



## 6.0 ORGANIZATION AND CONTENT – TEMPLATE FOR A WATER EFFICIENCY PLAN

This section provides recommendations on the organization and content of municipal water efficiency plans according to the five steps introduced in Section 4.0. A Model Template is provided in Section 6.3 to assist providers in formatting and developing their own individual plans.

### 6.1 Organizational Tips for Water Efficiency Plans

The following items address how plans may be organized to best meet the needs of the public, decision makers, and water management staff. Please note that these items are merely tips that providers may incorporate into their planning process and are not requirements.

- *Executive summary* – Executive summaries provide an effective means to convey the basic information excluding the technical details that only the water management staff may be concerned with. These summaries can be directed towards the public, media, and decision-makers. At a minimum, it is recommended that an executive summary include: water efficiency goals, selected water efficiency activities, and a summary of the implementation and monitoring plans. Condensed fact sheets may also be useful in conveying the highlights of the plan to the public and decision makers.
- *Appendices* – Appendices are another means to separate detailed technical information from the main body of the document. For example, new policy developed for the implementation of the plan may be put into an appendix.

### 6.2 How to Use the Model Template

The Model Template provides a framework that providers may use to develop water efficiency plans. The Model Template is organized according to the five-step planning process introduced in Section 4.0 where, with exception of the introduction and final section, each of the main sections corresponds with each of the five planning steps. Each of the subsections includes a checklist of required and recommended content. Providers may use these checklists as a means to ensure that they are including all pertinent information in their plans. It is worth noting that some of the checklist information will not be applicable to certain municipalities while others may not have the resources to develop a detailed plan that includes all of the information. Providers may use the check boxes next to each informational item as a means to check off which items they plan to include.

The left-hand column of the template addresses the level of importance and purpose of each checklist item using the following designations:

- **Required** – Required for State approval pursuant to C.R.S. 37-60-126 (1-4 and 5). Note that many of the data reporting requirements under C.R.S. 37-60-126 (4.5) (HB 10-1051), which are annual reporting requirements for covered entities, are also designated as required, though they might not apply to non-covered entities who do not seek grant or loans from the



CWCB. The required section defines what elements and processes are necessary for effective water efficiency planning and for an approved State water conservation plan. See Section 3.1 for additional details.

- Beneficial – Recommended because it provides added value to a plan. This includes some of the data required by the State according to C.R.S. 37-60-126 (4.5) (HB 10-1051).
- Public – Provides added value to a provider’s water efficiency efforts and/or enhance the overall readability and usability of the document for public educational purposes. This includes data required by the State according to C.R.S. 37-60-126 (4.5) (HB 10-1051).
- Documentation – Provides information that can be built on for other studies/future water efficiency plan updates and can increase the overall usability of the document.

The Model Template should be used in conjunction with the detailed water efficiency planning information in Section 4.0 and the worksheets provided in Appendix A. Where appropriate, the specific worksheets are noted in the Model Template. While not required, these worksheets provide a useful resource for generating ideas, organizing information, and for formatting data for direct incorporation into the plan. Also, sections designated as “*Template Section*” refer to sections of the template whereas sections simply designated as “*Guidance Document Section*” refer to a specific section of the Guidance Document.

### **6.3 Water Efficiency Plan Model Template**

The Model Template is provided on the following page.



	Required
$\Delta$	Beneficial
$\Delta$	Public
	Document

## Introduction

This section introduces the general approach used to develop the water efficiency plan and describes the entities involved with the Plan development.

- Approach to the development of the plan. These are the five steps outlined in Guidance Document Section 4.0; 1) profile of existing water supply system, 2) profile of water demands and historical demand management, 3) integrated planning and water efficiency benefits and goals, 4) selection of water efficiency activities, and 5) implementation and monitoring plan.
- Provide general context/overview of plan.
- Overview of the provider's historical conservation/water efficiency plans. This may include a brief history on the conservation/water efficiency plan(s) to date and when the plan(s) were developed.
- Entities involved with development of the plan (e.g. public works, planning department, parks department, water board, public stakeholder group, etc).
- Describe the stakeholder process or alternative outreach efforts discussed in Guidance Document Section 5.0, and incorporated into the development of the plan.
- General description of how the conservation plan is compatible and coordinated with other local plans (e.g. integrated water resources plans, raw and treated water master plans, drought plans, county hazard mitigation plans, etc).
- List of resources used to develop the water efficiency plan. This may be included in an appendix or separate references section.

## 1.0 Profile of Existing Water Supply System

This section provides an overview of the provider's existing water supply system, supply reliability, system limitations and challenges and historical supply-side water efficiency efforts.

## 1.1 Overview of Existing Water Supply System

Objective: Provide a description of the existing water supply system and service area.

- ☐ Geographic area served and/or map of service area.
- ☐ Raw non-potable water, treated water and reclaimed water supply sources.



Required	Beneficial	Public	Document
	Δ	□	<input type="checkbox"/> Key existing facilities. This may include descriptions of the following: <ul style="list-style-type: none"> <li>– Reservoirs – general location, acre-feet of storage.</li> <li>– Groundwater wells – general location of well(s), source aquifers.</li> <li>– Water treatment plant(s) – general location, capacity, type of treatment.</li> <li>– Wastewater treatment plants(s) – general location, capacity, type of treatment.</li> <li>– Water distribution system – miles of pipeline, number of pressure zones.</li> </ul>
✓			<h3>1.2 Water Supply Reliability</h3> <p>Objective: Provide an overview of the existing water supply reliability.</p> <input type="checkbox"/> Provider'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.
	Δ	□	<p>Summary of water supply system reliability. Consideration may be given to each of the following:</p> <input type="checkbox"/> – Overview of how the provider determines reliability (water supply modeling).
	Δ	□	<input type="checkbox"/> – Firm yield (if applicable).
	Δ	□	<input type="checkbox"/> – Reliability or drought criteria (if applicable).
	Δ	□	<input type="checkbox"/> – Safety factors.
	Δ	□	<input type="checkbox"/> – Whether climate change is included in the planning and if so, how?
	Δ		<input type="checkbox"/> If the provider has excess supplies after meeting its municipal demands (this may occur in normal and/or wet years), describe how this water is used (e.g. agricultural leases, drought reserves, instream flows, etc).
✓			<h3>1.3 Supply-Side Limitations and Future Needs</h3> <p>Objective: Identify water supply system limitations, future needs and planned actions to address these limitations and needs. This information will be useful in determining how water efficiency efforts could further address some of these limitations and future needs in Step 3.</p> <input type="checkbox"/> Summary of water supply system limitations and future challenges water managers have for planning and operating their systems. <a href="#">Worksheet A</a> provides a template that may be used to furnish this information.



Required	Beneficial	Public	Document
✓			<input type="checkbox"/> Description of how the provider intends to address its water supply system limitations and future challenges. This may include a description of specific facility enhancements, water acquisition, water efficiency efforts, necessary to meet the limitations/needs described above. <a href="#">Worksheet A</a> provides a template that may be used to furnish this information.
			<h2>2.0 Profile of Water Demands and Historical Demand Management</h2> <p>This section provides 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. This is a data intensive section where graphs and charts are encouraged in addition to discussion summarizing the data and observed trends. Specific examples of graphs are provided in Guidance Document Section 4.2.2. Note: This information may be provided directly in the plan or referenced from other planning documents. All referenced documents must be included in an appendix and the reference must include the chapter and page number.</p> <h3>2.1 Demographics and Key Characteristics of the Service Area</h3> <p>Objective: Provide information on descriptions of customer categories, on service area population and other information such as demographics and housing stock age.</p> <p> <input type="checkbox"/> Description of customer categories (e.g. single-family, multi-family, commercial, municipal, irrigation). These categories are often defined in the provider's billing system. </p> <p> <input type="checkbox"/> Service area population. </p> <p> <input type="checkbox"/> Other pertinent information (e.g. demographics, age of housing stock, etc). See Guidance Document Section 4.2.1 for details. </p> <h3>2.2 Historical Water Demands</h3> <p>Objective: Provide an overview on historical water demand data.</p> <p>It is recommended that, at a minimum, demand data include the past five years. Demand data may be presented in graphical or tabular format. Examples of each of the demand data types listed below are provided in Guidance Document Section 4.2.2. In addition to the data itself, an appropriate level of discussion including observed trends, patterns and significant findings should be included. Information specific to the demand data in relation to historical demand management activities may be reserved for Template Section 2.3.</p> <p> <input type="checkbox"/> Describe any limitations associated with the availability of the demand data. Examples of challenges are discussed in Guidance Document Section 4.2.2. </p>
✓			



Required	Beneficial	Public	Document
✓			Consideration should be given to the following total system-wide demand data:
✓			<input type="checkbox"/> – Total annual distributed treated water; C.R.S. 37-60-126 (4.5).
✓			<input type="checkbox"/> – Total annual raw distributed non-potable water and reclaimed water; C.R.S. 37-60-126 (4.5).
✓			<input type="checkbox"/> – Annual non-revenue water; C.R.S. 37-60-126 (4.5).
✓			Water demand by customer categories:
✓			<input type="checkbox"/> – Monthly and Annual treated metered water use by customer category; C.R.S. 37-60-126 (4.5).
	Δ		<input type="checkbox"/> – Monthly and Annual raw water/reclaimed metered water use by customer category; C.R.S. 37-60-126 (4.5).
	Δ		<input type="checkbox"/> Largest water user groups and any observed water use trends. Include whether these water user(s) are implementing water efficiency activities and if reductions in water usage can be observed over time. Large water user groups may include: <ul style="list-style-type: none"> <li>– Industrial/commercial users (e.g. breweries, factories).</li> <li>– Residential homes (e.g. number of homes in the highest tier of residential water use).</li> <li>– University campuses.</li> <li>– Other large users.</li> </ul>
			Some additional ways to analyze system wide demand are:
	Δ		<input type="checkbox"/> – Per capita water demands and description of calculation.
	Δ		<input type="checkbox"/> – Indoor and outdoor water usage and description of calculation.
	Δ		<input type="checkbox"/> – Peak day demands.



Required	Beneficial	Public	Document
✓			
✓			
✓	Δ		
	Δ		
		□ +	
✓			

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

Objective: Summarize past and current demand management activities, goals and projected savings. Discuss how demand management activities and other factors have impacted historical water use.

- ☐ According to C.R.S. 37-60-126 (4), all State approved plans must include an estimate of the amount of water saved through previous demand management efforts as a percentage or in acre-foot increments. These data can be drawn from various literature resources and/or by assessing historical demand trends. See Guidance Document Section 4.2.3 for additional information. These estimates should represent annual savings of each individual activity for at least the past five years or at a minimum, the savings of each relevant SWSI Levels Framework category level introduced in Guidance Document Section 4.4.1 (e.g. Ordinances and Regulations). [Worksheet B](#) provides a format to record water savings by individual activity.
- ☐ List of demand management activities implemented prior to adoption of this plan and the date of initial implementation. [Worksheet B](#) provides a template based on the SWSI Level Framework; C.R.S. 37-60-126 (4.5).
- ☐ Projected water savings/goals developed from previous efforts. Discuss whether these projected water savings were achieved.
- ☐ Summary and results of analysis to identify how demand management activities impacted historical demands. This could include:
  - Significant efforts that influenced demands and when they were initiated (e.g. implementation of a water efficiency plan, metering and/or metering upgrades, changes to water rates and/or the billing rate structure).
  - Other factors that affected water demands. These may include drought, water restrictions, economic conditions or rainfall.
- ☐ Discussion of passive vs. active demand management savings and quantitative data that supports passive demand reductions. See Guidance Document Section 4.2.3 for information on how to estimate passive water efficiency savings.
- ☐ Lessons learned on the implementation, monitoring and overall effectiveness of the historical demand management activities.

## 2.4 Demand Forecasts

Objective: Provide demand forecasts assuming no modifications to the currently implemented demand management activities.

- ☐ Identify planning horizon for this plan. Guidance Document Section 4.2.4 discusses reasonable planning horizons.





Required	Beneficial	Public	Document
✓			<input type="checkbox"/> Unmodified forecasted water demands based on the provider's existing water efficiency program (without the new water efficiency activities selected in Step 4) through the planning horizon. This is often presented in bar or line charts. See Guidance Document Section 4.2.4 for more information.
	Δ	+	<input type="checkbox"/> Summary of method(s) and any assumptions used to develop the demand forecast.
<h3>3.0 Integrated Planning and Water Efficiency Benefits and Goals</h3> <p>This section focuses on the role that water efficiency plays in the water provider's water supply planning efforts. Information is presented on the provider's water supply planning efforts, future capital improvements, the anticipated benefits of the water efficiency plan and water efficiency goals.</p> <h4>3.1 Water Efficiency and Water Supply Planning</h4> <p>Objective: Summarize water supply system challenges/limitations and introduce current water supply planning efforts such as future water acquisitions and capital improvements. Describe how water acquisitions and/or capital improvement modifications could be made as a result of demand reductions through enhanced water efficiency activities.</p> <p>It is recognized that water right and infrastructure information can be sensitive and, consequently, it may not be appropriate for some providers to include details in their plans. In these cases, the challenges and limitations may be addressed in general terms to preserve confidentiality. Regardless of how this information is included, it is highly recommended that the provider go through the process of identifying system limitations and challenges in order to determine how water efficiency could be a beneficial component to future planning efforts in Step 3.</p>			
✓			<input type="checkbox"/> According to C.R.S. 37-60-126 (4), a description of how long-term water savings garnered through water efficiency activities are incorporated into water supply planning and decision making.
✓			<input type="checkbox"/> Modified forecasted water demands through the planning horizon incorporating the provider's projected water savings identified in Template Section 4.0. (This item will need to be completed following Step 4). These data may be presented in bar or line charts.
	Δ	□	<input type="checkbox"/> If appropriate and logical, discussion of 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. <a href="#">Worksheet C</a> provides a template for presenting this information.





Required	Beneficial	Public	Document
	Δ		<input type="checkbox"/> – Estimated costs of the facility needs and water right acquisitions, dates of when construction/acquisition is anticipated and dates of when financing is anticipated. <a href="#">Worksheet C</a> provides a template for presenting this information.
	Δ		<input type="checkbox"/> – Provide estimates of cost savings for the capital/water acquisition modifications discussed above. <a href="#">Worksheet C</a> provides a template for presenting this information.
	Δ		<input type="checkbox"/> – Comparison of costs to implement the water efficiency activities selected in Step 4 to the estimated costs savings associated with the changes made to future capital improvements/water acquisitions.
	Δ	□	<input type="checkbox"/> State how the saved water will be used (e.g. drought reserves, instream flows and/or new demands).
	Δ	□	<input type="checkbox"/> List additional water efficiency benefits. Guidance Document Section 4.3.2 provides examples of water efficiency benefits.
✓			<b>3.2 Water Efficiency Goals</b>  Objective: Develop a set of qualitative and quantitative water efficiency goals that are appropriate for the provider's water supply system and designed to achieve the water efficiency benefits illustrated in Template Section 3.1. These goals will be used in the screening and evaluation processes outlined in Step 4 and development of the goals can be an iterative process between Steps 3 and 4.
			<input type="checkbox"/> List of water efficiency goals for this plan and methods by which the success of the goals will be measured. Guidance Document Section 4.3.3 provides useful examples and information on how these goals may be developed. These goals should incorporate the following: <ul style="list-style-type: none"> <li>– Targeted total water savings.</li> <li>– Targeted water savings by customer class.</li> <li>– Targeted water savings from system water loss control management.</li> </ul>
	Δ	+	<input type="checkbox"/> Explanation of how these goals were developed and designed to achieve the water efficiency benefits in Template Section 3.1.
	Δ	+	<input type="checkbox"/> Explanation of how these goals compare to the goals in the provider's former water efficiency plan and describe why goals remained the same or were changed.



Required	Beneficial	Public	Document
✓			
✓		□ +	
	△		

## 4.0 Selection of Water Efficiency Activities

This section presents the water efficiency activities selected for implementation and describes the processes used to identify, screen, and evaluate each of these activities. As discussed in Guidance Document Section 4.4, the water efficiency activities are organized into the SWSI Levels Framework to assist providers in prioritizing individual activities.

### 4.1 Summary of Selection Process

The following subsections include the elements/activities required to be fully considered and evaluated for implementation per C.R.S. 37-60-126 (4). However, after fully evaluating all of the required elements/activities, a provider may determine that a specific element/activity is not feasible for their service area or water system. **If a provider does not implement a C.R.S. 37-60-126 (4) required element/activity, documentation and supporting materials shall be provided in either the main body of the plan or in an appendix demonstrating that the element/activity was fully considered and evaluated during the selection and/or evaluation process, and the justification for why it will not be implemented.**

- ☐ List of final selected water efficiency activities included in the new water efficiency plan.
- ☐ Summary of the identification, screening and evaluation processes used to select the final activities and that demonstrate full evaluation. These processes are described in Guidance Document Section 4.4.
- ☐ These worksheets provided in the guidance document may be included in an appendix:
  - [Worksheets D, E, F and G](#) may be used as a tool to identify and screen the demand-side SWSI levels of activities.
  - [Worksheet H](#) may be used to evaluate the supply and demand-side water efficiency activities carried forward into the evaluation process.

### 4.2 Demand Management Activities

Objective: Present the demand management activities selected for implementation. This section focuses on the screening and evaluation results; not the process. Documentation on the screening and evaluation process for each water efficiency activity should be included in tabular format in an appendix. [Worksheets D, E, F, G and H](#) may be used to develop these tables. See Guidance Document Section 4.4 for additional information on the screening and evaluation process.



Required	Beneficial	Public	Document
✓			<input type="checkbox"/> According to C.R.S. 37-60-126(4), the plan shall include either as a percentage or in acre-feet increments, an estimate of the amount of water that will be saved through water efficiency when the plan is implemented. These estimates should represent, at a minimum, the annual projected savings of each relevant SWSI Levels Framework category introduced in Guidance Document Section 4.4.1 or the annual projected savings of each individual activity. <sup>38</sup> <a href="#">Worksheet I</a> provides a template that may be used to present this information for both the historical and new water efficiency activities.
✓			<b>4.2.1 Foundational Activities</b>
✓			<input type="checkbox"/> Estimated water savings. This may also be provided in a summary table listing the savings of all activities selected for implementation. See Statute requirement in Guidance Document Section 4.2.3.
✓			<b>Metering</b>
✓		□ +	<input type="checkbox"/> Description of current and planned metering programs. Examples of metering programs include: meter replacement/upgrade; meter testing; and submetering programs. This includes a description of activities performed in the past, relevant costs, estimated water savings, lessons learned, and any other information used during the selection and evaluation processes that could be beneficial for future implementation.
✓			<input type="checkbox"/> Modifications and/or new metering programs selected as a result of this water efficiency planning effort. This should include anticipated implementation costs, estimated water savings and any additional information beneficial to refer to during implementation.
	Δ		<input type="checkbox"/> Number of metered and unmetered accounts for treated water customers and non-potable water customers. Include type of meter (e.g. manual read, AMR, AMR with telemetry). See Guidance Document Appendix C for the HB 10-1051 Guidelines; C.R.S. 37-60-126 (4.5).
		□ +	<input type="checkbox"/> Discussion on any significant unmetered uses and lessons learned from past metering programs.
✓			<b>Demand Data Collection and Billing Systems</b>
			<input type="checkbox"/> According to C.R.S. 37-60-126 (4), billing systems designed to encourage water efficiency in a fiscally responsible manner shall be fully evaluated. This may include improvements/upgrades to the existing billing system to improve data collection. (See <a href="#">Worksheets D and H</a> ).

<sup>38</sup> These total savings should be used to develop the modified demands presented in Template Section 3.1.



Required	Beneficial	Public	Document	
				Billing systems often dictate the type of demand data available for monitoring purposes. Describe the billing system and available demand data. Consideration should be given to:
✓		+	<input type="checkbox"/>	– Description of demand data available through the billing system. This may include water usage by customer category (residential, commercial, etc).
✓		+	<input type="checkbox"/>	– Frequency of billing.
✓			<input type="checkbox"/>	Describe modifications to the data collection and billing systems as a result of this water efficiency planning effort.
		+	<input type="checkbox"/>	Discussion of any past lesson(s) learned.
<b>Water Efficiency Oriented Rates and Tap Fees</b>				
✓			<input type="checkbox"/>	According to C.R.S. 37-60-126 (4), water rate structures designed to encourage water efficiency in a fiscally responsible manner shall be fully evaluated. This may be included in the main body of the report or in an appendix.
✓		+	<input type="checkbox"/>	Detailed description of the proposed or existing water rate structure and frequency of billing (e.g. inclining block rate structure on a monthly basis). (See <a href="#">Worksheets D and H</a> ); C.R.S. 37-60-126 (4.5).
✓			<input type="checkbox"/>	Description of proposed adjustments to water rate structure and/or rates. This may include changes to the water rate structure, frequency of billing and/or a qualitative discussion on anticipated rate increases. Specific rate adjustments may also be provided.
✓			<input type="checkbox"/>	Existing water rate structures by customer category (e.g. \$3.21 per 1,000 gallons for Tier 1 residential customers); C.R.S. 37-60-126 (4.5)
		+	<input type="checkbox"/>	Description of any past lesson(s) learned.
<b>System Water Loss Management and Control</b>				
✓			<input type="checkbox"/>	According to C.R.S. 37-60-126 (4), distribution system leak identification and repair designed to encourage water efficiency in a fiscally responsible manner shall be fully evaluated. (See <a href="#">Worksheets D and H</a> ).
✓		+	<input type="checkbox"/>	Description of current and planned system water loss management and control programs. Examples of system water loss management and control programs include: system-wide water audits; investigation of apparent losses; leak detection and repair programs; and water line replacement programs. This description may also include implementation costs and water savings.
		+	<input type="checkbox"/>	Description of any past lesson(s) learned and any other information used during the selection and evaluation processes that could be beneficial for future implementation.



Required	Beneficial	Public	Document
✓			<p><b>4.2.2 Targeted Technical Assistance and Incentives</b></p> <p>Objective: Detail the Targeted Technical Assistance and Incentive activities selected for implementation. Targeted Technical Assistance and Incentives cover various actions providers and customers can do to improve water efficiency. This can include the installation of water efficient fixtures and appliances, low water use landscapes, water efficient commercial and industrial water using processes, water efficiency incentives and re-use systems. This template organizes the content of this section according to the SWSI Levels Framework.</p> <p><input type="checkbox"/> According to C.R.S. 37-60-126 (4), water-efficient fixtures and appliances (including toilets, urinals, clothes washers, showerheads, and faucet aerators); incentives to implement water efficiency techniques (including rebates to customers to encourage the installation of water efficiency activities); low water use landscapes, drought resistant vegetation, and efficient irrigation; and water-efficient industrial &amp; commercial water-using processes; and re-use systems shall be fully evaluated. (See <a href="#">Worksheets E and H</a>).</p> <p><input type="checkbox"/> Estimated water savings. This may also be provided in a summary table listing the savings of all activities selected for implementation. See Statute requirement in Guidance Document Section 4.2.3.</p> <p><b>Level 1 Utility/Municipal Facility Water Efficiency</b></p> <p>Description of the water efficiency activities that the water provider has selected for implementation and has direct control over. Include the following information for each activity:</p> <p><input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category.</p> <ul style="list-style-type: none"> <li>For example, number of audits to be performed at water provider facilities, number of high efficiency fixtures to be installed at recreation centers, number of irrigation zones to be audited at parks along with actions to be performed as a result of the audits.</li> </ul> <p><input type="checkbox"/> Potential implementation costs.</p> <p><input type="checkbox"/> Benefits of each activity including social, economic and institutional benefits.</p> <p><input type="checkbox"/> If implemented prior to this plan, provide past performance indicators and any lessons learned from past implementation.</p> <p><b>Level 2 Management of Largest Customer Demands</b></p> <p>Description of the selected water efficiency activities focused on the largest water users. Include the following information for each activity:</p>
✓			
✓			
	Δ		
	Δ		
		□ +	



Required	Beneficial	Public	Document
✓			<input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category. <ul style="list-style-type: none"> <li>For example, description of the method for identifying largest users, number of largest users who will be reached during the activity, nature of water use addressed by the activity (outdoor, indoor, peak).</li> </ul> <input type="checkbox"/> Potential implementation costs. <input type="checkbox"/> Benefits of each activity including social, economic and institutional benefits. <input type="checkbox"/> If implemented prior to this plan, provide past performance indicators and any lessons learned from past implementation.
	Δ		
	Δ		
		□ +	
✓			<b>Level 3 Management of Remaining Customer Demands</b> <p>Description of the selected water efficiency activities that focus on the remainder of the service area and/or on specific customer categories (e.g. toilet rebates for residential homes). Include the following information for each activity:</p> <input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category. <ul style="list-style-type: none"> <li>For example, description of the method for prioritizing customer categories for inclusion, estimated number of customers who will be reached during the activity, nature of water use and customer category addressed by the activity (e.g. toilet rebates for residential homes).</li> </ul> <input type="checkbox"/> Potential implementation costs. <input type="checkbox"/> Benefits of each activity including social, economic and institutional benefits. <input type="checkbox"/> If implemented prior to this plan, provide past performance indicators and any lessons learned from past implementation.
	Δ		
	Δ		
		□ +	
✓			<b>4.2.3 Ordinances and Regulations</b> <p>Objective: Detail the regulatory activities selected for implementation. Ordinances and Regulations consist of locally adopted policies that encourage water efficiency. Common ordinances and regulations include water wasting policies and water restrictions. This template organizes the content of this section according to the SWSI Levels Framework.</p> <input type="checkbox"/> According to the C.R.S. 37-60-126 (4), regulatory activities designed to encourage water efficiency shall be fully evaluated. (See <a href="#">Worksheets F and H</a> ). Estimated water savings. This may also be provided in a summary table listing the savings of all activities selected for implementation. See Statute requirement in Guidance Document Section 4.2.3.
✓			



**amec** | 82





Required	Beneficial	Public	Document
✓			<input type="checkbox"/> Description of the implementation plan for the regulation(s) selected and associated targeted customer categories: <ul style="list-style-type: none"> <li>– Agency/entity that the provider must work with to enforce the regulation.</li> <li>– Level of enforcement that is anticipated.</li> <li>– What types of water efficient fixtures and level of efficiency are required?</li> <li>– Who will the regulation affect?</li> </ul>
	△		<input type="checkbox"/> Anticipated costs for administration and enforcement.
	△		<input type="checkbox"/> Benefits of each activity including social, economic and institutional benefits.
	△	+	<input type="checkbox"/> Any challenges encountered to adopt the regulation.
		□ +	<input type="checkbox"/> If the regulation(s) were enacted in the past, provide information and any lessons learned.
			<b>4.2.4 Education Activities</b>  Objective: Detail the education and outreach programs selected for implementation. Education activities primarily educate the public on the benefits of water efficiency, inform customers on how they can reduce water usage, and publicize water efficiency activities the provider is implementing. This template organizes the content of this section according to the SWSI Levels Framework.
✓			<input type="checkbox"/> According to C.R.S 37-60-126 (4), dissemination of information regarding water efficiency activities (including by public education, customer water use audits, and water-saving demonstrations) shall be fully evaluated. (See <a href="#">Worksheets G and H</a> ).
✓			<input type="checkbox"/> Estimated water savings. This may also be provided in a summary table listing the savings of all activities selected for implementation. See Statute requirement in Guidance Document Section 4.2.3.
			<b>Level 1 One-Way Education Activities</b>  Description of the selected Education Activities. The following information should be included for each activity:
✓			<input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category.
	△		<input type="checkbox"/> Potential implementation costs.
		□ +	<input type="checkbox"/> Benefits of each activity and targeted customer(s).
	△		<input type="checkbox"/> If the activity was implemented in the past, provide information and any lessons learned from past implementation.



Required	Beneficial	Public	Document
✓	Δ	□ +	<p><b>Level 2 One-Way Education with Feedback</b></p> <p>Description of the selected Education Activities. The following information should be included for each activity:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category.</li> <li><input type="checkbox"/> Potential implementation costs.</li> <li><input type="checkbox"/> Benefits of each activity and targeted customer(s).</li> <li><input type="checkbox"/> If the activity was implemented in the past, provide information and any lessons learned from past implementation.</li> </ul> <p><b>Level 3 Two-Way Education</b></p> <p>Description of the selected Education Activities. The following information should be included for each activity:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the implementation plan for each activity within the targeted customer category.</li> <li><input type="checkbox"/> Potential implementation costs.</li> <li><input type="checkbox"/> Benefits of each activity and targeted customer(s).</li> <li><input type="checkbox"/> If the activity was implemented in the past, provide information and any lessons learned from past implementation.</li> </ul> <p><b>5.0 Implementation and Monitoring Plan</b></p> <p>This section addresses the activities and coordination necessary to implement the water efficiency plan and monitor the overall effectiveness of the water efficiency plan.</p> <p><b>5.1 Implementation Plan</b></p> <p>Objective: Discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> C.R.S. 37-60-126(4) requires an implementation plan for all State approved plans. This includes a description and details of the steps the provider will use for implementing each of the water efficiency activities. <a href="#">Worksheet J</a> provides a template that may be used to present the implementation plan.</li> </ul> <p>The following components of an implementation plan should be considered:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> – List of selected water efficiency activities.</li> </ul>
✓	Δ	□ +	
✓	Δ	□ +	



Required	Beneficial	Public	Document
✓			<input type="checkbox"/> – Anticipated period of implementation and timeline.
✓			<input type="checkbox"/> – Actions necessary to implement each activity and milestone goals.
✓			<input type="checkbox"/> – Estimated water provider costs and avoided costs - Detail per SWSI Level Framework or by individual activity.
	△		<input type="checkbox"/> – Entities/staff responsible for implementation.
	△		<input type="checkbox"/> – Necessary coordination among staff/other entities and public involvement.
	△		<input type="checkbox"/> – List of funding sources.
✓		<input type="checkbox"/>	<input type="checkbox"/> Discussion on how reductions in water use could impact revenue and actions taken to help mitigate negative impacts. See Guidance Document Section 4.5.1 for more details.
<b>5.2 Monitoring Plan</b>			
Objective: Describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. See Guidance Document Section 4.5.2 for additional information.			
✓			<input type="checkbox"/> C.R.S. 37-60-126 (4) requires the steps used to monitor the water efficiency plan be included in all State approved plans.
Monitoring plans should include the following components:			
✓			<input type="checkbox"/> List of demand data to be collected during the monitoring period/ process. <a href="#">Worksheet K</a> provides a list of demand data which may be selected for monitoring water savings garnered through the demand management activities. Demand data may include:
– Total water use tracking such as total treated water distributed, system per capita water use, total indoor/outdoor water use, and/or system peak day water use.			
– Water use by customer category such as treated metered water use, per capita water use and/or indoor/outdoor metered use.			
– Demand data specifically required per C.R.S. 37-60-126 (4.5) for annual reporting to the state is specified in <a href="#">Worksheet K</a> . It is recommended that at a minimum, these data are incorporated into monitoring plans.			



Required	Beneficial	Public	Document
✓			<input type="checkbox"/> List of other relevant data specific to the implementation of the activities. <a href="#">Worksheet L</a> provides a template to record the demand data selected for implementation as well as a means to specify other data specific to the implementation of the water efficiency activities. At a minimum, monitoring data for each water efficiency activity should include: <ul style="list-style-type: none"> <li>– Annual costs and avoided costs.</li> <li>– Lessons learned.</li> <li>– Water saving estimates.</li> <li>– Water efficiency activity tracking data (e.g. number of annual rebates, number of infractions, etc).</li> <li>– Weather data.</li> <li>– Public feedback.</li> <li>– Records of significant changes in water efficiency programming or other variables affecting water consumption.</li> </ul>
✓			<input type="checkbox"/> Summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. It is recommended that this occurs at least every two years.
✓			<input type="checkbox"/> Frequency of data collection should be specified. <a href="#">Worksheets K and L</a> provides a means to record this.
	Δ		<input type="checkbox"/> Entity/staff responsible for data collection should be specified. <a href="#">Worksheets K and L</a> provides a means to record this.
	Δ		<input type="checkbox"/> <a href="#">Worksheets M and N</a> may be used by the provider for monitoring. <a href="#">Worksheet M</a> provides a template to record monthly water demands on an annual basis and <a href="#">Worksheet N</a> provides a means to record information on the other monitoring data.



Required	Beneficial	Public	Document
			<h2>6.0 Adoption of New Policy, Public Review and Formal Approval</h2> <p>This section addresses the public review and formal adoption process. See Guidance Document Section 4.6 for information on the general procedures necessary for State approval. Information is also provided on the maintenance and anticipated update of the Plan.</p> <h3>6.1 Adoption of New Policy</h3> <p>Objective: This section identifies proposed policy as a result of the new water efficiency plan. This may include new ordinances and regulations as well as the mechanism of enforcement. If a plan does not include the development of any new policy, this section does not need to be included in the plan.</p> <p><input type="checkbox"/> Summary of any new policies.</p> <p><input type="checkbox"/> Description of any challenges in the adoption of the policy.</p> <p><input type="checkbox"/> Include the new policy documents in an appendix.</p> <h3>6.2 Public Review Process</h3> <p>Objective: This section summarizes the public's role in development of the Plan. A public review process is required for all State approved plans per C.R.S. 37-60-126 (5). See Guidance Document Section 4.6.2 for additional information.</p> <p><input type="checkbox"/> Public review process to ensure that the public had an opportunity to review and comment on the Water Efficiency Plan.</p> <p><input type="checkbox"/> Description of the public review process and how the public accessed the plan.</p> <p><input type="checkbox"/> Summary of public comments along with how the comments were addressed and details of the meetings held during the Plan development process. This can either be addressed in the plan body or in an appendix.</p> <h3>6.3 Local Adoption and State Approval Processes</h3> <p>Objective: Briefly summarize the formal process for Plan adoption.</p> <p><input type="checkbox"/> C.R.S. 37-60-126 (2) requires that a water efficiency plan be officially adopted. This process can be summarized in the plan by providing the following items:</p> <ul style="list-style-type: none"> <li>Government body that adopted the plan.</li> <li>Date of adoption.</li> <li>Copy of the official adoption document in an appendix.</li> </ul> <p><input type="checkbox"/> Any challenges with adoption of the plan.</p>



Required	Beneficial	Public	Document
✓			
✓			
		□ +	
✓			

**6.4 Periodic Review and Update**

Objective: Summarize the processes that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates.

- ☐ Steps used to review and revise the water efficiency plan. C.R.S. 37-60-126 (4) requires that all plans include the steps necessary to review and revise plans.
- ☐ Process of how monitoring results will be incorporated into updated plans.
- ☐ Department/staff responsible for taking the lead in initiating the Plan update and collecting appropriate data.
- ☐ Anticipated date of next water efficiency plan update. Per C.R.S. 37-60-126 (4), the anticipated date of the next update, not to exceed seven years, must be included in the Plan.