	
N/A	Area of Restored or Preserved Habitat (acres)	
N/A	Length of Pipe/Canal Built or Improved	
To Be Determined	Other	This project is to evaluate conceptual-level projects for further evaluation

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Water Activity Justification

Provide a description of how this water activity supports the goals of [Colorado's Water Plan](#), the most recent [Statewide Water Supply Initiative](#), and the respective [Roundtable Basin Implementation Plan and Education Action Plan](#) ⁽¹⁾. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).

For applications that include a request for funds from the Statewide Account, the proposed water activity shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan criteria for state support (CWP, Section 9.4, pp. 9-43 to 9-44;) (Also listed pp. 4-5 in [2016 WSRF Criteria and Guidelines](#)).

The SWIFT2 project goals are wholly in alignment with the State Water Plan, which provides the following insights regarding a new era of water management in Colorado:

"Over the past decade, historically adversarial views have shifted toward: [1] the benefits of collaborating on win-win projects that benefit all parties; [2] putting money to work solving problems instead of escalating litigation; and [3] capitalizing on the regional connections that tie Colorado together economically and hydrologically—instead of ignoring those connections. (State Water Plan, pg. 8)

Additionally, the project touches on multiple specific goals of the South Platte Basin Implementation Plan, which are summarized below:

Reuse sources: *"Identification and differentiation of sources of reusable supply, including nonnative (TMD) water, agricultural -municipal transfers, nontributary groundwater, decreed reuse water." (BIP Section 4.3.2)*

Project partners will share information about their water supplies, current and planned infrastructure, and requirements to protect water quality and the environment in the South Platte River Basin. Identified conceptual projects will be explored further.

Reuse limitations: *"Consideration of infrastructure needs, losses, timing, impacts to downstream rights, water quality, treatment and disposal, regulatory requirements for potable (direct and indirect) and non-potable uses." (BIP Section 4.3.2)*

Opportunities to overcome previously identified limitations will likely be discovered as a result of including multiple major drinking water and wastewater treatment providers on this project.

Successive use, conservation, and reuse: *"The dependence on successive use of return flows on the South Platte for M&I, agricultural, and environmental and recreational needs to be defined and considered," (BIP Section S.3.2)*

As the work progresses, opportunities may also be identified that could enhance flows, improve water quality, and lead to water conservation.

South Platte storage and other infrastructure: *"To the extent possible, develop multipurpose storage, conveyance, system interconnections and other infrastructure projects to take advantage of limited remaining South Platte supplies and enhance water use efficiencies and supply reliability." (BIP Section 1.9.4)*

This project will explore opportunities for collaborative inter-connections between water supply systems.

(1) Access Basin Implementation Plans or Education Action Plans from Basin drop down menu.

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Matching Requirements: Basin Account Requests	
Basin (only) Account grant requests require a 25% match (cash and/or in-kind) from the Applicant or 3 rd party and shall be accompanied by a letter of commitment as described in the 2016 WSRF Criteria and Guidelines (submitted on the contributing entity's letterhead). Attach additional sheet if necessary.	
Contributing Entity	Amount and Form of Match (note cash or in-kind)
Aurora Water	\$4,200 In-Kind
Denver Water	\$17,700 In-Kind
Roxborough Water & Sanitation District	\$6,800 In-Kind
South Metro Water Supply Authority	\$12,200 In-Kind
Littleton/Englewood Wastewater Treatment Plant	\$27,300 In-Kind
Carollo Engineers	\$20,600 In-Kind
GBSM	\$10,000 In-Kind
Total Match	\$98,800 In-Kind
If you requested a Waiver to the Basin Account matching requirements, indicate the percentage you wish waived.	

Matching Requirements: Statewide Account Requests	
Statewide Account grant requests require a 50% match as described in the 2016 WSRF Criteria and Guidelines. A minimum of 10% match shall be from Basin Account funds (cash only). A minimum of 10% match shall be provided by the applicant or 3 rd party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3 rd party) and shall be accompanied by a letter of commitment . Attach additional sheet if necessary.	
Contributing Entity	Amount and Form of Match (note cash or in-kind):
Total Match	\$ N/A
If you requested a Waiver to the Statewide Account matching, indicate % you wish waived. (Max 50% reduction of requirement).	

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Related Studies

Please provide a list of any related studies, including if the water activity is complimentary to or assists in the implementation of other CWCB programs.

None have been identified at this time.

Previous CWCB Grants

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order

None have been identified. However, key management team members have been involved with other National, Statewide and Local grant projects.

Tax Payer Bill of Rights

The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

Not applicable for the Grantee and any subconsultants.

Last Update: August 3, 2017



Last Update: October 24, 2017

0Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	February 1, 2018
Water Activity Name:	SWIFT2 (<i>South Platte Water Infrastructure From Today creating Sustainable Water Infrastructure for Tomorrow</i>)
Grant Recipient:	Carollo Engineers, Inc. (Grantee)
Funding Source:	\$25,000 WSRF, \$98,800 In-Kind Match
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.	
<p>Water suppliers and wastewater treatment facilities are actively seeking opportunities to expand water reuse, balance nutrient treatment requirements, effectively use their water rights, and promote using the right water for the right use. This project actively brings together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. Entities in the proposed study area are strategically situated to benefit from shared or coordinated infrastructure, increased reuse opportunities, efficiencies between interrelated systems, and scenarios that minimize the net cost to the collective water/wastewater ratepayer.</p> <p>Partner meetings began in 2017 and will continue monthly in 2018. The meetings start the conversation by highlighting past regional and national partnership successes and expand the conversation by allowing partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users. Ultimately, if this project is successful, it will build toward a more thorough evaluation of one or more opportunities, and the partners may pursue a CWCB State Water Plan Grant in the fall of 2018.</p>	
Objectives: (List the objectives of the project)	
<ul style="list-style-type: none">• Project partners will meet regularly to improve their knowledge of each other's' water and wastewater infrastructure, planning goals, and identified project opportunities• Learn from other Colorado and National level regional partnering successes• Explore opportunities for informal or formal future cooperation and additional outreach needs• Identify one or more projects that may be considered for further evaluation• Consider joint development of a detailed scope of work and proposal for additional projects. This may include a request for additional WSRF grant funding from the Metro or South Platte Roundtables, Statewide account funds and/or State Water Plan Grant funds• Share geospatial information, water rights information, and other information that will be useful for infrastructure project identification among project partners to facilitate discussions• Document important discussion items and ideas, and effectively communicate project results to the CWCB, Metro Roundtable, and external entities that may have an interest in the project or in future participation opportunities	



Last Update: October 24, 2017

Tasks
<u>Task 1 – Pre-planning and Grant Development</u>
Description of Task: Project partner entities held grant planning meetings and developed the grant application for submittal to the Metro Roundtable. <ul style="list-style-type: none">• [November 2017] Introductory meeting with all partners• [December 2017] Development of concepts and grant coordination between partners• [January 2018] Meeting at Metro Roundtable and presentation of the SWIFT2 grant led by partners.
Method/Procedure: Partners conducted two steering committee meetings and attended the Metro Basin Roundtable meeting.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) Submittal of grant application to Metro Roundtable.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) Submittal of grant application to CWCB.



Last Update: October 24, 2017

Tasks
<u>Task 2 – Regional Collaboration Meetings</u>
<p>Description of Task:</p> <p>Project partner entities will meet monthly between January and July of 2018 for a total of 7 monthly meetings. The meetings will serve as a forum to encourage communication and cooperation. Project partners will discuss goals and opportunities for projects within the South Platte River Basin to meet Basin Implementation Plan goals, including meeting the supply/demand gap, increasing water reuse, and identifying projects that have multiple benefits to multiple users. Topics initially proposed for the monthly meetings include the following:</p> <ul style="list-style-type: none">• [January] Regional Partnering Success – Colorado Focused• [February] One Water Case Studies – National Focused• [March] Wastewater Perspectives (Metro WW, Littleton/Englewood WW)• [April] Water Supplier Perspectives (Denver Water, Roxborough WSD, Aurora Water, SMWSA)• [May] Compilation and Evaluation of Partners' Geospatial Information (Infrastructure, Sources, Discharges)• [June/July] Partner Group Chartering and Next Steps (potentially including identification of additional funding opportunities) (2 meetings) <p>Additional project management related activities such as bi-weekly project conference calls, project coordination and invoicing (4 invoices for duration of project will be developed) will be provided by the Grantee and some of the Partners.</p> <p>This task also allocates in-kind services for grant development and pre-grant planning workshops.</p>
<p>Method/Procedure:</p> <p>Partners will rotate responsibility for coordinating speakers and hosting meetings. All work under this task provided by the partners is in-kind member contributions of staff time and resources.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>Meeting summaries will be prepared by the Grantee for all Partner meetings. Other project partners will provide meeting logistics coordination with agenda, locations and arranging guest speakers, which will be provided as in-kind services.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>Meeting summaries will be provided as part of the Final Report. Participant time will be tracked via sign-in sheets for each meeting and subgroup meeting to ensure that in-kind charges are accurate.</p>



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Tasks
<u>Task 3 – Documentation of Common Goals, Objectives, and Next Steps</u>
Description of Task: <p>The Grantee will compile and review relevant information, including but not limited to case studies, planning documents, meeting presentations and meeting minutes in order to distill common goals and objectives of the project partners. This information will be summarized into two “Idea Capture” meeting briefs, one of which will be prepared following the 4th monthly meeting (April), and one following the 7th monthly meeting (July).</p> <p>The Grantee or its Subcontractors will provide guidance and facilitation through Chartering and other next steps to formalize arrangements for follow-on work and capitalizing on additional collaboration/partnership opportunities. In this role, the Grantee or its Subcontractors may also provide outreach to other stakeholders as the project progresses.</p>
Method/Procedure: <p>This task will require coordination with the project partners to ensure that ideas are appropriately documented and to ensure general agreement on goals and objectives before moving forward with additional work.</p> <p>It is expected that the Project Partners will also contribute significant in-kind labor toward the completion of Task 2 through assistance to develop the “Idea Capture” documents, and participation on subgroups for establishing chartering documents, future grant applications, and other efforts.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Preparation of two (2) “Idea Capture” meeting briefs, one for meetings 1-4, and one for meetings 5-7. These are expected to be 3-4 page documents combining text and graphics to represent the general concepts discussed, goals and objectives of the project partners for the SWIFT2 project.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The “Idea Capture” meeting briefs will be provided to the CWCB in the project Final Report to the CWCB.



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Tasks	
<u>Task 4 – Regional Infrastructure Geospatial Analysis</u>	
Description of Task:	<p>Project partners will be asked to communicate and present key geospatial information such as major water supply and wastewater infrastructure, conveyances, diversion and return flow locations, growth boundaries, service area boundaries and planning areas, water rights data, regional water demand and supply information, etc. The Project partners, with input from the Grantee or its Subcontractors, will be responsible for compiling geospatial information and data from participating entities to provide mapping/figures that will facilitate conceptual-level discussions around potential projects that could provide advantages or efficiencies in water delivery, reuse and/or treatment alternatives that would not otherwise be available without a regional cooperation approach. . Our goal is that this effort will lead to more productive discussions during the latter part of the project, and ultimately will be the driver toward identification of potential projects for further consideration.</p>
Method/Procedure:	<p>To the extent possible, geospatial information will be compiled electronically using Arc GIS, Google Earth or similar tools. It is understood that some entities may have limitations on data that may be shared. Additionally, internal approvals may be required from participating organizations, and participation may be contingent on entering into data sharing agreements.</p> <p>Based on initial discussions, several Project partners are willing to contribute in-kind labor to this effort. Specific in-kind commitments will be determined at initial meetings.</p> <p>Initial overlays will be used by SWIFT2 partners for collaboration and spotting of ideas for further evaluation/discussion.</p> <p>Grantee will review the work in provided by the project partners to validate that concepts identified for further consideration are consistent with Task 2. The Partners and Grantee will develop one graphic to represent conceptual projects that the group would like to investigate further ad provide the appropriate messaging.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	<ul style="list-style-type: none">• One Conceptual-level mapping/figure
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	<ul style="list-style-type: none">• A conceptual-level mapping/figure (1) <p>This information will be summarized in any the Final Report described below, subject to any data sharing limitations.</p>
Budget and Schedule	
<u>Exhibit B - Budget and Schedule:</u> 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 <u>excel format</u> . A separate <u>excel formatted</u> Budget is required for engineering costs to include rate and unit costs.	



Last Update: October 24, 2017

Reporting Requirements

Reporting: The grantee shall provide their respective Roundtable(s) and the CWCB a Progress Report every 6 months, beginning from the date of executed contract (grantee assumes only 1 Progress Report needed). The Progress Report shall describe the status of the water activity, the completion or partial completion of the tasks identified in the Statement of Work including a description of any major issues that have occurred and any corrective action to address these issues. The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.

Final Deliverable: At the completion of the water activity, the grantee shall provide their respective Roundtable(s) and the CWCB the Progress Report, which will serve as the final report, on the grantee's letterhead that:

- Summarizes the water activity and how the water activity was completed
- Describes any obstacles encountered, and how these obstacles were overcome
- Explains the Proposed Budget versus the Actual Budget
- Confirms that all matching commitments have been fulfilled
- Includes photographs, summaries of meeting and engineering reports/design, if appropriate

The CWCB will pay the last 10% of the entire water activity 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 water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. 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.

The CWCB will pay the last 10% of the entire water activity 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 water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Performance Requirements

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 B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the 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 the 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.

Last Update: 12/20/17



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund

EXHIBIT B.1 - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date: February 1, 2018

Water Activity Name: SWIFT2

Grantee Name: Carollo Engineers, Inc.

<u>Task No.</u> ⁽¹⁾	<u>Description</u>	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽³⁾	<u>WSRF Funds</u> (Basin & Statewide combined) ⁽³⁾	<u>Total</u>
1	Pre-Grant Planning Meetings and Grant Development	11/15/2017	1/26/2018	\$ 9,200	\$ -	\$ 9,200
2	Regional Collaboration Meetings	1/29/18	7/20/18	\$ 65,500	\$ -	\$ 65,500
3	Common Goals, Objectives	5/1/18	7/20/18	\$ 16,500	\$ 23,600	\$ 40,100
4	Regional Infrastructure Geospatial	5/1/18	8/1/18	\$ 7,600	\$ 1,400	\$ 9,000
Total				\$98,800	\$25,000	\$123,800

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

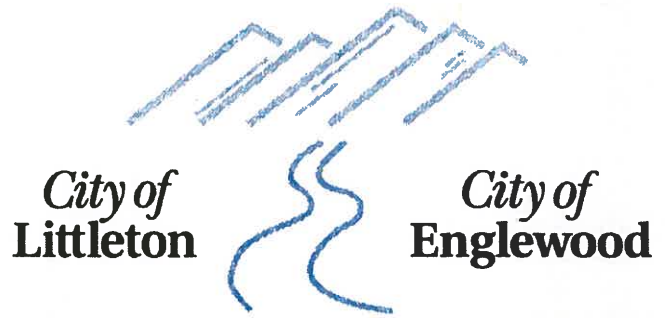
The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution

- Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.

**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
(303) 762-2600
FAX 762-2620



February 1, 2018

To: Colorado Water Conservation Board
c/o Megan Holcomb, Metro Roundtable Liaison
1313 Sherman Street
Denver, Colorado

RE: Metro Roundtable - Water Supply Reserve Fund Grant Application
SWIFT2 Project

Dear Honorable Board Members:

The guidelines for the Water Supply Reserve Fund grant program require the submittal of a Letter of (financial) Commitment by the grant applicant. The applicant, Littleton/Englewood WWTP and grantee, Carollo Engineers, Inc. do hereby commit to provide the in-kind services, as identified in Exhibit B to the grant application for the SWIFT2 project. The total estimated cost of the project is \$123,800.

The South Metro Water Supply Authority, Denver Water, Aurora Water, Roxborough Water and Sanitation District, and GBSM will be providing in-kind support to the project, as well. The partners' in-kind support will be reviewed by and subject to the approval of the parties' Boards and Council, as applicable. Initial 3rd party commitments are identified in Exhibit B.

We are confident that the project will be a productive use of WSRF funds, and that the project aligns closely with the goals of the Metro Roundtable Basin Implementation Plan and Colorado's State Water Plan. We look forward to working with the Colorado Water Conservation Board and its staff on this SWIFT2 project. If you have any questions or require any additional information, please do not hesitate to contact me at jkuosman@englewoodco.gov or (303) 762-2602.

Sincerely,

John Kuosman,
Director, Littleton/Englewood Wastewater Treatment Plant

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: **Roxborough Water & Sanitation District**

By: 

Name (Print): Barbara Biggs

Title: General Manager

Date: 1/29/18

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: Denver Water

By: 

Name (Print):

Greg Fisher

Title:

Manager of Demand Planning

Date:

1-29-18

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: South Metro Water Supply Authority

By: Lisa Darling

Name (Print): LISA DARLING

Title: Executive Director

Date: 1-29-18

January 26, 2018

Ms. Megan Holcomb
Metro Basin – Colorado Water Conservation Board (CWCB)
1313 Sherman Street
Denver, Colorado 80203

Subject: South Platte Water Infrastructure from Today creating Sustainable Water Infrastructure for Tomorrow (SWIFT2) – CWCB Grant In-Kind Services Provided by Carollo Engineers

Dear Megan:

The SWIFT2 Project actively brings together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. The meetings will start the conversation by highlighting past regional and national partnership successes. The dialogue will then be expanded to allow partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users.

As participants in the SWIFT2 Project Carollo Engineers, Inc. is committed to contributing an estimated \$21,000 of in-kind labor and support for the grant. This in-kind contribution will be through attendance at SWIFT2 meetings and related activities.

Carollo Engineers, Inc. will also serve as the grant administrator and will be responsible for submitting invoices, progress reports, and final report to CWCB in compliance with the 2016 WSRF Criteria and Guidelines.

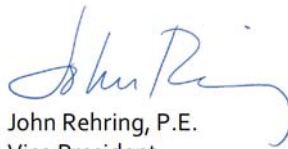
The scope of work and budget spreadsheet illustrates the distribution of Carollo Engineers, Inc.. We look forward to partnering with the CWCB and the SWIFT2 partners to develop regional solutions to benefit the South Platte water basin.

Sincerely,

CAROLLO ENGINEERS, INC.



David Pier, P.E.
Project Manager



John Rehring, P.E.
Vice President

dp:dp

cc: Dan Delaughter, Littleton/Englewood WWTP



Aurora Water



City of Aurora

Water Resources

15151 E. Alameda Parkway, Ste. 3600
Aurora, Colorado 80012
303.739.7370

Worth Discovering • auroragov.org

January 29, 2018

Blair Corning
Deputy Director of Strategic Programs
Littleton/Englewood WWTP
2900 S Platte River Dr.
Englewood, CO 80110

RE: SWIFT2 Project

Dear Blair:

Thank you for including Aurora in the SWIFT2 Project. Bringing together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing, and proposed infrastructure in the urban South Platte watershed is an intriguing idea. I understand that the meetings will start the conversation by highlighting past regional, and national partnership successes; share perspectives across sectors, and seek to explore opportunities for projects designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users.

As participants in the SWIFT2 Project, the City of Aurora, acting by, and through its Utility Enterprise ("Aurora Water"), will contribute an estimated \$4,200 of in-kind contribution. Currently, our in-kind contribution will be providing two staff members to attend the SWIFT2 meetings and activities.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "MPB".

Marshall P. Brown
Director, Aurora Water

MEMORANDUM

To: David Pier and John Rehring / Carollo Engineers

From: Miles Graham and Steve Coffin

Re: Initial Communications Scope of Work for SWIFT2

Date: January 24, 2018

Thank you for seeking our assistance with communications strategy, messaging and positioning for the SWIFT2 initiative. This memo identifies a recommended scope of work for initial communications services related to the Basin Roundtable grant, as well as potential in-kind contributions in support of future grant and funding opportunities.

The timing of these initial activities began with preliminary planning conversations with John Kuosman in the summer of 2017 and is anticipated to continue through July 31, 2018.

During this time, GBSM will provide the following services:

- 1. Messaging and Positioning:** Develop a high-level message platform for the collaborative effort as a whole. This document will provide a cohesive framework for positioning the project and help partners discuss the work through a consistent narrative.
- 2. Visioning:** Support for facilitating the discussion to identify the collective values and vision of the project partners, as well as identify a unified mission and set of goals.
- 3. Project Materials:** Develop an overarching fact sheet that provides a general summary of the project vision, goals/objectives, benefits and timetable, as well as create content/concepts and support graphic design of project visuals/infographics.
- 4. Grant Application:** Support Carollo's development of materials needed for the Basin Roundtable grant reporting, future funding opportunities, and associated Memorandums of Understanding.

Supplemental Activities: In-Kind Contributions

Additional recommended services, not included in this scope of work or budget, are summarized below. It is anticipated that these following activities would be completed as in-kind/pro bono contributions to support the overall SWIFT2 effort.

- 1. Meeting Participation:** Participation in up to eight (8) SWIFT2 group meetings, recurring on a monthly basis.

2. **Strategic Counsel:** Provide ongoing communications counsel, as needed or on an issue-specific basis, to support the evolving needs of the project and ensure that near-term efforts are consistent with and complementary to the long-term collective vision.
3. **Partner Coordination:** Convene and support individual or small group conversations with project partners as needed, or on an issue-specific basis.

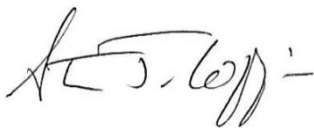
Description of GBSM Fees:

The amount authorized for this scope is not to exceed \$10,000. GBSM will bill this effort on a monthly basis at the hourly rates listed below. All expenses will be passed through, at cost, with no mark-up.

In addition, GBSM will provide up to \$10,000 of in-kind/pro bono services to the project as a matching contribution to the \$10,000 budget of this scope of work.

Name	Title	Hourly Rate
Steve Coffin	Senior Counsel	\$325
Miles Graham	Senior Associate	\$225
TBD	Associate	\$165
Gia Tammone	Support Staff	\$75

If you have any questions on the above info or need any additional detail, please feel free to contact me at your convenience.



Steve Coffin, *Senior Counsel*
GBSM, Inc.