Last Updated: July 2017

Colorado Water Conservation Board

Water Plan Grant Application

Instructions

To receive funding for a Water Plan Grant, applicant must demonstrate how the project, activity, or process (collectively referred to as "project") funded by the CWCB will help meet the measurable objectives and critical actions in the Water Plan. Grant guidelines are available on the CWCB website.

If you have questions, please contact CWCB at (303) 866-3441 or email the following staff to assist you with applications in the following areas:

Supply and Demand Gap Projects	Gregory.Johnson@state.co.us
Water Storage Projects	Anna.Mauss@state.co.us
Conservation, Land Use Planning	Kevin.Reidy@state.co.us
Engagement & Innovation Activities	Mara.MacKillop@state.co.us
Agricultural Projects	Brent.Newman@state.co.us
Environmental & Recreation Projects	Linda.Bassi@state.co.us

Applicants interested in submitting an 'Intent to Apply' in the future are encouraged to check here ☐ and fill in all sections with the best information available at the time. Exhibits may be excluded.

This "Intent to Apply" will help CWCB prioritize Projects that are not ready for fully completed Water Plan Grant Application due to the initial timeframe and required deadlines.

FINAL SUBMISSION: Submit all application materials to *waterplan.grants@state.co.us* in the original file formats [Application (word); Statement of Work (word); Budget/Schedule (excel)]. Please do not combine documents.

Water Project Summary

Name of Applicant	Western Resource Advocates (WRA)
Name of Water Project	Best Practices for Water Meter Retrofit Projects Financed by State Performance Contracts in Colorado

CWP Grant Request Amount	$ 52,500
Other Funding Sources _____	$
Other Funding Sources _____	$
Other Funding Sources _____	$
Applicant Funding Contribution	$ 100,375
Total Project Cost	$ 152,875

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Applicant & Grantee Information	
Name of Grantee(s)	Western Resource Advocates
Mailing Address	2260 Baseline Road, Suite 200 Boulder, CO 80302
FEIN	84-1113831
Organization Contact	Rick Trilsch
Position/Title	Vice President of Finance and Administration
Email	rick.trilsch@westernresources.org
Phone	720-763-3723
Grant Management Contact	Drew Beckwith
Position/Title	Water Policy Manager
Email	drew.beckwith@westernresources.org
Phone	720-763-3726
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	

Description of Grantee/Applicant
Provide a brief description of the grantee's organization (100 words or less).
Western Resource Advocates is a regional non-profit organization dedicated to protecting the West's land, air, and water to ensure that vibrant communities exist in balance with nature. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region.

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.
	Private Incorporated: Mutual ditch companies, homeowners associations, corporations.
	Private Individuals, Partnerships, and Sole Proprietors: Private parties may be eligible for funding.
✓	**Non-governmental organizations (NGO):** Organization that is not part of the government and is non-profit in nature.

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Type of Eligible Entity (check one)	
	Covered Entity: As defined in Section 37-60-126 Colorado Revised Statutes.

Type of Water Project (check all that apply)	
	Study
	Construction
	Identified Projects and Processes (IPP)
✓	Other – Development of best practices for use the by the State Energy Office in water meter retrofit projects performed via a performance contract.

Category of Water Project (check all that apply and include relevant tasks)		
	Supply and Demand Gap - Multi-beneficial projects and those projects identified in basin implementation plans to address the water supply and demand gap. *Applicable Exhibit A Task(s):*	
	Water Storage - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity. *Applicable Exhibit A Task(s):*	
✓	Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, and drought planning. *Applicable Exhibit A Task(s):* • Peer Exchange/Lessons Learned Webinars • Best Practices Project Scoping • Best Practices Development • Stakeholder Input and Buy-In • Pilot Project	
	Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website. *Applicable Exhibit A Task(s):*	
	Agricultural - Projects that provide technical assistance and improve agricultural efficiency. *Applicable Exhibit A Task(s):*	
	Environmental & Recreation - Projects that promote watershed health, environmental health, and recreation. *Applicable Exhibit A Task(s):*	
	Other	Explain:

Location of Water Project
Please provide the general county and coordinates of the proposed project below in **decimal degrees**. The Applicant shall also provide, in Exhibit C, a site map if applicable.

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Location of Water Project	
County/Counties	Statewide applicability
Latitude	
Longitude	

Water Project Overview
Please provide a summary of the proposed water project (200 words or less). Include a description of the project and what the CWP Grant funding will be used for specifically (e.g., studies, permitting process, construction). Provide a description of the water supply source to be utilized or the water body affected by the project, where applicable. 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, and area of habitat improvements, where applicable. 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, Other Funding Sources/Amounts and Schedule.
The goal of this project is to develop Best Practices for the retrofit of water meters performed through the State of Colorado's Performance Contracting Program, in order to increase investor confidence and accelerate market penetration of smart water meters in Colorado. WRA research (see *Tapping the Power of the Market*) has determined that water meter replacement projects conducted through performance contracts can reduce apparent water losses by up to 38,950 acre-feet of water per year, and provide new revenue streams of up to $34 million per year for water providers in Colorado. In addition, the data provided by new metering technology can significantly enhance the design and impact of water conservation programs, improve customer education, and allow for more effective drought monitoring and enforcement activities. 2017 legislation in Colorado now allows for performance contracts to be used for water meter replacement projects, and the state needs these Best Practices to optimize the benefits and reduce the risks of these projects. CWCB funding will be used to predominantly cover the cost of a top consultant highly experienced in producing Best Practices for performance contracting programs. WRA has already obtained a separate $100,000 grant to support the initial phases of the project.

Measurable Results	
To catalog measurable results achieved with the CWP Grant funds, please provide any of the following values as applicable:	
	New Storage Created (acre-feet)
	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Non-consumptive
	Existing Storage Preserved or Enhanced (acre-feet)
	Length of Stream Restored or Protected (linear feet)
38,950 AFY	Efficiency Savings (indicate acre-feet/year OR dollars/year)
	Area of Restored or Preserved Habitat (acres)
	Quantity of Water Shared through Alternative Transfer Mechanisms
	Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning

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Measurable Results		
	Number of Coloradans Impacted by Engagement Activity	
$34 Million/Year	Other	Explain: In new revenue streams for Colorado water providers by reducing water loss.

Water Project Justification

Provide a description of how this water project supports the goals of Colorado's Water Plan, the most recent Statewide Water Supply Initiative, and the applicable Roundtable Basin Implementation Plan and Education Action Plan. 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).

The proposed water project shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan Framework for State of Colorado Support for a Water Project (CWP, Section 9.4, pp. 9-43 to 9-44;)

Developing Best Practices for the retrofit of water meters performed through the State of Colorado's Performance Contracting Program will increase private sector investment in, and accelerate market penetration of, smart water meters in Colorado. This in turn will lead to reductions in water loss and development of new revenue streams for water providers. Performance contracts are a powerful tool that leverages private capital for energy and water efficiency improvements with little to no risk to their public sector clients. For Colorado's water supply future, every acre-foot of conserved water used to meet new demands is an acre-foot of water that does not need to come from existing uses.

These Best Practices will principally support two goals of Colorado's Water Plan:

1) Increase Municipal Conservation and Efficiency
Water loss reduction is a key focus of CWCB's current water efficiency efforts and these Best Practices will support the state in achieving the Water Plan's 400,000 acre-foot municipal conservation measurable objective. New metering technology can provide highly accurate data, communicated through wireless technology, that enables water providers to detect and react to issues from anywhere within their system on a real time basis. This data will help the state by improving the quality of information reported under HB 10-1051, consequently improving development of the next Statewide Water Supply Initiative. Performance contracts will directly help water providers replace aging meters and associated infrastructure while reaping the following benefits:

- Increased revenue by reducing apparent water losses of water that is consumed but is not currently being billed;
- Faster and more accurate leak detection, throughout the system and for the individual consumer;
- Generation of a considerable amount of new data regarding water use quantity and time of use, which can significantly enhance the design and impact of water conservation programs, improve customer education programs, and allow for more effective drought monitoring and enforcement activities;
- Improved billing processes and customer service;
- Reduced costs through eliminating the need to manually read meters at individual premises; and
- Increased safety and security for utility personnel, through reducing road accidents and injuries related to meter-reading on customer premises.

The Colorado Energy Office's use of the Water Meter Best Practices will help create a model, next-

Water Project Justification

generation state performance contract program in which water is not an afterthought, but rather a core component of Colorado's Performance Contracting Program.

The goals of this project support the intent of the CWCB to work with public agencies and the private sector to increase meaningful water conservation in the state by improving the nature and breadth of water conservation practices at the local level; and increasing the impact and effectiveness of technical assistance provided by the state to local communities. The Practices will advance CWCB's mission by:

- Helping to reduce risks that can be associated with new water meter projects;
- Accelerating financing and installation of new smart water meter projects; and
- Assisting local governments to realize the full spectrum of water loss control benefits of new water meter projects.

2) - Explore New Funding Opportunities

Performance contracts are a type of public private partnership (P3) that is regulated by the Colorado Energy Office. Importantly, SB17-252 clarifies the ability of local governments to install water meters through state performance contracts, opening up a new financing source for water efficiency improvements previously unavailable in Colorado. To unlock the tremendous amount of private capital available to replace aging infrastructure, the State Energy Office and its Performance Contracting Program needs the Best Practices we are proposing to develop in order to measure and verify guaranteed increases in meter accuracy and reductions in apparent water losses from water meter replacement projects conducted under the state's program.

Colorado's Performance Contracting Program portfolio includes 199 executed projects, totaling $546 million in investments. It ranks #8 nationally in total investments and in source energy saved. The energy efficiency of more than 80 million square feet of area in public buildings has been improved across the state via performance contracts. These projects have benefited communities in 75% of Colorado counties, and guarantee $33 million in annual utility cost savings.

Water meter replacement projects demand a major capital outlay from water providers, and are often not prioritized despite the many benefits new water meter technology can provide due to other significant infrastructure priorities. Performance contracts can make these retrofit projects much more accessible to small- and medium-sized water providers that don't have large capital budgets and are in need of new funding sources to support infrastructure repair and replacement.

Listed below is how this project meets the Criteria for State Support listed in Colorado's Water Plan.

Does the project proponent demonstrate a commitment to collaboration? This project:

-
- Involves the State Performance Contracting Program as a co-lead collaborator;
- Will consult and engage with the regulated industry and water providers in a transparent manner from the outset; and
- Will expressly adapt the Best Practices based upon input from stakeholders.

Does the project proponent address an identified water gap? This project:

- Addresses the need for increased water conservation and alternative financing sources;
- While not directly included in any BIP, it will benefit water conservation goals in all BIPs;
- Will enable water providers to improve their foundational best practices for water conservation by providing improved data; and
- Will improve the quality of data used in all SWSIs in the future.

Does the project proponent demonstrate sustainability? This project:

- Will provide water providers with the data necessary to develop and target conservation

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Water Project Justification

programs that will allow them to achieve the "high" conservation participation levels;
- Avoids adverse impacts to environmental and recreational interests, and may actually support these interests by reducing water demand;
- Avoids impacts to water quality;
- Avoids impacts on agricultural and rural communities, and may support these interests by reducing urban water demand and the resulting pressure to transfer water supplies;
- Maximizes the use of water resources through improving and modernizing aging infrastructure; and
- Will not increase the risk of non-compliance with any interstate compact.

Does the project proponent establish the fiscal and technical feasibility of the project? The project:
- Provides the potential to leverage a small, one-time CWCB investment into $34 million per year in new revenue for Colorado's water providers;
- This request more than meets the 50% cost-share requirement;
- Will not incur any new debt;
- Will maximize existing technically and legally available water supplies; and
- Is ready to proceed upon receipt of funding.

Related Studies

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

WRA's *Tapping the Power of the Market* report shows that water meter replacement projects conducted through performance contracts have the potential to reduce apparent water losses (resulting from customer meter inaccuracies) by up to 38,950 acre-feet of water per year, and can also provide $34 million annually in new revenue streams for water utilities in Colorado.

Previous CWCB Grants, Loans or Other Funding

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; 6) Percentage of other CWCB funding for your overall project.

Recent CWCB grants include:

Applicant Name: Western Resource Advocates
Water Activity Name: Best-practices and Technical Guidelines for High-Performance, Comprehensive, Water Efficiency Retrofit Projects in Colorado (2016)
Approving RT: n/a
CWCB board meeting date: n/a, Water Efficiency Grant Fund
PO: POGGI PDAA 20170000000000000521
Percentage of CWCB funding: 33%

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Previous CWCB Grants, Loans or Other Funding
Applicant Name: Western Resource Advocates Water Activity Name: Tap Fee Workshop Series in Colorado (2016) Approving RT: NA CWCB board meeting date: n/a, Water Efficiency Grant Fund PO: POGGI PDAA 20170000000000000044 Percentage of CWCB funding: 75%

Taxpayer Bill of Rights
The Taxpayer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect your application.
n/a

Submittal Checklist	
✓	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract.
Exhibit A	
✓	Statement of Work(1)
✓	Budget & Schedule(1)
n/a	Letters of Matching and/or Pending 3rd Party Commitments(1)
Exhibit C	
n/a	Map (if applicable)(1)
n/a	Photos/Drawings/Reports
✓	Letters of Support (Support letter from Basin Roundtable encouraged)
✓	Certificate of Insurance (General, Auto, & Workers' Comp.) (2)
✓	Certificate of Good Standing with Colorado Secretary of State(2)
✓	W-9(2)
n/a	Independent Contractor Form(2) (If applicant is individual, not company/organization)
Engagement & Innovation Grant Applicants ONLY	
n/a	Engagement & Innovation Supplemental Application(1)

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(1) Required with application.

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

COLORADO
Energy Office
Energy Performance Contracting

January 11, 2018

Mr. Kevin Reidy, Water Conservation Specialist
Colorado Water Conservation Board
Department of Natural Resources
1313 Sherman St, Rm 721
Denver, CO 80203

Dear Mr. Reidy,

The Colorado Energy Office is pleased to support Western Resource Advocates in its submission of the Colorado Water Conservation Board Water Plan Grant Fund application.

Performance contracts are a proven tool for financing a holistic, comprehensive approach to public facility improvements in Colorado. Since Colorado established its Energy Performance Contracting (EPC) program in the mid-1990s, over 200 public jurisdictions have worked with energy services companies to identify over $32 million in annual guaranteed utility savings. These guaranteed utility savings were arrived at through rigorous "investment-grade" technical energy audits, which were then leveraged to attract over $500 million in capital construction funds across Colorado.

In addition, SB17-252 (*Utility Cost-saving Contract For Local Governments*) passed uncontested in both the Colorado Senate and House, and was signed on June 5, 2017 by Governor Hickenlooper. The enactment of SB17-252 demonstrated the unequivocal support from the people of Colorado for local governments to have the ability to install water meters through state performance contracts. The best practices that this grant would help produce will be focused exclusively on helping local communities to proceed with such projects in ways that cause no harm and produce the maximum benefits from the new metering technologies installed.

WRA has set the foundation for the success of this project by leading a two-year effort with performance contracting industry stakeholders and the Colorado Energy Office's EPC program. By addressing priority issues identified by the state's EPC program, we believe that Western Resource Advocate's CWCB Water Plan Grant Fund proposal would benefit communities across Colorado and strengthen the state's EPC program.

We are pleased to have the opportunity to support this proposal.

Sincerely,

Kathleen Staks
Executive Director
Colorado Energy Office

CENTENNIAL
WATER AND SANITATION DISTRICT

October 2, 2017

Mr. Ben Wade
Water Conservation Coordinator
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

RE: Letter of Support for Western Resource Advocate's Water Meter CWCB Water Efficiency Grant Application

Dear Mr. Wade,

The Centennial Water and Sanitation District (District), which provides water and wastewater service to the community of Highlands Ranch, would like to extent its support to the initiative of the Colorado Energy Office and Western Resource Advocates to develop best practices for water meter replacement projects financed under SB17-252 (Utility Cost-saving Contract For Local Governments).

Water is one of our most precious resources, and water conservation planning is a vital component of water supply management for the District.

New metering technologies like Advance Metering Infrastructure (AMI) can allow water providers not only to reduce apparent water losses but also develop high impact water conservation plans that are tailored-made to the water use profile in a particular service area. These technologies can also be very powerful in helping to identify and fix possible leaks and losses (almost in real time) through the distribution system.

We therefore encourage the CWCB to support via a water efficiency grant the development of best practices for the Colorado Energy Office and its performance contracting program to help reduce the risk, and increase the benefits, of AMI projects financed via performance contracts in Colorado.

Sincerely,

John M. Kaufman
General Manager

62 West Plaza Drive
Highlands Ranch, Colorado 80129
www.centennialwater.org

303-791-0430 Telephone
303-791-0437 Engineering Fax
303-791-3290 Financial Services Fax

Last Updated: July 5, 2017

Colorado Water Conservation Board
Water Plan Grant - Exhibit A

Statement Of Work	
Date:	January 31, 2018
Name of Applicant:	Western Resource Advocates (WRA)
Name of Water Project:	Best Practices for Water Meter Retrofit Projects Financed by State Performance Contracts in Colorado
Funding Source:	Conservation and Land Use Planning

Water Project Overview: Please provide a summary of the proposed water project (200 words or less). The same summary can be used from Page 5 of the CWP Grant Application.

The goal of this project is to develop Best Practices for the retrofit of water meters performed through the State of Colorado's Performance Contracting Program, in order to increase investor confidence and accelerate market penetration of smart water meters in Colorado. WRA research (see *Tapping the Power of the Market*) has determined that water meter replacement projects conducted through performance contracts can reduce apparent water losses by up to 38,950 acre-feet of water per year, and provide new revenue streams of up to $34 million per year for water providers in Colorado. In addition, the data provided by new metering technology can significantly enhance the design and impact of water conservation programs, improve customer education, and allow for more effective drought monitoring and enforcement activities. 2017 legislation in Colorado now allows for performance contracts to be used for water meter replacement projects, and the state needs these Best Practices to optimize the benefits and reduce the risks of these projects. CWCB funding will be used to predominantly cover the cost of a top consultant highly experienced in producing Best Practices for performance contracting programs. WRA has already obtained a separate $100,000 grant to support the initial phases of the project.

Objectives: List the objectives of the project.

- Learn from other states and water providers about what has and has not worked in using performance contracts to replace water meters.
- Develop Best Practices that fulfill the needs of Colorado's State Performance Contracting Program and its new responsibilities under SB 17-252.
- Produce Best Practices that are adopted by Colorado Energy Office and have broad buy-in and support from the performance contracting sector.
- Identify and promote a pilot project to utilize the new Best Practices.

Task 1

Last Updated: July 5, 2017

Task 1
Provide a detailed description of each project task using the following format:
Task 1 – Peer Exchange/Lessons Learned Webinars
Description of Task:
WRA will convene two Peer Exchange/Lessons Learned webinars with other key stakeholders to inform the Best Practices scoping. One webinar will be with state performance contracting programs that already cover water meter replacement projects (e.g., Texas, North Carolina, New Mexico), the other with water providers that have done water meter retrofit projects via performance contracts.
Method/Procedure:
• WRA will lead this task in collaboration and coordination with Colorado's State Performance Contracting Program. • Webinar platform: Zoom Conference. • Webinar format: 90-minute webinars, with three 15-minute "Lessons Learned" presentations by key stakeholders (e.g., state performance contract program staff and water provider staff), and extensive Q&A.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
• Webinars inform development of scope of work for the Best Practices.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
• Memo detailing the Peer Exchange participants, agenda, and summary of lessons learned.

Last Updated: July 5, 2017

Task 2
Provide a detailed description of each task using the following format:
Task 2 – Best Practices Project Scoping
Description of Task:
WRA will facilitate three iterative meetings with the Colorado Energy Office to scope out the project and ensure that the Best Practices address priority needs of the State Performance Contracting Program.
Method/Procedure:

• Scoping Workshop 1
  o Participants: WRA, Colorado Energy Office
  o Review and revise proposed scope of work
• Scoping Workshop 2
  o Participants: WRA, Colorado Energy Office, main contractor
  o Overview of tasks and discussion
• Scoping Workshop 3
  o Participants: WRA, Colorado Energy Office, main contractor
  o Finalize scope of work, adopt timelines and roles

Grantee Deliverable: Describe the deliverable the grantee expects from this task
• Detailed actions and timeline for Best Practices development.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
• Memo providing adopted Scope of Work and development timeline.

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Task 3
Provide a detailed description of each task using the following format:
Task 3 – Best Practices Development
Description of Task:
WRA will work closely with the State Performance Contracting Program and project consultants to develop the Water Meter Best Practices.
Method/Procedure:
• Co-Leads: WRA, State Performance Contracting Program • Main Contractor – Pacific Northwest National Labs (the same contractor who produced water efficiency protocols in the 2016 CWCB-funded water efficiency grant, "Best-practices and Technical Guidelines for High-Performance, Comprehensive, Water Efficiency Retrofit Projects in Colorado") will participate in monthly status calls with WRA and Colorado Energy Office staff to share Best Practices development updates, identify and address any important issues, and ensure the project delivers the Best Practices on time and meets the needs and interests of the State Performance Contracting Program. • WRA will provide technical and policy support, research, and coordination throughout the development of the Best Practices.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
• Development of draft Water Meter Best Practices for state performance contracts.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
• Draft document of Water Meter Best Practices for state performance contracts.

Last Updated: July 5, 2017

Task 4
Provide a detailed description of each task using the following format:
Task 4 – Stakeholder Input and Buy-In of Best Practices
Description of Task:
WRA facilitates a transparent peer-review and public comment period that ensures input and buy-in from key stakeholders on the Best Practices.
Method/Procedure:
• Co-Leads: WRA, State Performance Contracting Program • WRA will facilitate a 2-hour workshop to present the draft Best Practices to performance contracting companies and solicit their feedback. • The Energy Services Coalition - Colorado Chapter circulates and posts the draft Best Practices for a 1-month comment period. • WRA, contractor, and the Colorado Energy Office incorporate public comments to produce final Best Practices document.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
• Subject matter experts and stakeholders participate in a meaningful, transparent, and effective peer-review and public comment process, resulting in Best Practices that are supported by energy and water service companies and public water system managers, and that increase the performance and confidence of water meter performance contracting projects in Colorado.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
• Final Water Meter Best Practices document for state performance contracts.

Last Updated: July 5, 2017

Task 5
Provide a detailed description of each task using the following format:
Task 5 – Pilot Project
Description of Task:
WRA facilitates and coordinates a process with prospective pilot project partners, resulting in a commitment to conduct a pilot project in 2019. Project will implement the Water Meter Best Practices in a water meter retrofit project that uses a performance contract.
Method/Procedure:
• WRA conducts preliminary pilot project outreach (seeking interested candidates). • WRA coordinates and facilitates workshops and site visits with prospective pilot project partners.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
• MOU is signed between pilot project partners to conduct the pilot project in a public water system in 2019.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
• Pilot Project MOU document describing 2019 pilot project.

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Budget and Schedule

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 excel format.

A budget and schedule is attached.

Reporting Requirements

Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status of the tasks identified in the statement of work, including a description of any major issues that have occurred and any corrective action taken to address these issues. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will withhold disbursement the last 10% of the budget 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 grant will be closed without any further payment.

COLORADO
Colorado Water Conservation Board
Department of Natural Resources

Colorado Water Conservation Board

Water Plan Grant - Exhibit B
Budget and Schedule

Date: January 30, 2018

Name of Applicant: Western Resource Advocates

Name of Water Project: Best Practices for Water Meter Retrofit Projects Financed by State Performance Contracts in Colorado

Task No.	Task Description	Start Date	End Date	Grant Funding Request	Match Funding	Total
1	Peer Exchange/Lessons Learned Webinars	4/1/2018	5/31/2018	$ -	$ 12,775	$12,775
2	Best Practices Project Scoping	5/1/2018	6/30/2018	$ -	$ 13,775	$13,775
3	Best Practices Development	7/15/2018	10/31/2018	$ 35,000	$ 39,950	$74,950
4	Stakeholder Input and Buy-In	8/15/2018	10/31/2018	$ 10,000	$ 17,675	$27,675
5	Pilot Project	1/1/2018	10/31/2018	$ 7,500	$ 16,200	$23,700
			Total	*$52,500*	*$100,375*	*$152,875*
					66% Match	

COLORADO
Colorado Water Conservation Board
Department of Natural Resources

Colorado Water Conservation Board

Water Plan Grant - Exhibit B
Budget Detail

Date: January 30, 2018
Name of Applicant: Western Resource Advocates
Name of Water Project: Best Practices for Water Meter Retrofit Projects Financed by State Performance Contracts in Colorado

Budget Detail

Task No.	Task Description	Drew ($135/hr)	Amelia ($110/hr)	Contractor ($200/hr)	Total Budget	CWP Grant Request	Match Funding
1	Peer Exchange/Lessons Learned Webinars	75	15	5	$ 12,775	$ -	$ 12,775
2	Best Practices Project Scoping	75	15	10	$ 13,775	$ -	$ 13,775
3	Best Practices Development	210	60	200	$ 74,950	$ 35,000	$ 39,950
4	Stakeholder Input and Buy-In	125	80	10	$ 27,675	$ 10,000	$ 17,675
5	Pilot Project	120	50	10	$ 23,700	$ 7,500	$ 16,200
				Total	*$ 152,875*	*$ 52,500*	*$ 100,375*