



Last Update: October 20, 2017

<b>Colorado Water Conservation Board</b>
<b>Water Efficiency Grant Fund Grant Application</b>

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

<b>WEGF Submittal Checklist (Required)</b>	
✓	I acknowledge I have read and understand the WEGF Criteria and Guidelines.
Attachments	
✓	Scope of Work <sup>(1)</sup>
✓	Budget & Schedule <sup>(1)</sup>
	Letters of Support (For Public Education/Outreach Grants)
Contracting Documents (For Public Education/Outreach Grants)	
	W-9 <sup>(2)</sup>
	Certificate of Insurance <sup>(2)</sup> (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 <u>IF</u> 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 Eaton, Colorado
Name of Grant Project	Eaton Water Efficiency Plan Update 2018
WEGF Grant Request Total	\$30,000.00
In-Kind Match	\$10,651.95
Cash Match	\$12,159.28
Total Project Costs	\$52,811.23

Applicant Information	
Name of Applicant	Town of Eaton, Colorado
Mailing Address	223 First Street Eaton, CO 80615
Applicant's Organization Contact <sup>(1)</sup>	Gary Carsten
Position/Title	Town Administrator
Email	gcarsten@eatonco.org
Phone	970-454-3338
Grant Management Contact <sup>(2)</sup>	Jeff Schreier
Position/Title	Assistant Town Administrator
Email	jeff@eatonco.org
Phone	970-454-3338
Name of Consultant (if applicable)	Clear Water Solutions
Mailing Address	8010 South County Road 5, Suite 105 Windsor, CO 80528
Position/Title	Michelle Hatcher, Water Resource Specialist
Email	michelle@clearwatercolorado.com
Phone	970-223-3706

(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	
<p>Clear Water Solutions, Inc. (CWS) will help complete a Municipal Water Efficiency Plan for the Town of Eaton (Town). Individuals from CWS that will be involved in the project include Michelle Hatcher and Steve Nguyen, P.E.</p> <p>Michelle Hatcher has worked on numerous CWCB-approved water efficiency plans and has over ten years of experience in water resources planning and management. Michelle will serve as Project Manager for this Plan.</p> <p>Steve Nguyen is a Professional Engineer registered in the State of Colorado. He has twenty years of experience in the water rights and water-planning arena. He has helped many clients manage their water resources including water supply, water acquisition, water usage, water efficiency, and drought management. Steve will serve as a Technical Advisor on all portions of the Plan.</p>	
Type of Eligible Entity (check one)	
<input type="checkbox"/>	<b>Covered Entity:</b> as defined in <a href="#">Section 37-60-126 Colorado Revised Statutes</a> <b>Public</b>
<input checked="" type="checkbox"/>	<b>Non-covered Entity</b>
<input checked="" type="checkbox"/>	<b>State or Local Governmental Entity</b>
<input type="checkbox"/>	<b>Public or Private Agency:</b> entity whose primary purpose includes the promotion of water resource conservation. Please disclose your organizational structure and charter (or equivalent)

Type of Project (check one)	
<input type="checkbox"/>	Drought Management Plan
<input type="checkbox"/>	Drought Management Implementation
<input checked="" type="checkbox"/>	Water Efficiency Plan
<input type="checkbox"/>	Water Efficiency Implementation
<input type="checkbox"/>	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)	
Basin	South Platte River 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.).																																																															
<p>The following table includes the retail water delivery in acre-feet within Eaton. The total water delivery is metered and the distribution by customer class is estimated based on the number of taps for each class.</p> <p><b>Past Five Years Water Delivery</b></p> <table border="1"><thead><tr><th>Customer Class</th><th>2013</th><th>2014</th><th>2015</th><th>2016</th><th>2017</th><th>Average</th><th>Source</th></tr></thead><tbody><tr><td>Residential (AF)</td><td>671</td><td>674</td><td>731</td><td>748</td><td>763</td><td>717</td><td>CBT units, North Poudre Irrigation Company shares</td></tr><tr><td>Commercial (AF)</td><td>46</td><td>46</td><td>48</td><td>50</td><td>51</td><td>48</td><td>CBT units, North Poudre Irrigation Company shares</td></tr><tr><td>Industrial (AF)</td><td>7</td><td>7</td><td>7</td><td>8</td><td>7</td><td>7</td><td>CBT units, North Poudre Irrigation Company shares</td></tr><tr><td>Sprinkler-HOA (AF)</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>CBT units, North Poudre Irrigation Company shares</td></tr><tr><td><b>Total (AF)</b></td><td><b>725</b></td><td><b>728</b></td><td><b>787</b></td><td><b>806</b></td><td><b>823</b></td><td><b>774</b></td><td></td></tr><tr><td>Population</td><td>4,621</td><td>4,796</td><td>4,925</td><td>5,104</td><td>5,206</td><td>4,930</td><td></td></tr></tbody></table>								Customer Class	2013	2014	2015	2016	2017	Average	Source	Residential (AF)	671	674	731	748	763	717	CBT units, North Poudre Irrigation Company shares	Commercial (AF)	46	46	48	50	51	48	CBT units, North Poudre Irrigation Company shares	Industrial (AF)	7	7	7	8	7	7	CBT units, North Poudre Irrigation Company shares	Sprinkler-HOA (AF)	1	1	1	1	1	1	CBT units, North Poudre Irrigation Company shares	<b>Total (AF)</b>	<b>725</b>	<b>728</b>	<b>787</b>	<b>806</b>	<b>823</b>	<b>774</b>		Population	4,621	4,796	4,925	5,104	5,206	4,930	
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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

The following table has the water use projections for the next five years. These projections were based on of the current population. The current population is estimated at 5,206 (2017). Water demand is estimated to increase by 2% per year beginning in 2017, based on a projected population increase of 2% per year. The percentage of water for each category is expected to remain approximately the same.

#### Estimated Future Demand

Customer Class	2018	2019	2020	2021	2022
Residential (AF)	779	794	810	826	843
Commercial (AF)	52	53	54	55	57
Industrial (AF)	7	7	8	8	8
Sprinkler-HOA (AF)	1	1	1	1	1
Total (AF)	839	856	873	891	909
Estimated Population	5,310	5,416	5,525	5,635	5,748
Residential (GPCD)	131	131	131	131	131
Total (GPCD)	141	141	141	141	141

### 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.

The following table has the per capita use for both system wide and residential use. Residential gallons per capita per day (GPCD) is calculated as the residential water use in gallons divided by 365 days per year and divided by the population. Total GPCD is calculated as the total water use (all categories) in gallons divided by 365 days per year and divided by the population.

#### Per Capita Water Use

Item	2013	2014	2015	2016	2017	Average
Residential Water Use (AF)	671	674	731	748	763	717
Total Water Use (AF)	725	728	787	806	823	774
Population	4,621	4,796	4,925	5,104	5,206	4,930
Residential (GPCD)	130	125	132	131	131	130
Total (GPCD)	140	136	143	141	141	140



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### 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

The following table provides the previous five years, the current estimate for 2018 and the 10 year population projection. These estimates were obtained from the U.S. Census Bureau and confirmed with Town Staff. The projections (beginning in 2017) were estimated from a growth rate of approximately 2.0% per year.

#### Town and Water Service Area Population (Past, Present, and Future)

Year	Total Town Population (also Water Service Area)	Change in Population	Population Growth
2013	4,621	98	2.17%
2014	4,796	175	3.79%
2015	4,925	129	2.69%
2016	5,104	179	3.63%
2017	5,206	102	2.00%
2018	5,310	104	2.00%
2019	5,416	106	2.00%
2020	5,525	108	2.00%
2021	5,635	110	2.00%
2022	5,748	113	2.00%
2023	5,863	115	2.00%
2024	5,980	117	2.00%
2025	6,100	120	2.00%
2026	6,222	122	2.00%
2027	6,346	124	2.00%
2028	6,473	127	2.00%

### Estimated Water Savings Goals

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

Eaton's estimated water savings goal for this Plan will be to lower the per capita water use by 10%. This savings would translate to be an average of 77 acre-feet per year or a total of nearly 540 acre-feet over the seven year (2018 – 2024) planning period. The Town will revisit and revise this goal, as necessary, as it further analyzes the potential water savings that corresponds to the development of this Plan.





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### 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 success of the stated goals and activities will be measured through the monitoring of metering, billing, and other data. For the activities that are more difficult to quantify (e.g. public education programs), overall and per capita demand data will be used to estimate savings.

Feedback from Town Staff, Town Board, and community members will also be solicited to determine the popularity, reception, and effectiveness of the various activities and efforts. Where possible, lessons learned and other feedback will be recorded.

Eaton will also monitor money spent on the selected conservation measures and programs. Individual customer water use can be tracked for rebates, which will involve customer's water use prior to installation, verification of installation, and post installation water use. Customer class water use will be monitored for programs such as a water rate study.

Many of the costs evaluated in the cost-benefit analysis include annual costs for follow up. This will allow staff to specifically set aside time to monitor and evaluate the success of the conservation measures and programs. Expenditures for conservation will be documented by staff and reported to Town Board on a regular basis. The Town will prepare an annual report summarizing the monitoring efforts for the water conservation measures that have been implemented and that are ongoing. This will be presented to Town Board annually, so they can evaluate the success of the program.

### 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).

Eaton supplies come from Colorado-Big Thompson Project (CBT) units and North Poudre Irrigation Company shares. The current water supply is adequate to meet the Town's needs. The Town's water portfolio provides a reliable and stable water source.

Potential issues related to the adequacy and reliability of Eaton's water system is that the Town is solely reliant on North Weld County Water District to treat and deliver its water. The Town's proposed Northern Integrated Supply Project (NISP) participation will help provide added adequacy to Eaton's water supply for future growth. NISP participants are strongly encouraged by Northern Water to have water conservation plans to demonstrate efficient water use of the participant's water supplies.



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### Adequacy, Stability, and Reliability

Eaton is located in the South Platte River Basin where the Statewide Water Supply Initiative (SWSI) 2010 identified a 58 percent gap between water needs and water supplies in the Basin by 2050.

### 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.

Eaton would like to target both Residential and Commercial customers in their outreach efforts. One of the major goals and benefits with the Town's efforts is to delay the need of future water acquisition to supply increased population growth. Some of the educational programs the Town would like to implement include water conservation information upgrades to its website, school educational programs, xeriscape gardening classes and distributing evapotranspiration irrigation scheduling in water bills. The Town hopes to utilize additional CWCB Implementation Grant money for outreach efforts and conservation measures implemented for its citizens.

Signature of an individual with the authority to commit the resources of the entity seeking Water Efficiency Grant program monies.

Name/Title

Date





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<b>Water Efficiency Grant Fund</b>	
<b><u>Scope of Work</u></b>	
<b>Date:</b>	<b>April 9, 2018</b>
<b>Project Name:</b>	<b>Eaton Water Efficiency Plan Update 2018</b>
<b>Grant Applicant:</b>	<b>Town of Eaton, Colorado</b>
<p>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:</p> <ul style="list-style-type: none"><li>• Be numbered</li><li>• Contain a detailed description of work to be performed</li><li>• Identify those responsible for performing the task</li><li>• Identify funding sources, such as; grant monies, entity funds, in-kind services, and cash contributions, necessary to complete the task.</li></ul>	
<p><b>Clear Water Solutions, Inc. (CWS) will be assisting to update the Municipal Water Efficiency Plan (Plan) for the Town of Eaton (Town or Eaton). The main purpose of this Plan is to guide the effective and responsible uses of the Town's water resources. A secondary purpose of this effort is to develop a Plan that meets the CWCB requirements enabling Eaton to apply for State financial assistance for subsequent projects further empowering the Town to establish water saving programs that might not be possible otherwise.</b></p> <p><b>The primary features or sections of this Plan will include the following:</b></p> <ol style="list-style-type: none"><li><b>1. Introduction &amp; Profile of Existing Water Supply System</b></li><li><b>2. Profile of Water Demands and Historical Water Efficiency Activities</b></li><li><b>3. Integrated Planning and Water Efficiency Benefits and Goals</b></li><li><b>4. Selection of Water Efficiency Activities</b></li><li><b>5. Implementation and Monitoring Plan</b></li><li><b>6. Adoption of New Policy, Public Review, and Formal Approval</b></li></ol> <p><b>Each of these sections and the steps to accomplish them is described in more detail within the Task sections within the Scope of Work.</b></p> <p><b>During the course of the Plan, CWS will provide 50% and 75% progress reports as well as a final Plan. The Colorado Water Conservation Board will receive an electronic pdf version of the final Plan. Eaton will receive both an electronic pdf version as well as a number of bound hard copies of the Plan.</b></p> <p><b>Timelines are listed within the Task sections within this Scope of Work as well as in the included Excel spreadsheet.</b></p>	
<b>Objectives:</b> (List the objectives of the project)	



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1. **Provide an overall view of Eaton’s water supply system that includes past uses, customer categories, and non-revenue water. This will also likely include indoor/outdoor use, trends, and other beneficial data.**
2. **Help Eaton to evaluate previous water efficiency activities, benefits from those activities, and lessons learned.**
3. **Develop activities and steps within the Plan that will help Eaton achieve lasting, long-term improvements in water efficiency and conservation. One of the greatest benefits would be reducing overall per capita water demands.**
4. **Develop activities that will compliment other planning efforts and goals of Eaton, its Town Board, Staff, businesses, residents, and other stake holders.**

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 1 – Introduction and Profile Existing Water Supply System</u></b>
Description of Task: The activities described under this task will provide general background on Eaton's existing water supply system.
Meeting #1 - Kickoff meeting with Town staff to discuss overall project and gather preliminary data (estimated date: June 11, 2018)
<b><u>1.1 – Overview of Existing Water Supply System</u></b>
1.1.1 CWS, with the help of Town staff, will describe the Town’s service area.
1.1.2 CWS, with the help of Town staff, will describe the Town’s water supply sources.
1.1.3 CWS, with the help of Town staff, will describe the key existing facilities.
<b><u>1.2 – Water Supply Reliability</u></b>
1.2.1 CWS will provide a description of the Town’s location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI) and other regional planning efforts.
1.2.2 CWS, with the help of Town staff, will describe water supply system reliability.
1.2.3 CWS, with the help of Town staff, will describe how excess supplies are used after meeting municipal demands.
<b><u>1.3 – Supply-Side Limitations and Future Needs</u></b>
1.3.1 CWS, with help of Town staff, will summarize the Town’s water supply system limitations and future challenges the Town may have for planning and operating their system.





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Tasks			
1.3.2 CWS and Town staff will describe how the Town intends to address water supply system limitations and future challenges.			
Budget for Task 1:			
<b>Total (in-kind)</b>	<b>Matching Funds (cash)</b>	<b>WEGF Grant Request</b>	<b>Total</b>
\$2,369.70	\$1,554.55	\$3,835.45	\$7,759.70
Estimated timeline for Task 1: Start Date: June 11, 2018 End Date: August 22, 2018 (with ongoing revisions as information becomes available or is clarified)			
Method/Procedure:			
Much of this task will be done through email exchanges for data and other information. Plan framework will be established, and information will begin to be input into spreadsheets, tables, charts, and the main body of the Plan. Meeting #1 (Kickoff meeting) will also help establish relationships as well as gather additional needed data and other information. A large percentage of the information needed during this task may have already been gathered during the Grant Application process.			
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)			
No specific deliverables: <ul style="list-style-type: none"><li>Eaton will participate in Meeting #1. CWS will provide a meeting agenda and supporting documents.</li></ul> Eaton will be providing CWS with various data and information. If needed or requested, CWS can provide Eaton the progress of the Plan at the end of Task 1.			
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)			
No specific deliverable: <ul style="list-style-type: none"><li>If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 1.</li><li>If at the end of Task 1, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Eaton) with an updated schedule.</li></ul>			

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 2 - Profile of Water Demands and Historical Water Efficiency Activities</u></b>
Description of Task: The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.



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## Tasks

### 2.1 – Demographics and Key Characteristics of the Service Area

- 2.1.1 CWS will describe customer categories, service area population, and other pertinent information.

### 2.2 – Historical Water Demands

- 2.2.1 CWS and Town staff will describe any limitation associated with the availability of the demand data.
- 2.2.2 CWS, with the help of Town staff, will outline total annual treated water distribution, total annual distribution of raw non-potable and reclaimed water, and annual non-revenue water.
- 2.2.3 CWS and Town staff will quantify water demand by customer category including monthly and annual treated metered water use by customer category.
- 2.2.4 CWS and Town staff will analyze system wide demand by calculating and describing per capita water demands and indoor and outdoor water usage.

### 2.3 – Past and Current Demand Management Activities and Impact to Demands

- 2.3.1 In coordination with Town staff, CWS will include an estimate of the amount of water saved through previous demand management efforts.
- 2.3.2 CWS, with the help of Town staff, will list the demand management activities implemented prior to this Plan. The list will include the date of initial implementation.
- 2.3.3 CWS will analyze the projected water savings/goals developed from previous efforts and discuss whether these projected water savings were achieved.
- 2.3.4 CWS will identify how demand management activities impacted historical demands.
- 2.3.5 CWS will discuss passive vs. active demand management savings and quantitative data that supports passive demand reductions.

### 2.4 – Demand Forecasts

- 2.4.1 In coordination with Town staff, CWS will identify the planning horizon for the Plan.
- 2.4.2 CWS, with the help of Town staff, will present the unmodified forecasted water demands based on Eaton's existing water efficiency program through the planning horizon.
- 2.4.3 CWS will discuss method(s) and any assumptions used to develop the demand forecast.

Budget for Task 2:

<b>Total (in-kind)</b>	<b>Matching Funds (cash)</b>	<b>WEGF Grant Request</b>	<b>Total</b>
\$2,682.50	\$ 2,489.00	\$6,141.00	\$11,312.50





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Tasks
Estimated timeline for Task 2: Start Date: June 11, 2018 End Date: October 22, 2018 (with ongoing revisions as information becomes available or is clarified)
Method/Procedure:  Much of this task will be done through email exchanges for data and other information. Information will continue to be input into the Plan. Meeting #1 (Kickoff meeting) will have provided some of this information needed for this task. Data will be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 2. Other methods and procedures are discussed within the descriptions of Task 2 descriptions above.
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
No specific deliverable: <ul style="list-style-type: none"><li>Eaton will continue providing CWS with various data and information. If needed or requested, CWS can provide Eaton the progress of the Plan at the end of Task 2.</li></ul>
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
No specific deliverable: <ul style="list-style-type: none"><li>If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 2.</li><li>If at the end of Task 2, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Eaton) with an updated schedule.</li></ul>

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 3 - Integrated Planning and Water Efficiency Benefits and Goals</u></b>
Description of Task:
<u>3.1 – Water Efficiency and Water Supply Planning</u>  3.1.1 In coordination with Town staff, CWS will describe how long-term water savings garnered through water efficiency activities are incorporated into water supply planning and decision making.



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## Tasks

- 3.1.2 CWS will present modified forecasted water demands through the planning horizon incorporating the Town's projected water savings identified in Section 4.0
- 3.1.3 CWS, if appropriate and logical, will discuss how water savings achieved through the new water efficiency plan could or could not result in the elimination, downsizing and/or postponement of certain capital improvements/water acquisitions.
- 3.1.4 CWS will state how the saved water will be used and the additional water efficiency benefits realized.

Meeting #2 – Discuss desired water efficiency goals and initial screening of water efficiency activities

### 3.2 – Water Efficiency Goals

- 3.2.1 In coordination with Town staff, CWS will provide a list of water efficiency goals for this Plan and methods by which the success of the goals will be measured. The goals will incorporate targeted total water savings, targeted water savings by customer class and targeted water savings from system water loss control management.
- 3.2.2 CWS and Town staff will provide an explanation of how these goals were developed and designed to achieve the water efficiency benefits.
- 3.2.3 CWS and Town staff will provide an explanation of how these goals compare to the goals in the Town's former water efficiency plan and describe why goals remained the same or were changed.

Budget for Task 3:

<b>Total (in-kind)</b>	<b>Matching Funds (cash)</b>	<b>WEGF Grant Request</b>	<b>Total</b>
\$1,359.30	\$1,811.23	\$4,468.77	\$7,639.30

Estimated timeline for Task 3:

Start Date: June 11, 2018

End Date: December 3, 2018 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

Much of this task will be done through email exchanges for additional data and other information. Information will continue to be input. Meeting #1 (Kickoff meeting) will have provided some of this information. Meeting #2 (Goals and Screening meeting) will provide additional information and data. Data will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 3. Other methods and procedures are discussed within the descriptions of Task 3 Descriptions above.





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Tasks
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
<ul style="list-style-type: none"><li>Eaton will participate in Meeting #2. CWS will provide a meeting agenda and supporting documents. Some of those documents may include graphs and charts that will be part of the Plan.</li><li>Eaton will also be copied on the progress report email sent to CWCB. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage.</li></ul>
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>CWS will send CWCB a progress report email on 12/3/2018. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan.</li><li>The 50% Progress Report will also include those elements requested by CWCB within this SOW Template:<ul style="list-style-type: none"><li>the success of meeting previously identified goals and objectives</li><li>obstacles encountered</li><li>preliminary findings or accomplishments</li><li>potential need for revisions to the scope of work and timelines</li></ul></li><li>If at the end of Task 3, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule that will be attached to the Progress Report.</li></ul>

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 4 - Selection of Water Efficiency Activities</u></b>
Description of Task: The activities described under this task will present the water efficiency activities selected for implementation and describe the processes used to identify, screen and evaluate each of these activities.
<b><u>4.1 – Summary of Selection Process</u></b> <ul style="list-style-type: none"><li>4.1.1 CWS along with Town staff will provide a list of selected water efficiency activities included in the new water efficiency plan.</li><li>4.1.2 CWS will summarize the identification, screening, and evaluation processes used to select the final activities. All of the required elements/activities will be considered. If any activities are deemed not feasible for implementation by Town staff, the proper documentation and supporting materials will be provided justifying why the activities will not be implemented.</li></ul>
<b><u>4.2 – Demand Management Activities</u></b> <ul style="list-style-type: none"><li>4.2.1 CWS along with Town staff will provide an estimate of the amount of water that could be saved through water efficiency when the Plan is implemented.</li><li>4.2.2 CWS with Town staff will estimate water savings from selected <i>Foundational Activities</i>.</li></ul>



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## Tasks

- 4.2.2.1 CWS and Town staff will describe current and planned metering programs, modification and/or new metering programs selected because of this water efficiency planning effort and discuss lessons learned from past metering programs.
- 4.2.2.2 CWS and Town staff will describe the current billing system and available demand data, the frequency of billing, evaluate billing systems designed to encourage water efficiency in a fiscally responsible manner, describe modification to the data collection and billing systems as a result of this water efficiency planning effort and discuss any past lessons learned.
- 4.2.2.3 CWS and Town staff will describe the existing water rate structure by customer category and the frequency of billing and discuss any proposed adjustments to water rates. We will also describe any lessons learned from previous water rate structure evaluations.
- 4.2.2.4 CWS and Town staff will describe the current and planned system water loss management and control programs.
- 4.2.3 CWS with Town staff will estimate water savings from *Targeted Technical Assistance and Incentive Activities*.
  - 4.2.3.1 CWS and Town staff will describe the selected water efficiency activities focused on the utility/municipal facilities and describe the implementation plan for each activity within the utility/municipal facility customer category. CWS will evaluate land use planning and low water use landscapes for water efficiency measures. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.
  - 4.2.3.2 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.
  - 4.2.3.3 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.
  - 4.2.3.4 CWS and Town staff will describe the selected water efficiency activities focused on the remainder of the service area and/or on specific customer categories and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.



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## Tasks

- 4.2.4 CWS with Town staff will detail *Ordinance and Regulatory Activities* selected for implementation and estimate water savings for those selected.
- 4.2.4.1 CWS and Town staff will describe the regulations selected to target the general service area and/or specific customer categories and describe the implementation plan for the regulation(s) selected and targeted customer categories. CWS will evaluate landscape design and land use planning rules. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.
- 4.2.4.2 CWS and Town staff will describe the regulations selected for new construction and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.
- 4.2.4.3 CWS and Town staff will describe the regulations selected for existing building stock (e.g. point of sales ordinance) and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.
- 4.2.5 CWS with Town staff will detail *Educational and Outreach Activities* selected for implementation and estimate water savings for those selected.
- 4.2.5.1 CWS and Town staff will describe the selected one-way education activities (one-way education – information is conveyed to the public without tracking or specific follow-up) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.
- 4.2.5.2 CWS and Town staff will describe the selected two-way education activities (two-way education – information is conveyed to the public with feedback provided by the public) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.
- 4.2.5.3 CWS and Town staff will describe the selected three-way education activities (three-way education – providers actively engage customers in developing and implementing the water efficiency plan) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

Budget for Task 4:





Last Update: October 20, 2017

Tasks			
Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
\$1,714.25	\$3,582.09	\$8,837.91	\$14,134.25
<p>Estimated timeline for Task 4: Start Date: June 11, 2018 End Date: February 26, 2019 (with ongoing revisions as information becomes available or is clarified)</p> <p>Meeting #3 – Second screening of demand management activities and final selection of activities for implementation. This meeting will also include discussion on implementation and monitoring.</p>			
<p>Method/Procedure:</p> <p>Much of this task will continue be done through email exchanges for any additional data and other information needed. Information will continue to be input into Plan. Other sections may be updated as new information is received. Meetings #1 &amp; #2 may have provided some of this information. Meeting #3 will provide the water efficiency activities and a final selection of those activities chosen. Implementation and monitoring plans will also be discussed. Data will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 4. Other methods and procedures are discussed within the descriptions of Task 4 Descriptions above.</p>			
<p>Applicant Deliverable: (Describe the deliverable the applicant expects from this task)</p> <ul style="list-style-type: none"><li>Eaton will participate in Meeting #3. CWS will provide a meeting agenda and supporting documents. Some of those documents may include additional graphs and charts that will be part of the Plan.</li><li>Eaton will also be copied on the progress report email sent to CWCB. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan.</li></ul>			
<p>CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)</p> <ul style="list-style-type: none"><li>CWS will send CWCB a progress report email on 2/26/2019. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan. The Progress report will also indicate the tasks that are completed.</li><li>The 75% Progress Report will also include those elements requested by CWCB within this SOW Template:<ul style="list-style-type: none"><li>the success of meeting previously identified goals and objectives</li><li>obstacles encountered</li><li>preliminary findings or accomplishments</li><li>potential need for revisions to the scope of work and timelines</li></ul></li><li>If at the end of Task 4, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule that will be attached to the Progress Report.</li></ul>			



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Tasks								
Provide a detailed description of each task using the following format:								
<b><u>Task 5 - Implementation and Monitoring Plan</u></b>								
Description of Task: The activities under this task will address the activities and coordination necessary to implement the Plan and monitor the overall effectiveness of the water efficiency plan.								
<p><u>5.1 – Implementation Plan</u></p> <p style="margin-left: 40px;">5.1.1 CWS and Town staff will develop and discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities. CWS will provide a list of selected activities, anticipated period of implementation, actions necessary to implement each activity (including goals) and estimated water provider costs (and avoided costs).</p> <p style="margin-left: 40px;">5.1.2 CWS and Town staff will discuss how reductions in water use could impact revenue and actions taken to help mitigate negative impacts.</p> <p><u>5.2 – Monitoring Plan</u></p> <p style="margin-left: 40px;">5.2.1 CWS and Town staff will develop and describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. CWS will include a monitoring plan that includes steps used to monitor the Plan.</p> <p style="margin-left: 40px;">5.2.2 CWS will include a list of demand data to be collected during the monitoring period/process and a list of other relevant data specific to the implementation of the activities.</p> <p style="margin-left: 40px;">5.2.3 CWS will include a summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. Frequency of data collection will also be specified.</p> <p>Budget for Task 5:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Total (in-kind)</th> <th style="text-align: center; padding: 5px;">Matching Funds (cash)</th> <th style="text-align: center; padding: 5px;">WEGF Grant Request</th> <th style="text-align: center; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">\$1,022.50</td> <td style="text-align: center; padding: 5px;">\$957.53</td> <td style="text-align: center; padding: 5px;">\$2,362.47</td> <td style="text-align: center; padding: 5px;">\$4,342.50</td> </tr> </tbody> </table> <p>Estimated timeline for Task 5:            Start Date: June 11, 2018            End Date: March 21, 2019 (with ongoing revisions as information becomes available or is clarified)</p>	Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total	\$1,022.50	\$957.53	\$2,362.47	\$4,342.50
Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total					
\$1,022.50	\$957.53	\$2,362.47	\$4,342.50					
Method/Procedure:								
At this point the Plan will be getting close to the final stages. Remaining details will be clarified through emails and phone calls. Remaining information will be added to the Plan. Other sections may be updated as new information is received. Meetings #3 (as well as previous meetings) will have provided much of this information. Remaining data and information will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 5. Other methods and procedures are discussed within the descriptions of Task 5 Descriptions above.								
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)								



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Tasks
No specific deliverable: <ul style="list-style-type: none"><li>Eaton will provide CWS with remaining data and information not provided previously or in Meeting #3. If needed or requested, CWS can provide Eaton the progress of the Plan at the end of Task 5.</li></ul>
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
No specific deliverable: <ul style="list-style-type: none"><li>If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 5.</li><li>If at the end of Task 5, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Eaton) with an updated schedule.</li></ul>

Tasks
Provide a detailed description of each task using the following format:
<b><u>Task 6 - Adoption of New Policy, Public Review, and Formal Approval</u></b>
Description of Task: The activities described under this task address the public review and formal adoption process.
<u>6.1 – Public Review Process</u> <ul style="list-style-type: none"><li>6.1.1 CWS will describe the public review process and how the public accessed the Plan. Additionally, CWS will summarize the public comments received, how the comments were addressed, and details of the meetings held during the Plan development process.</li><li>6.1.2 The public review process is as follows:<ul style="list-style-type: none"><li>Town Board and Staff will review a draft of the Plan and provide comments.</li><li>CWS will incorporate the Town's comments prior to the public review process.</li><li>The public will be notified that the Plan is available for review. The public will have at least 60 days to review and comment on the Plan.</li><li>Comments will be solicited and incorporated into the Plan as necessary.</li><li>The Town will formally adopt the final Plan.</li><li>CWS will submit the final Plan to CWCB.</li><li>CWCB will review the final Plan and provide written notification of approval, conditional approval (with minor changes), or disapproval with modifications.</li></ul></li></ul>
<u>6.2 – Local Adoption and State Approval Process</u> <ul style="list-style-type: none"><li>6.2.1 CWS will discuss the formal process for Plan adoptions.</li></ul>
<u>6.3 – Periodic Review and Update</u> <ul style="list-style-type: none"><li>6.3.1 CWS and Town staff will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. CWS will include steps used to review and revise the Plan, the process of how monitoring results will be incorporated into updated plans and the anticipated date of the next water efficiency plan update.</li></ul>
Budget for Task 6:





Last Update: October 20, 2017

Tasks			
Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
\$1,503.70	\$1,517.05	\$3,742.95	\$6,763.70
<p>Estimated timeline for Task 6: Start Date: June 11, 2018 End Date: April 25, 2019 (with ongoing revisions as information becomes available or is clarified)</p> <p>Meeting #4 - Meeting with Town Board to present draft Plan</p>			
<p>Method/Procedure:</p> <p>At this point the Plan will nearly be finished. If anything remains, details will be clarified through emails and phone calls. Remaining information will be added to the Plan. Other sections may be updated as new information is received.</p> <p>Feedback may be received during Meeting #4 (presentation to Town Board). The public will also have an opportunity to give feedback during the 60-day public review period. Comments and feedback received by the Town during that time will be incorporated into the Plan. Other methods and procedures are discussed within the descriptions of Task 6 Descriptions above.</p>			
<p>Applicant Deliverable: (Describe the deliverable the applicant expects from this task)</p> <ul style="list-style-type: none"><li>Eaton will participate in Meeting #4. CWS will provide a PowerPoint presentation and any supporting documents. Some of the data, tables, and charts may be part of the Plan.</li><li>CWS will provide Eaton with an electronic version of the draft Plan that can be posted on the Town's website.</li><li>Once CWCB has issued the official Letter of Approval, CWS will create for Eaton both an electronic pdf version as well as bound hard copies of the Plan. These versions of the Plan will include CWCB's approval documents.</li></ul>			
<p>CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)</p> <ul style="list-style-type: none"><li>CWS will send CWCB the final Plan that the Town of Eaton's Town Board has approved and adopted. Estimated submittal date is 4/25/2019.<ul style="list-style-type: none"><li>The Plan will include a cover letter with Town of Eaton's letterhead and also include:<ul style="list-style-type: none"><li>Name and contact information</li><li>Organizations and individuals assisting with the Plan</li><li>Quantified annual retail water delivery.</li><li>Identified population served by retail water delivery.</li><li>A review of the activities completed</li><li>An estimate of actual water savings realized</li><li>Any other information that is relevant to the CWCB's record of the Project and future use of the Project outcomes.</li><li>Dates of public comment period</li><li>Signature with authority to commit resources of submitting entity</li><li><i>Note: Several of the above items will also be included within the main body of the Plan.</i></li></ul></li><li>The Plan will not be completely finalized until CWCB has reviewed it. If any components of the Plan need to be added or modified, those will be addressed, and CWCB will review the changes and updates.</li></ul></li></ul>			



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### Tasks

- The Plan will be finalized once CWCB has issued its official Letter of Approval.

### 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 applicant 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 applicant shall provide the CWCB a final report on the applicant'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 CWCB'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

## Water Efficiency Grant Fund

### BUDGET & SCHEDULE

Date: March 6, 2018

Project Name: Eaton Water Efficiency Plan Update 2018

Applicant: Town of Eaton

Task No.	Description	Start Date <sup>(1)</sup>	End Date	Consultant - Michelle Hatcher (\$160/hour) <sub>2</sub>		Consultant - Steve Nguyen (\$190/hour) <sub>2</sub>		Town Administrator - Gary Carsten (Cash & In-kind) <sub>2</sub>		Assistant Town Administrator - Jeff Schreier (Cash & In-kind) <sub>2</sub>		WEGF Grant Request	Total
				Hours	Sub Total	Hours	Sub Total	Cash	In-Kind	Cash	In-Kind		
1	Introduction and Profile Existing Water Supply System	6/11/2018	8/22/2018	23	\$3,680.00	9	\$1,710.00	\$777.28	\$1,719.90	\$777.28	\$649.80	\$3,835.45	\$7,759.70
2	Profile of Water Demands and Historical Water Efficiency Activities	6/11/2018	10/22/2018	48	\$7,680.00	5	\$950.00	\$1,244.50	\$1,852.20	\$1,244.50	\$830.30	\$6,141.00	\$11,312.50
3	Integrated Planning and Water Efficiency Benefits and Goals	6/11/2018	12/3/2018	25	\$4,000.00	12	\$2,280.00	\$905.62	\$926.10	\$905.62	\$433.20	\$4,468.77	\$7,639.30
4	Selection of Water Efficiency Activities	6/11/2018	2/26/2019	61	\$9,760.00	14	\$2,660.00	\$1,791.05	\$992.25	\$1,791.05	\$722.00	\$8,837.91	\$14,134.25
5	Implementation and Monitoring Plan	6/11/2018	3/21/2019	16	\$2,560.00	4	\$760.00	\$478.77	\$661.50	\$478.77	\$361.00	\$2,362.47	\$4,342.50
6	Adoption of New Policy, Public Review, and Formal Approval	6/11/2018	4/25/2019	21	\$3,360.00	10	\$1,900.00	\$758.53	\$926.10	\$758.53	\$577.60	\$3,742.95	\$6,763.70
	General Project Expenses	6/11/2018	-	-	\$859.28	-	-	\$123.92	-	\$123.92	-	\$611.45	\$859.28
<b>Total</b>				<b>194</b>	<b>\$31,899.28</b>	<b>54</b>	<b>\$10,260.00</b>	<b>\$6,079.64</b>	<b>\$7,078.05</b>	<b>\$6,079.64</b>	<b>\$3,573.90</b>	<b>\$30,000.00</b>	<b>\$52,811.23</b>

(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 (per the WEGF Criteria & Guidelines).