

**Water Supply Reserve Fund  
Water Activity Summary Sheet  
November 15, 2018  
Agenda Item 18(b)**

**Applicant & Grantee:** Northwest Colorado Council of Governments  
**Water Activity Name:** Water Savings Measures in Land Use Codes in the Headwaters  
**Water Activity Purpose:** M&I, Environmental Study  
**County:** Grand, Summit, Pitkin, and Eagle  
**Drainage Basin:** Colorado  
**Water Source:** N/A  
**Amount Requested:** \$5,000 Colorado Basin Account  
**Matching Funds:** Applicant Match (cash & in-kind) = \$44,485

- 890% of the Basin Account request (meets 25% min)
- 59.7% of the total project cost of \$74,485

|   |
|---|
| <b>Staff Recommendation:</b>  |
| Staff recommends approval of up to \$5,000 from the Colorado Basin Account to help fund the project titled: Water Savings Measures in Land Use Codes in the Headwaters. |

**Water Activity Summary:** WSRF grant funds, if approved, will support the Northwest Colorado Council of Governments (NWCCOG) work plan, acting through its Water Quality and Quantity (QQ) Committee. This three part project aims to: (1) assess existing water savings and water quality measures in land use codes in the QQ region; (2) develop model performance standards for water savings, tailored to the rural headwaters nature of the QQ region; and (3) provide technical assistance to integrate the model standards into up to five communities in the QQ region.

Specifically, the Roundtable's money would be used to develop the model performance standards for water savings and to offset costs to local governments for technical assistance to update their land use codes. Other significant project costs will be borne by QQ through the work of their contract staff and through a CWCB Water Plan Implementation Grant. The project benefits communities in the headwaters of the Colorado, Yampa, Gunnison and South Platte basins through their membership to QQ. Assessing local governments for the adequacy of their water quality protections will support non-consumptive environmental needs in the region, and assessing water savings measures should address future consumptive needs (although this particular work will not calculate water saved from the project).

**Discussion:** As described in the Colorado Basin Roundtable chair's recommendation letter, this project was supported and recommended for approval by the roundtable on September 24, 2018. QQ's proposed project supports a central goal of Colorado's Water Plan (CWP), namely that 75% of Coloradans will live in communities that have incorporated water-saving actions into land-use planning (CWP Ch. 6.3.3).

NWCCOG is a voluntary association of county and municipal governments in Grand, Summit, Eagle and Pitkin counties. The NWCCOG Water Quality/Quantity Committee (QQ) comprises municipalities, counties, water and sanitation districts, and conservancy districts, in the NWCCOG region and in Park and Gunnison Counties. The project directly addresses three of the seven themes outlined in the Colorado Basin Implementation Plan: (1) encourage a high level of basinwide conservation (theme 4, p. 16); (2) develop local water-conscious land use strategies (theme 5, p. 17); and (3) protect and restore streams, rivers, lakes and riparian areas (theme 1, p. 15).

**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:**

| <b><u>Funding Source</u></b>   | <b><u>Cash</u></b> | <b><u>In-Kind</u></b> | <b><u>Total</u></b> |
|--------------------------------|--------------------|-----------------------|---------------------|
| NWCCOG                         | \$19,000           | \$25,500              | \$44,500            |
| CWCB Colorado Water Plan Grant | \$25,000           | \$0                   | \$25,000            |
| WSRF Colorado Basin Account    | \$5,000            | n/a                   | \$5,000             |
| <b>Totals</b>                  | <b>\$49,000</b>    | <b>\$25,500</b>       | <b>\$74,500</b>     |

**CWCB Project Manager:** Kevin Reidy

***THE COLORADO BASIN ROUNDTABLE***  
***C/O P.O. BOX 1120***  
***GLENWOOD SPRINGS, COLORADO 81602***

Oct. 3, 2018

**Megan Holcomb**  
**Colorado Water Conservation Board**  
**CWCB Stream Restoration Program**  
1313 Sherman Street, Room 721  
Denver CO  
(303) 866-3441

Dear Megan and staff,

The Colorado Basin Roundtable (CBRT) unanimously supported at its Sept. 24, 2018 meeting the Northwest Colorado Council of Governments' (NWCCOG) request for \$5,000 from our WSRF Basin account as part of a \$74,500 project to address water savings measures in land use codes in the headwaters counties of the CBRT's service area.

The CBRT's Basin Implementation Plan (BIP) has six findings, and one of them is "to develop local water-conscious land-use strategies." Another is "to encourage a high level of basinwide conservation."

NWCCOG's work plan, acting through its Water Quality and Quantity (QQ) Committee, is to assess existing water savings and water quality measures in land use codes in the QQ region; develop model performance standards for water savings, tailored to the rural headwaters nature of the QQ region; and provide technical assistance to integrate the model standards into up to five communities in the QQ region. Specifically, the Roundtable's money would be used to develop the model performance standards for water savings and to offset costs to local governments for technical assistance to update their land use codes.

Clearly, this work will advance the findings of our BIP and thus Colorado's Water Plan. And this is the first constituent request that we have received for such work.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jim Pokrandt", with a long, sweeping horizontal line extending from the end of the name.

Jim Pokrandt  
Chair, Colorado Basin 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](mailto:ben.wade@state.co.us)  
303-866-3441 x3238

#### Gunnison | North Platte | South Platte | Yampa/White

Craig Godbout  
[craig.godbout@state.co.us](mailto:craig.godbout@state.co.us)  
303-866-3441 x3210

#### Colorado | Metro | Rio Grande | Southwest

Megan Holcomb  
[megan.holcomb@state.co.us](mailto: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 <a href="#">2016 WSRF Criteria and Guidelines</a> .                          |
| X                     | I acknowledge the Grantee will be able to contract with CWCB using the <a href="#">Standard Contract</a> . <sup>(1)</sup> |
| Exhibit A             |   |
| X                     | <a href="#">Statement of Work</a> <sup>(2)</sup> (Word – see Exhibit A Template)  |
| X                     | <a href="#">Budget &amp; Schedule</a> <sup>(2)</sup> (Excel Spreadsheet – see Exhibit A Template)                         |
| X                     | Letters of Matching and/or Pending 3 <sup>rd</sup> Party Commitments <sup>(2)</sup>                                       |
| Exhibit C             |   |
|                       | Map <sup>(2)</sup>  |
|                       | Photos/Drawings/Reports   |
|                       | Letters of Support  |
|                       | Certificate of Insurance <sup>(3)</sup> (General, Auto, & Workers' Comp.)   |
| Contracting Documents |   |
|                       | Certificate of Good Standing <sup>(3)</sup>   |
|                       | W-9 <sup>(3)</sup>  |
|                       | Independent Contractor Form <sup>(3)</sup> (If applicant is individual, not company/organization)                         |
|                       | Electronic Funds Transfer (ETF) Form <sup>(3)</sup>   |

(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:     | November 2018 |
| Desired Notice to Proceed Date: | January 2019  |

| Water Activity Summary                         |   |  |
|--|---|--|
| Name of Applicant                              | Northwest Colorado Council of Governments, by and through its Water Quality/ Quantity Committee |  |
| Name of Water Activity                         | Water savings measures in land use codes in the headwaters                                      |  |
| Approving Roundtable(s)                        | Basin Account Request(s) <sup>(1)</sup>   |  |
| Colorado Basin Roundtable                      | \$5,000   |  |
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|  |   |  |
| Basin Account Request Subtotal                 | \$ 5,000  |  |
| Statewide Account Request <sup>(1)</sup>       | \$ 0  |  |
| Total WSRF Funds Requested (Basin & Statewide) | \$ 5,000  |  |
| Total Project Costs                            | \$ 74,500   |  |

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



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| Grantee and Applicant Information             |  |
|---|--|
| Name of Grantee(s)                            | Northwest Colorado Council of Governments                    |
| Mailing Address                               | PO Box 2308, Silverthorne, CO 80498                          |
| FEIN  | 84-0639906   |
| Grantee's Organization Contact <sup>(1)</sup> | Jon Stavney  |
| Position/Title                                | Executive Director, NWCCOG                                   |
| Email   | 970-468-0295   |
| Phone   | <a href="mailto:jstavney@nwccog.org">jstavney@nwccog.org</a> |
| Grant Management Contact <sup>(2)</sup>       | Torie Jarvis   |
| Position/Title                                | Director, Water Quality/ Quantity Committee                  |
| Email   | <a href="mailto:qqwater@nwccog.org">qqwater@nwccog.org</a>   |
| Phone   | 970-569-5039   |
| Name of Applicant (if different than grantee) |  |
| Mailing Address                               |  |
| Position/Title                                |  |
| Email   |  |
| Phone   |  |

(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).  |
| Northwest Colorado Council of Governments (NWCCOG) is a voluntary association of county and municipal governments in Grand, Summit, Eagle and Pitkin counties. The NWCCOG Water Quality/Quantity Committee (QQ) comprises municipalities, counties, water and sanitation districts, and conservancy districts, in the NWCCOG region and in Park and Gunnison Counties. QQ augments efforts of member jurisdictions to protect and enhance the region's water quality while encouraging its responsible use. This includes work to better integrate land use and water planning throughout the headwaters region and on a statewide level, where QQ was involved in the development of the Colorado Basin Implementation Plan and Colorado's Water Plan. |



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| Type of Eligible Entity (check one) |   |
|-------------------------------------|---|
| X                                   | <b>Public (Government):</b> 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. |
|                                     | <b>Public (Districts):</b> authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises  |
|                                     | <b>Private Incorporated:</b> mutual ditch companies, homeowners associations, corporations  |
|                                     | <b>Private Individuals, Partnerships, and Sole Proprietors:</b> are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.  |
|                                     | <b>Non-governmental organizations:</b> broadly, any organization that is not part of the government   |
|                                     | <b>Covered Entity:</b> as defined in <a href="#">Section 37-60-126 Colorado Revised Statutes</a>  |

| Type of Water Activity (check one) |                |
|------------------------------------|----------------|
| X                                  | Study          |
|                                    | Implementation |

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

| Location of Water Activity   |   |
|--|---|
| Please provide the general county and coordinates of the proposed activity below in <b>decimal degrees</b> . The Applicant shall also provide, in Exhibit C, a site map if applicable. |   |
| County/Countries   | Grand, Summit, Pitkin, and Eagle counties, Carbondale, Glenwood Springs |
| Latitude   | n/a   |
| Longitude  | n/a   |



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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.

QQ proposes a three-part project to:

- 1) assess existing water savings and water quality measures in land use codes in the QQ region,
- 2) develop model performance standards for water savings, tailored to the rural headwaters nature of the QQ region, and
- 3) provide technical assistance to integrate the model standards into up to five communities in the QQ region.

Roundtable WRSA funds will be used to develop the model performance standards for water savings and offset costs to local governments for technical assistance to update their land use codes. Other significant project costs will be borne by QQ through the work of their contract staff and through a CWCB Water Plan implementation grant. The project benefits communities in the headwaters of the Colorado, Yampa, Gunnison and South Platte basins through their membership to QQ. Assessing local governments for the adequacy of their water quality protections will support nonconsumptive environmental needs in the region, and assessing water savings measures should address future consumptive needs (although this particular work will not calculate water saved from the project).

### Measurable Results

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

|   |   |   |
|---|---|---|
|   | New Storage Created (acre-feet)   |   |
|   | New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive |   |
|   | Existing Storage Preserved or Enhanced (acre-feet)  |   |
|   | Length of Stream Restored or Protected (linear feet)  |   |
|   | Efficiency Savings (indicate acre-feet/year OR dollars/year)                                |   |
|   | Area of Restored or Preserved Habitat (acres)   |   |
|   | Length of Pipe/Canal Built or Improved  |   |
| 149, 143 Coloradoans impacted (some may already be impacted but requires an assessment to see who is covered already) | Other   | Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning (from Colorado's Water Plan goals) |





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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](#) <sup>(1)</sup>. 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](#)).

**QQ's proposed project supports a central goal of Colorado's Water Plan, namely that 75% of Coloradans will live in communities that have incorporated water-saving actions into land-use planning (see Ch. 6.3.3).** The project addresses several important components of this goal. First, the inventory of existing land use measures that address water savings and water quality will help in identifying how many Coloradans currently live in communities with water savings measures in their land use codes. Secondly, the project will develop a model code that will make incorporating such measures easier for communities in the QQ region and around the State. Finally, with technical assistance, five communities in the QQ region will incorporate or strengthen water savings measures in their land use codes, getting the State closer to its goal of 75% and setting an example for other communities around the State.

**QQ's proposed project meets and exceeds the project criteria described in the Water Plan, Section 9.4:**

**Does the project proponent demonstrate a commitment to collaboration?** QQ is a collaborative model, with local governments sharing resources, advice, and working as a group to protect water quality. Similarly, this project will operate through collaboration, with multiple jurisdictions sharing their experiences to create the model water savings performance standards, with opportunities for member jurisdictions to comment and integrate ideas at every step. QQ also looks at local government regulation outside of the QQ region and even outside of the state in creating the model standards to ensure the model reflects current best practices.

**Does the project proponent address an identified water gap?** The project addresses water gaps and water conservation by evaluating what water savings measures currently exist in the QQ region and developing model water savings performance standards that can assist communities in reducing water demands, employing no-and-low regrets strategies. The project will also serve as a model for communities around the state to conduct similar inventories and borrow from the QQ model standards.

**Does the project proponent demonstrate sustainability?** The project will ensure that future development and water projects, permitted in QQ local jurisdictions, employ sustainable practices that meet the local performance standards. For example, the model code will provide landscaping requirements, adequate stream buffer recommendations, model water restrictions, monitoring and mitigation requirements, and examples of water conservation plans through conservancy districts. The project will also provide technical support to begin integrating



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### Water Activity Justification

elements from the model standards into local land use codes in the QQ region. These performance standards help ensure local permitted development does not adversely affect recreational and tourism amenities in the community, employs adequate mitigation and monitoring, maximizes available water supplies, and protects water quality.

**Does the project proponent establish the fiscal and technical feasibility of the project?**

QQ member dues will pay for a substantial amount of the project, as this project is directly in line with ongoing work of QQ. QQ has been doing this type of work for many years. Most recently, with DOLA support, QQ has been developing model water quality performance standards for local governments, and so understanding the technical and financial challenges in taking on such a project. The project is scheduled to be completed in November of 2017. The local governments who receive technical assistances to integrate the model standards into their land use plans will contribute match CWCB funding for that technical assistance. In these ways, the project is fiscally and technically feasible.

**The project addresses goals from the Colorado Basin Implementation Plan.** The project will directly address three of the seven themes outlined in the Colorado BIP: 1) encourage a high level of basinwide conservation (theme 4, see p. 16), 2) develop local water-conscious land use strategies (theme 5, see p. 17), and 3) protect and restore streams, rivers, lakes and riparian areas (theme 1, see p. 15). A letter of support from the Colorado Basin Roundtable confirms that this project will support the Roundtable's priorities from their BIP.

**The project addresses goals from SWSI 2010 (Section 7-13).** One of SWSI 2010's recommendations was to support local water supply planning, observing that local land use planning and water supply planning can and should be better linked. This project directly addresses this recommendation.

(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<sup>rd</sup> 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<br>(note cash or in-kind) |
|--|--|
| CWCB Colorado Water Plan grant   | \$25,000 cash                                      |
| NWCCOG   | \$19,000 cash                                      |
| NWCCOG In Kind (projected)   | \$25,500 in-kind                                   |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Match  | \$ 70,000  |
| 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<sup>rd</sup> party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3<sup>rd</sup> party) and shall be accompanied by a **letter of commitment**. Attach additional sheet if necessary.

| Contributing Entity  | Amount and Form of Match<br>(note cash or in-kind): |
|--|---|
| N/A  |   |
|  |   |
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|  |   |
| Total Match  | \$  |
| 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.

QQ received project funding under the 2016-2016 Department of Local Affairs Energy/ Mineral Impact Assistance Fund Grant to develop model water quality performance standards for the QQ region. The project proposed through this Water Plan grant is a complimentary effort which will produce a model for water savings performance standards, along with technical assistance and an inventory of existing local regulations relating to water quality and water savings measures.

### 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

#### **2 Current CWCB grants:**

- A. 1. NWCCOG
- 2. Upper Colorado Wild & Scenic Stakeholders Group
- 3. N/A approving Roundtable
- 4. N/A CWCB Board meeting date
- 5. Pending
- B. 1. NWCCOG
- 2. Water savings measures in land use codes in the headwaters
- 3. CO Basin Roundtable letter of support
- 4. Jan 23, 2018 CWCB Board meeting
- 5. PO # POGG1 PDAA 201800000763

#### **1 previous CWCB grant:**

- 1) NWCCOG;
- 2) Two water activities identified in grant application: Study or analysis of nonstructural project or activity, and study or analysis of nonconsumptive project or activity;
- 3) Colorado Basin Roundtable;
- 4) March 17, 2009;
- 5) Original contract CLIN # 00128; amendment CMS # 32359 (amendment changed the completion date from July 1, 2011 to Aug 31, 2011);

### 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.



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

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None.



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| <b>Colorado Water Conservation Board</b>   |  |
|--|--|
| <b>Water Supply Reserve Fund</b>   |  |
| <b><u>Exhibit A - Statement of Work</u></b>  |  |
| <b>Date:</b>   | <b>July 3, 2018</b>  |
| <b>Water Activity Name:</b>  | <b>Water savings measures in land use codes in the headwaters region</b>                                 |
| <b>Grant Recipient:</b>  | <b>Northwest Colorado Council of Governments on behalf of its Water Quality/ Quantity Committee (QQ)</b> |
| <b>Funding Source:</b>   | <b>Roundtable Water Supply Reserve Account</b>   |
| <b>Water Activity Overview:</b> (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>QQ proposes a three-part project to:</p> <ul style="list-style-type: none"><li>1) assess existing water savings and water quality measures in land use codes in the QQ region,</li><li>2) develop model performance standards for water savings, tailored to the rural headwaters nature of the QQ region, and</li><li>3) provide technical assistance to integrate the model standards into up to five communities in the QQ region.</li></ul> <p>Roundtable WRSA funds will be used to develop the model performance standards for water savings and offset costs to local governments for technical assistance to update their land use codes. Other significant project costs will be borne by QQ through the work of their contract staff and through a CWCB Water Plan implementation grant. The project benefits communities in the headwaters of the Colorado, Yampa, Gunnison and South Platte basins through their membership to QQ. Assessing local governments for the adequacy of their water quality protections will support nonconsumptive environmental needs in the region, and assessing water savings measures should address future consumptive needs (although this particular work will not calculate water saved from the project).</p> |  |



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**Objectives:** (List the objectives of the project)

The objective of the project is to assist local governments in implementing water savings and water quality measures in land use codes, and more specifically to:

- Document and better understand how local governments in the QQ region currently implement water savings and water quality measures in their land use codes.
- Create a replicable set of tools that can be used in other communities around Colorado to assess and implement water savings and water quality measures, including a template for inventorying existing standards and a model water savings code.
- Assist QQ local governments in instituting water savings measures in land use codes.

**Tasks**

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

**Task 1 – Inventory Template**

Description of Task:

QQ, with legal and technical assistance, will develop template of standards in land use codes relating to both water savings and water quality.

Method/Procedure:



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| Tasks  |
|--|
| <p>In coordination with local governments, NGO's working in this area, the CWCB, and DOLA, the following procedures will be completed:</p> <ul style="list-style-type: none"><li>- Develop list of water savings and water quality standards recommended in CWC/ DOLA "Breaking Down Silos" trainings to transfer to inventory template.</li><li>- Research and maintain list of existing water savings and water quality measures in QQ region land use codes.</li><li>- Research and maintain list of water savings and water quality measures instituted by various local governments around the Interior West considered leaders in these areas and with comparable climates (e.g., Lake Tahoe, Jackson Hole, Tucson, Westminster, Salt Lake City, Denver).</li><li>- Develop two versions of the inventory template: one to be used to inventory QQ community regulations and one more general one to be used by other local governments.</li></ul> |
| <p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>Inventory template that is ready for Task 2.</p>  |
| <p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>Inventory template in more general form for dissemination.</p>  |





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|   |
|---|
| <b>Task 2 - Inventory existing water savings and water quality standards</b>  |
| <b>Description of Task:</b>   |
| QQ, with legal and technical assistance, will complete an inventory and develop a white paper assessing results of inventory.   |
| <b>Method/Procedure:</b>  |
| In coordination with QQ local governments, the following procedures will be completed: <ul style="list-style-type: none"><li>- Research and document existing water savings and water quality measures in the land use codes of QQ's 28 member counties and municipalities.</li><li>- Produce white paper with observation of the results of the inventory (including strengths and weaknesses regionally, surprising results, and where QQ might focus its further to best assist its member local governments).</li></ul> |
| <b>Grantee Deliverable:</b> (Describe the deliverable the grantee expects from this task)   |
| <ol style="list-style-type: none"><li>1. Completed inventory of water savings and water quality standards in the land use codes of QQ local governments.</li><li>2. White paper analysis of the inventory.</li></ol>  |
| <b>CWCB Deliverable:</b> (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)   |
| White paper analysis and summary of inventory with observations that could be helpful for other local governments around the state.   |



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|  |
|--|
| <b>Task 3 - Model water savings performance standards</b>  |
| Description of Task:<br><br>In coordination with local governments, NGO's working in this area, the CWCB, and DOLA, QQ will develop model water savings performance standards that local governments can integrate into their land use codes. <b>This task would utilize funds from this WSRF grant.</b>   |
| Method/Procedure:<br><br>In coordination with QQ local governments, the following procedures will be completed: <ul style="list-style-type: none"><li>- Utilize earlier research and conduct additional research on the most effective water savings measures in the land use codes of QQ member jurisdictions as well as local governments around the Interior West considered leaders in these areas and with comparable climates. This effort will utilize lessons learned and benefit from much formatting and development work already-completed by QQ in developing model water quality performance standards in 2017.</li><li>- Develop model waters savings performances standards to be utilized by local governments in the QQ region and throughout Colorado. We expect these standards to be particularly useful in rural and mountain communities.</li><li>- Include introductory instructions on the water savings performance standards, how they might be integrated into land use codes, and how they relate to other elements of land use codes.</li></ul> |
| Grantee Deliverable: (Describe the deliverable the grantee expects from this task)   |
| Completed model water savings performance standards, including introductory materials.   |
| CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)   |
| Completed model water savings performance standards, including introductory materials.   |



Last Update: January 9, 2018

### **Task 3 - Technical support to integrate water savings measures**

#### Description of Task:

QQ will provide technical assistance to up to five member communities to integrate water savings and water quality measures into their land use codes. **This task would utilize funds from this WSRF grant.**

#### Method/Procedure:

The following procedures will be completed:

- Develop application procedure and consult with local governments on ability and timing to utilize technical assistance to update land use code with water savings and water quality measures.
- Provide technical assistance to up to five local governments to draft proposed changes to land use code to integrate water savings and water quality measures.

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

Updated land use codes in up to five communities.

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

Summary white paper highlighting both the process of the land use code updates and the results of the updated codes.

### **Budget and Schedule**

**Exhibit B - 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 separate excel formatted Budget is required for engineering costs to include rate and unit costs.



Last Update: January 9, 2018

### Reporting Requirements

**Progress Reports:** The grantee 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 grantee shall provide the CWCB a Final Report on the grantee'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.

### 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.

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

**Water Activity Name:** Water savings measures in land use codes in the headwaters region

Grantee Name: Northwest Colorado Council of Governments on behalf of its Water Quality/ Quantity Committee (QQ)

**(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.

**Exhibit B - BUDGET AND SCHEDULE - Indirect Costs (Grant Administration)**

**Grantee Name:**

| <u>Task No.</u> <sup>(1)</sup>                                | <u>Title</u>                | <u>Description</u><br>(Grant Administration) | <u>\$/hour</u> | <u>Hours</u> | <u>Total</u> |
|---|-----------------------------|--|----------------|--------------|--------------|
|   | No indirect costs requested |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
|   |                             |  |                |              | \$0          |
| <b>Total</b>  |                             |  |                |              | \$0          |
| <b>Total WSRF Grant Amount<sup>(2)</sup></b>                  |                             |  |                |              | \$0          |
| <b>Indirect Costs as a percent of Total WSRF Grant amount</b> |                             |  |                |              | #DIV/0!      |

**(1) Grant Administration costs must be submitted as a single task and may not exceed 15% of the Total WSRF Grant amount.**

(2) Total WSRF Grant amount equals all Basin Account requests and all Statewide Account requests.