



Last Update: October 20, 2017

Water Efficiency Project Summary	
Name of Applicant	Deron Dircksen
Name of Grant Project	Town of Eagle Water Efficiency & Conservation Plan
WEGF Grant Request Total	\$29,962
In-Kind Match	\$5,000
Cash Match	\$5,960
Total Project Costs	\$40,922

Applicant Information	
Name of Applicant	Deron Dircksen
Mailing Address	1050 Chambers Avenue, PO Box 609, Eagle, CO 81631
Applicant's Organization Contact <sup>(1)</sup>	Deron Dircksen
Position/Title	Utility Manager/Sustainability Coordinator
Email	<a href="mailto:Deron@townofeagle.org">Deron@townofeagle.org</a>
Phone	970-328-6546
Grant Management Contact <sup>(2)</sup>	Deron Dircksen
Position/Title	Utility Manager/Sustainability Coordinator
Email	<a href="mailto:Deron@townofeagle.org">Deron@townofeagle.org</a>
Phone	970-328-6546
Name of Consultant (if applicable)	Amy Volckens, PE
Mailing Address	212 West Mulberry Street, Fort Collins, CO 80521
Position/Title	Senior Engineer
Email	<a href="mailto:AVolckens@brendlegroup.com">AVolckens@brendlegroup.com</a>
Phone	970-207-0058

(1) Person with signatory authority

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

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**Organizations & Individuals Assisting on the Project**

A list of the organizations and/or individuals including those hired or otherwise retained by the entity that will assist in the project, and a written statement of their role and contributions

**Town of Eagle**

1. **Deron Dircksen (Utility Manager/Sustainability Coordinator):** Deron will represent the Town of Eagle and coordinate with project consultants. Deron will provide water use data, help coordinate local stakeholders, and support Town review and approval process.
2. **Colton Berck (Planner I):** Colton is serving on the Town's project management team.
3. **Vern Brock (Senior Engineer):** Vern is available as a supplemental resource to help with the project.
4. **Dawn Koenig (Administrative Assistant):** Dawn is available as a supplemental resource to help with the project.

**Brendle Group**

1. **Amy Volckens, PE:** Amy will serve as project manager coordinating all project activities with the Town of Eagle. Her responsibilities include leading and overseeing all project activities including workshop facilitation, plan development, and project process reports.
2. **Judy Dorsey, PE, LEED-AP, CEM:** Judy will serve as the team's innovation leader, providing connections as appropriate to regional efforts in the water/energy/climate nexus.
3. **Becca Stock & Derek Hannon:** Becca and Derek serve as project engineers providing engineering analysis, workshop facilitation support, and report development.
4. **Katie Kershman:** Katie will provide graphic design and other support for plan development.

**Type of Eligible Entity (check one)**

	<b>Covered Entity:</b> as defined in <a href="#">Section 37-60-126 Colorado Revised Statutes</a>
X	<b>Non-covered Entity</b>
	<b>State or Local Governmental Entity</b>
	<b>Public or Private Agency:</b> entity whose primary purpose includes the promotion of water resource conservation. Please disclose your organizational structure and charter (or equivalent)

**Type of Project (check one)**

	Drought Management Plan
	Drought Management Implementation
X	Water Efficiency Plan
	Water Efficiency Implementation
	Public Education & Outreach

**Location of Entity**

Please provide the county and applicants (if needed) location identified by SWSI (Statewide Water Supply Initiative)

Basin	Eagle County – Colorado River Basin
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Retail Water Delivery over Past 5 Years (Potable Only)						
Please identify retail water delivery by the entity for each of the past five years (in acre feet) and additional information characterizing past water use by sector (e.g., residential, commercial, industrial, irrigation) and source (e.g., surface water, groundwater, etc.).						
Year	Total	By Sector (acre feet)			By Source (acre feet)	
		Residential <sup>1</sup>	Commercial/ Industrial <sup>2</sup>	Irrigation- only <sup>6</sup>	Groundwater	Surface Water (Brush Creek)
2014	1,090 <sup>3</sup>	752 <sup>4</sup>	255 <sup>4</sup>	83 <sup>4</sup>	0	1,090 <sup>3</sup>
2015	1,171 <sup>3</sup>	808 <sup>4</sup>	273 <sup>4</sup>	89 <sup>4</sup>	0	1,171 <sup>3</sup>
2016	1,034	714	241	78	0	1,034
2017	1,184	818	277	90	0	1,184
2018 <sup>5</sup>	1,179	814	275	89	0	1,179
<sup>1</sup> Includes Multi-Family, Residential in-town, Residential Out-town, and Single Family						
<sup>2</sup> Includes Churches, Commercial, Government, School, and Town Properties						
<sup>3</sup> Estimated as annual production data * (1 - average non-revenue water)						
<sup>4</sup> Estimated as annual production data * (1 - average non-revenue water) * average sector %						
<sup>5</sup> 2018 data represent values through November 20, 2018.						
<sup>6</sup> Includes sprinkler systems						

Projections of Future Annual Retail Demand (Potable Only)			
A reasonable estimate must be submitted with detailed projections of future annual retail demand for the next five years based on predicted population (provide source of data), building permits, expected new taps, and/or some other credible information			
Year	Projected Water Use by Sector (acre feet)		
	Residential	Commercial/ Industrial	Irrigation
2018 <sup>1</sup>	852	288	94
2019 <sup>2</sup>	856	289	94
2020 <sup>2</sup>	859	291	94
2021 <sup>2</sup>	862	292	95
2022 <sup>2</sup>	866	293	95
2023 <sup>2</sup>	869	294	96
<sup>1</sup> 2018 annual totals are estimated from 2018 actual values through Nov 20 and scaled up through end of year. Sector breakdowns are 69% residential, 23% CO/IN, and 8% irrigation-only based on historical values.			
<sup>2</sup> 2019-2023 values are forecasted based on population growth (1.9% year-over-year) and historical water use trends (-1.1% year-over-year) for a net growth rate of 0.4% year-over-year. Sector breakdowns are 69% residential, 23% CO/IN, and 8% irrigation-only based on historical values.			

Background Characterizing the Water System		
Current and past system wide and single family residential per capita water use for the last five years, and the basis for those calculations.		
Water use per customer		
Year	Residential - gpcd (gal delivered per resident served per day)	System Wide – gal/account/day (gal delivered per active customer account per day)
2014 <sup>1</sup>	86	n/a
2015 <sup>1</sup>	91	n/a
2016 <sup>1</sup>	80	331
2017 <sup>1</sup>	91	372



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Background Characterizing the Water System		
2018 <sup>2</sup>	93	379
<sup>1</sup> 2014-2017 metric values are based on actual retail delivery volumes, population values, and active account values. Population values include in-town permanent resident population plus estimated out-of-town service population. <sup>2</sup> 2018 metric values are based on forecasted retail delivery volumes (actual data through Nov 20 scaled through end of year) and actual population and active account values. Population values include in-town permanent resident population plus estimated out-of-town service population.		

Potential Growth – Population				
Provide population for the past five years, current year and 10-year population projection served by the entity and the source of this information				
Year	Permanent Population	Permanent Population Growth Rate (year-over-year %)	Estimated Out-of-Town Population Served	Out-of-Town Population Growth Rate
2010	6,491 <sup>1</sup>	0.9% <sup>1,c</sup>	1,216 <sup>4,c</sup>	-0.1% <sup>4</sup>
2011	6,475 <sup>1</sup>		1,214 <sup>4,c</sup>	
2012	6,511 <sup>1</sup>		1,212 <sup>4,c</sup>	
2013	6,551 <sup>1</sup>		1,210 <sup>4,c</sup>	
2014	6,618 <sup>1</sup>		1,208 <sup>4,c</sup>	
2015	6,700 <sup>1</sup>		1,206 <sup>4,c</sup>	
2016	6,809 <sup>1</sup>		1,204 <sup>3,c</sup>	
2017	6,849 <sup>1</sup>		1,193 <sup>3,c</sup>	
2018	6,979 <sup>c</sup>	1.9% <sup>2</sup>	1,201 <sup>3,c</sup>	
2019	7,112 <sup>c</sup>		1,200 <sup>4,c</sup>	
2020	7,247 <sup>c</sup>		1,199 <sup>4,c</sup>	
2021	7,385 <sup>c</sup>		1,198 <sup>4,c</sup>	
2022	7,525 <sup>c</sup>		1,197 <sup>4,c</sup>	
2023	7,668 <sup>c</sup>		1,196 <sup>4,c</sup>	
2024	7,814 <sup>c</sup>		1,195 <sup>4,c</sup>	
2025	7,962 <sup>c</sup>		1,194 <sup>4,c</sup>	
2026	8,113 <sup>c</sup>		1,193 <sup>4,c</sup>	
2027	8,267 <sup>c</sup>		1,192 <sup>4,c</sup>	
2028	8,424 <sup>c</sup>		1,191 <sup>4,c</sup>	

<sup>1</sup> Source: DOLA  
[https://drive.google.com/open?id=1iiBcdkXzXAM6w1IRkt54y\\_vLdbCqTBY8](https://drive.google.com/open?id=1iiBcdkXzXAM6w1IRkt54y_vLdbCqTBY8)

<sup>2</sup> Source: Town of Eagle Planning

<sup>3</sup> Estimated as number of residential accounts out-of-town \* average population per residential account in-town

<sup>4</sup> Estimated from average growth rate of customer accounts between 2016-2018

<sup>c</sup> Value is calculated





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### Estimated Water Savings Goals

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

The Town has established a goal to reduce systemwide water use (expressed as GPD/account) by 10% between 2017 and 2023. The estimated **total water savings in 2023 is approximately 127 ac-ft/yr** compared to the business-as-usual demand forecast, based on 2016 baseline values (number of accounts, GPD/account) and assuming the year-over-year growth rate of accounts is equal to the projected growth rate for the county (2.3%).

### Estimated Water Savings Goals - Monitoring

Indicate how the activities will be monitored to estimate actual water savings during Project implementation (Implementation & Public Education/Outreach Projects)

Not applicable

### Drought Impacts (Drought Management Planning Grants Only)

Description of the impacts experienced by the covered entity, or state or local governmental entity, during the 2000-2003 & 2012-2014 drought including a breakdown by water use sector (e.g. municipal, commercial, industrial, irrigation, etc.) of those adverse impacts and steps taken to address 2002- 2003 drought impacts to date. Include short term and long-term impacts, as well as social and economic impacts where applicable and as feasible.

Not applicable

### Adequacy, Stability, and Reliability

Explain the adequacy, stability, and reliability of the entity's water system and provide the entities location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI).

The Town of Eagle is located along the Eagle River and Brush Creek (a tributary to Eagle River) within the Colorado River Basin. According to the 2010 State Water Supply Initiative (SWSI), the Colorado River supplies water to more than 30 million people in the arid southwest. The projected municipal and industrial water supply gap identified in the study is nearly 40% with respect to new water demand.

The Town currently receives its water from Brush Creek. The water is treated by a single water treatment plant, which was running at about 80% of capacity during peak season in 2017. Brush Creek is vulnerable to drought, extreme weather events, and contamination from wildfire or landslide. To increase system capacity and resiliency, the Town has broken ground on a new water treatment plant in 2018 which will be completed in Summer / Fall 2020.

The Town undertook an aggressive water main replacement program between 2006 and present to improve the reliability of the distribution system. Annual system loss values have decreased from 26% in 2016 to 5% in 2018, well within industry standards.



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### Outreach Goals & Efforts

Identify the groups, individuals, organizations and/or institutions that will be included within the education and outreach efforts to be proposed as the Project.

Identify the specific goals of the Project (e.g., identify target audience(s) to reach, policy changes, outcomes of educational efforts, etc.) with respect to promoting the benefits of water resource conservation and water efficiency through education and outreach activities. Make note of how the goals of the Project tie to the mission and objectives of the CWCB and its programs (Colorado Water Plan/Basin Implementation Plans), as appropriate.

Identify in detail the specific activities and tasks to be funded with the Water Efficiency Grant Program monies, including all meetings, workshops, fairs, printings, mailings and all other tasks and activities that will be used to promote the benefits of water resource conservation and water efficiency.

In addition to the Town representatives named in the "Organizations & Individuals Assisting on the Project" section of this application, external stakeholders will be considered for participation in the planning process, including ancillary benefits of education and outreach.

- Town of Eagle Trustees (for linkage to energy efficiency efforts in the region and opportunities for joint energy/water savings)
- Eagle Ranch Association HOA
- Parks/open space/golf course (as large water users)
- School districts (as large water users)
- Walking Mountains Science Center (for linkage to non-profit community and potential to develop regional water efficiency programs)
- DWR water commissioner (for connection to water rights and instream flow benefits)
- Developer/property management (for new construction policies and engagement of visiting population)
- Eagle County Sustainable Communities Department (for linkage to regional resource conservation efforts)
- Eagle River Water & Sanitation District (for linkage to regional water efficiency efforts – including indoor appliance program and advanced metering infrastructure – and information sharing)
- Eagle County Board of County Commissioners (for linkage to County support, Colorado River District board ties, and more)
- Northwest Colorado Council of Governments (for linkage to land use planning activities)

There are four main goals for this project:

1. Build on the Town's previous work, including the Five-Year Water Efficiency Planning Strategy that was adopted in December 2017.
2. Conduct additional engineering analysis to fill in technical gaps, to create a plan that meets CWCB's Municipal Water Efficiency Plan Guidance Document.
3. Connect the Town of Eagle with regional water conservation efforts for information exchange and resource leveraging. For example, the Northwest Colorado Council of Governments currently has a State Water Plan Grant to develop model ordinances that encourage water efficiency and minimize water quality impacts.
4. Work with a spirit of collaboration to engage key stakeholders in the plan development to support the Town in transitioning from program planning to implementation.



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### Outreach Goals & Efforts

The following table shows how this plan supports the Colorado Water Basin Implementation Plan

Colorado Basin Implementation Plan Goal	How this project supports the goal
Eliminate projected urban supply-demand gap	This project will be focused on identifying strategies to help the Town meet its goal of reducing per capita water use by 10% between 2017 and 2023. This will reduce the water demand from the Town, helping to close the projected basin-wide supply-demand gap.
Achieve 400,000 acre-feet per year of urban water conservation	If the Town meets its water savings goal through strategies identified in this planning process, it will save approximately 127 ac-ft/yr as compared to business-as-usual in 2023. While this is a small portion of the total water savings required, the Town of Eagle will be doing its part to help meet the goal.
75% of Coloradoans will live in communities with land-use plans that include water saving actions by 2025	Land-use planning initiatives are some of the strategies to be considered during this planning process, so the Town of Eagle may become one more community to include water saving actions in their land use plan.
Improve public awareness and engagement on water.	The planning process will include stakeholder engagement workshops to increase awareness of water efficiency topics and needs. Many potential water efficiency actions will include public education components. The Town of Eagle relies on ecotourism centered around recreation on or along the Eagle River, which positions the Town to share the message of protection of Colorado's waterways with visitors.

The Water Efficiency Grant Program monies will be used to fund the following activities:

1. **Project Kick-off Meeting:** This meeting will be used to orient the Town project staff to the project scope and timeline, review the Town's Five-Year Efficiency Planning Study to identify gaps to be addressed during the project, gather background data, and identify community stakeholders to engage in the planning process.
2. **Goals and Strategy Meeting:** The meeting will focus on evaluation of the Town's water efficiency goals against identified efficiency activities and their potential for water savings. This meeting may be structured with interactive exercises such as breakout groups.
3. **Implementation Planning Meeting:** The implementation meeting objectives include implementation action planning to prioritize efficiency activities, identify implementation timelines and activity leads, and assess the need for implementation resources. This meeting may be structured with breakout groups if working groups are proposed for implementation.
4. **Efficiency Plan Development:** This project will expand on the work done in the Town's Five-Year Water Efficiency Planning Strategy to complete a planning document that meets the CWCB guidelines.
5. **Board Presentations:** The consulting team will attend one Town Board meeting to present the final draft plan. The final plan and resolution to adopt the plan will be presented at a subsequent Town Board meeting after the public review and comment period has closed.
6. **Progress Reports:** In accordance with grant requirements, 50% and 75% progress reports will be developed and submitted to the CWCB.



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

Devin Dwyer UTILITY MANAGER / SUSTAINABILITY COORDINATOR 12/11/18  
Name/Title Date





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<b>Water Efficiency Grant Fund</b>	
<b><u>Scope of Work</u></b>	
<b>Date:</b>	January 7, 2019
<b>Project Name:</b>	Town of Eagle Water Efficiency & Conservation Plan
<b>Grant Applicant:</b>	Town of Eagle
<p>The scope of work shall state the purpose and primary features of the project, end products to be delivered, clear timelines and provide a detailed narrative of all tasks to be performed for completion of plan. (Timelines must include 50 and 75% progress reports and final plan submission.) Each task within the scope of work must:</p> <ul style="list-style-type: none"><li>• Be numbered</li><li>• Contain a detailed description of work to be performed</li><li>• Identify those responsible for performing the task</li><li>• Identify funding sources, such as; grant monies, entity funds, in-kind services, and cash contributions, necessary to complete the task.</li></ul>	
<b>Note:</b> Budget including grant monies, entity funds, and in-kind services is included with the detailed timeline in the attached budget and timeline document.	
<b>Objectives:</b> (List the objectives of the project)	
<ol style="list-style-type: none"><li>1. Build on the Town's previous work, including the Five-Year Water Efficiency Planning Strategy that was adopted in December 2017.</li><li>2. Conduct additional engineering analysis to fill in technical gaps, to create a plan that meets CWCB's Municipal Water Efficiency Plan Guidance Document.</li><li>3. Connect the Town of Eagle with regional water conservation efforts for information exchange and resource leveraging. For example, the Northwest Colorado Council of Governments currently has a State Water Plan Grant to develop model ordinances that encourage water efficiency and minimize water quality impacts.</li><li>4. Work with a spirit of collaboration to engage key stakeholders in the plan development to support the Town in transitioning from program planning to implementation.</li></ol>	

<b>Tasks</b>
<b><u>Task 1 - Project Kickoff Meeting / Work Sessions</u></b>
<p>Description of Task:</p> <p>The Town of Eagle (with consultant support) will lead three onsite meetings during the project:</p> <ol style="list-style-type: none"><li>1. <b>Project kickoff meeting.</b> The project kickoff meeting is intended for key project staff from the Town and the consulting team. The agenda will include:<ol style="list-style-type: none"><li>a. Reviewing the project plan, including scope, schedule, budget, and roles and responsibilities.</li><li>b. Reviewing the Five-Year Water Efficiency Planning Study to discuss gaps and updates in status of proposed activities.</li><li>c. Identifying stakeholders (both internal and external) to engage in the planning process.</li></ol></li><li>2. <b>Goals and strategies meeting.</b> The goals and strategies meeting is intended for all identified stakeholders (both internal and external). The meeting will focus on evaluation of the Town's water efficiency goals against identified efficiency activities and their potential for water savings.</li><li>3. <b>Implementation planning meeting.</b> The implementation planning meeting is intended for all identified stakeholders (both internal and external). The meeting objectives include</li></ol>



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Tasks
implementation action planning to prioritize efficiency activities, identify implementation timelines and activity leads, and assess the need for implementation resources.
There will also be regular check-in calls between consultants and Town staff to talk through questions and prepare for on-site meetings.
Method/Procedure:
<p>The Town of Eagle (with consultant support) will use a variety of facilitation techniques to elicit feedback from internal and external stakeholders during each work session which may include:</p> <ul style="list-style-type: none"><li>• Keypad polling</li><li>• Brainstorming exercises</li><li>• Interactive exercises such as breakout groups.</li><li>• Forming implementation working groups by focus area such as: (1) technical efficiency programs (covering indoor and outdoor efficiency initiatives in the residential and commercial sectors); (2) integrated water and land use planning (covering code audits and overcoming institutional barriers to water conservation); and (3) education and outreach (covering social media campaigns, promotion of conservation-themed events).</li></ul>
The task will be funded through a combination of grant funds and matching funds.
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
<ol style="list-style-type: none"><li>1. Project kick-off meeting with key project staff</li><li>2. Goals and strategies meeting with internal and external stakeholders</li><li>3. Implementation planning meeting with internal and external stakeholders</li><li>4. Bi-weekly or monthly check-in calls</li></ol>
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
Results from these workshops will be presented in the 50% and 75% progress reports and inform content of the final water efficiency plan.

Tasks
<b><u>Task 2 – Grant Application (no grant funding will be used for this task)</u></b>
Description of Task:
The Town of Eagle (with consultant support) will complete the CWCB grant application
Method/Procedure:
<p>The Town of Eagle (with consultant support) will complete the grant application using CWCB template documents and data provided by Town staff.</p> <p>The task will be funded solely through matching funds from the Town.</p>
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
CWCB grant application
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
CWCB grant application



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Tasks
<b>Task 3 – Adoption, Public Review, and Approval</b>
Description of Task:
Development of the Town's Water Efficiency and Conservation Plan that meets CWCB guidance for municipal water efficiency planning using the existing Five-Year Water Efficiency Planning Strategy as the foundation.
Method/Procedure:
<p>The Town of Eagle (with consultant support) will develop the Town's Water Efficiency and Conservation Plan that meets CWCB guidance for municipal water efficiency planning using the existing Five-Year Water Efficiency Planning Strategy as the foundation. For the purposes of this scope of work, rather than repeat specifics of the process outlined by CWCB's guidance document, we focus on specific notable elements that will be completed as part of this scope.</p> <ol style="list-style-type: none"><li><b>1. Profile of Existing Water Supply System:</b> This project will expand on the system profile in the Five-Year Water Efficiency Planning Strategy by more thoroughly documenting the existing water supply system. The Town of Eagle (with consultant support) will gather more detailed information on service area, population and growth projections, water sources, infrastructure, water rights, system yields, and reliability and drought criteria. To inform the supply-side limitations and future needs, existing information from related planning efforts, including the Eagle River Watershed Plan, the Brush Creek Watershed Management Plan, the State of Colorado's Statewide Water Supply Initiative, Colorado's Decision Support Systems and StateMod water allocation model, and the Colorado Basin Implementation Plan will be used.</li><li><b>2. Profile Water Demands and Historical Demand Management:</b> Minimal effort will be required to build upon existing information in the Five-Year Water Efficiency Planning Strategy. We will evaluate the potential to add key water use metrics, such as non-revenue water percentage, to round out the existing analysis and meet CWCB requirements</li><li><b>3. Integrated Planning and Water Efficiency Benefits and Goals:</b> By including information about the Town's water supply portfolio and buildout projections under Project Objective 1, we will be able to evaluate the potential for water savings against the Town's need for additional water rights or infrastructure (beyond the new water treatment plant) to meet buildout projections and ensure system reliability. This project objective will also include the refinement of demand forecasts. It is likely that multiple forecasts will be developed to represent different scenarios, including business-as-usual, high growth, passive conservation efforts, and/or active conservation efforts. The Town's goals will be assessed, beyond what is presented in the Five-Year Water Efficiency Planning Strategy, to represent the whole water system and to capture additional, perhaps qualitative, goals that are of interest to the Town. Finally, the benefits and goals will be placed in context with existing local, river basin, and State goals to the extent possible. For example, the Colorado Basin Implementation Plan outlines goals of improving water-conscious land use policies and review of these policies for water quality and environmental protection standards. More broadly, the Colorado State Water Plan calls for increased municipal conservation and efficiency by implementing long-term water efficiency strategies that are cost-effective and promote a water efficiency ethic.</li><li><b>4. Selection of Water Efficiency Activities:</b> The focus for this project objective will be quantification of efficiency activities that have been identified in the Five-Year Water Efficiency Planning Strategy and identification of additional opportunities to plug into regional conservation activities. Proposed efficiency activities will be quantified to the extent possible in terms of potential for water savings, implementation costs to the Town, implementation costs to the customer, and cost-benefit ratios. Evaluation tools will be used in conjunction with stakeholder input to prioritize efficiency activities, to reflect local needs and to make the best use of available resources. In addition to the efficiency</li></ol>



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	<p>activities identified in the Five-Year Water Efficiency Planning Strategy, additional opportunities for water savings may exist and should be considered during the course of this project.</p> <p>5. <b>Implementation and Monitoring Plan:</b> The implementation plan will build on Attachment C in the Five-Year Water Efficiency Planning Strategy. The Town of Eagle (with consultant support) will work with stakeholders to lay out a roadmap for getting activities underway and sustaining progress over time, including defining clear expectations for funding, equitable roles and responsibilities, important milestones and timelines, maintaining outreach and education, metrics for success, and a method for measuring and tracking progress. This type of roadmap will help the Town move beyond the “what” to the “how” and even the “how well” in terms of plan implementation. To facilitate tracking and future plan updates, The Town of Eagle (with consultant support) will provide a spreadsheet that contains all plan data, figures, and tables for easy updating.</p> <p>6. <b>Adoption of New Policy, Public Review, and Formal Approval:</b> The Town of Eagle (with consultant support) will coordinate plan reviews and responses to comments. Typical review process is as follows:</p> <ol style="list-style-type: none"> <li>Submit draft final plan to Town of Eagle and stakeholders for review (and respond to comments).</li> <li>Submit draft final plan to CWCB for draft review and compliance check (and respond to comments).</li> <li>Present draft final plan to the Town Board at a public meeting.</li> <li>Provide public notice that the plan is available for review and public comment using newspaper, website, and/or social media channels.</li> <li>Work with the Town to collect public comments for a period of at least 60 days.</li> <li>Respond to Town Board and public comments.</li> <li>Support Town staff in presenting the final plan and resolution to adopt the plan to the Town Board.</li> <li>Submit the adopted plan with cover letter to CWCB for final review and approval.</li> </ol> <p>The task will be funded through a combination of grant funds and matching funds.</p>
	Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
	<ol style="list-style-type: none"> <li>Draft Water Efficiency and Conservation Plan</li> <li>Final Water Efficiency and Conservation Plan</li> </ol>
	CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
	<ol style="list-style-type: none"> <li>Draft Water Efficiency and Conservation Plan (electronic files in Word Format) – <b>Six months from grant award (target July 2019)</b></li> <li>Final Water Efficiency and Conservation Plan with signed cover letter (electronic files in Word and pdf Format; one hard copy) – <b>12 months from grant award (target February 2020)</b></li> </ol>

Tasks
<b><u>Task 4 – Town Board Presentations</u></b>
Description of Task:
<p>The Town of Eagle (with consultant support) will attend one Town Board meeting to present the draft final plan at a public meeting. The Town of Eagle (with consultant support) will also, in preparation for a second Town Board meeting, present the final plan along with a resolution to adopt the plan.</p>
Method/Procedure:





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Tasks
<p>The first meeting is intended to inform the Town Board about the project, outcomes, and the plan and to solicit questions and comments.</p> <p>The second meeting is intended to report back to the Town Board on revisions that were made and to put forth a resolution to adopt the plan.</p> <p>The task will be funded through a combination of grant funds and matching funds.</p>
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
None - questions and comments on the plan will be documented, and the final plan document will include the resolution for adoption.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
None - questions and comments on the plan will be documented, and the final plan document will include the resolution for adoption.

Tasks
<b><u>Task 5 – Progress Reports (50% and 75%)</u></b>
Description of Task:
The Town of Eagle (with consultant support) will draft 50% and 75% progress reports to finalize and submit to CWCB in accordance with grant requirements.
Method/Procedure:
<p>The status reports will be developed to meet CWCB grant requirements outlined below.</p> <p>The task will be funded through a combination of grant funds and matching funds.</p>
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
<ul style="list-style-type: none"><li>• 50% progress report</li><li>• 75% progress report</li></ul>
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
<ul style="list-style-type: none"><li>• 50% progress report – <b>3 months from grant award (target May 15, 2019)</b></li><li>• 75% progress report – <b>7 months from grant award (target September 15, 2019)</b></li></ul>

Budget and Schedule
<b>Budget:</b> This Scope of Work and Schedule shall be accompanied by a Budget that reflects the Tasks identified in the Scope of Work and Schedule and shall be submitted to CWCB in an excel format.
<b>Schedule:</b> This Scope of Work and Budget shall be accompanied by a Schedule that reflects the Tasks identified in the Scope of Work and Budget and shall be submitted to CWCB in an excel format.

Reporting Requirements
<p><b>Reporting:</b> The applicant shall provide the CWCB a Progress Report at 50% &amp; 75% completion of the project. The Progress Report shall address the following:</p> <ul style="list-style-type: none"><li>• the success of meeting previously identified goals and objectives</li><li>• obstacles encountered</li><li>• preliminary findings or accomplishments</li><li>• potential need for revisions to the scope of work and timelines</li></ul> <p>(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.)</p>



Last Update: October 20, 2017

### Reporting Requirements

**Final Deliverable:** At the completion of the project, the applicant shall provide the CWCB a final report on the applicant's letterhead including a review of the activities completed, an estimate of actual water savings realized (for covered entities), and other information that is relevant to the Board's record of the Project and future use of the Project outcomes.

The CWCB will withhold the last 10% of the grant request until the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or contract will be closed without any further payment.



## BUDGET & SCHEDULE

Date: January 7, 2019

**Project Name:** Town of Eagle Water Efficiency & Conservation Plan

**Applicant:** Town of Eagle

IN-KIND CONTRIBUTION ESTIMATION		HOURS ESTIMATION			
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### IN-KIND CONTRIBUTION ESTIMATION