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Colorado Water Conservation Board
Water Efficiency Grant Fund **Grant Application**

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

WEGF Submittal Checklist (Required)	
✓	I acknowledge I have read and understand the WEGF Criteria and Guidelines.
Attachments	
✓	Scope of Work(1)
✓	Budget & Schedule(1)
	Letters of Support (For Public Education/Outreach Grants)
Contracting Documents (For Public Education/Outreach Grants)	
	W-9(2)
	Certificate of Insurance(2) (General, Auto, & Workers' Comp.)

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

CWCB Board Meeting Schedule (only IF grant request is $50,000 or more):	
CWCB Meeting	**Application Submittal Dates**
January	December 1
March	February 1
May	April 1
July	June 1
September	August 1
November	October 1

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Water Efficiency Project Summary	
Name of Applicant	City of Evans, Colorado
Name of Grant Project	Evans Water Efficiency Plan Update 2018
WEGF Grant Request Total	$30,000.00
In-Kind Match	$7,862.35
Cash Match	$14,114.16
Total Project Costs	$51,976.51

Applicant Information	
Name of Applicant	City of Evans, Colorado
Mailing Address	1100 37th Street, Evans, CO 80620
Applicant's Organization Contact(1)	Rick Pickard, P.E.
Position/Title	Senior Civil Engineer
Email	rpickard@evanscolorado.gov
Phone	970-475-1113
Grant Management Contact(2)	Rick Pickard, P.E.
Position/Title	See above
Email	See above
Phone	See above
Name of Consultant (if applicable)	Clear Water Solutions
Mailing Address	8010 South County Road 5, Suite 105 Windsor, CO 80528
Position/Title	Michelle Hatcher, Water Resource Specialist
Email	michelle@clearwatercolorado.com
Phone	970-223-3706

(1) Person with signatory authority

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

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

Clear Water Solutions, Inc. (CWS) will help complete a Municipal Water Efficiency Plan for the City of Evans (City). Individuals from CWS that will be involved in the project include Michelle Hatcher and Steve Nguyen, P.E.

Michelle Hatcher has worked on numerous CWCB-approved water efficiency plans and has over ten years of experience in water resources planning and management. Michelle will serve as Project Manager for this Plan.

Steve Nguyen is a Professional Engineer registered in the State of Colorado. He has twenty years of experience in the water rights and water-planning arena. He has helped many clients manage their water resources including water supply, water acquisition, water usage, water efficiency, and drought management. Steve will serve as a Technical Advisor on all portions of the Plan.

Individuals from the Town that will be involved in the project are as follows:

Rick Pickard, the Senior Civil Engineer, will serve as the primary contact for the City on this project. He will provide insight concerning the existing water supply system, water supply reliability, historical and future water demands, water use habits of customers and provide feedback on the water efficiency activities evaluated in this Plan. Rick will provide valuable insight into the City's operations. The City Engineer may also provide assistance in these areas.

Randy Ready, the Public Works Director, will provide general direction and guidance on all aspects of the Plan and will aid the Senior Civil Engineer and/or the City Engineer in profiling the existing system and water supply, estimating current and future water demands, and selecting the final water efficiency activities to present to City Council. He will also progress the public review process and adoption process of this Plan.

Jacque Troudt, the Finance Manager, will assess the financial impacts of water efficiency activities and provide an overview of implementation costs. Jacque will aid in determining the water efficiency activities that economically feasible for the City in terms of revenue gain/losses and future water supply costs, including both short- and long-term impacts.

Andrew Gavaldon, the Utility Billing Specialist, will pull together information concerning the water use data annually, monthly, by customer category, by water source, and revenue generated. He will provide insight into how the water savings can be determined using the billing software and other data available to the City. Andrew will also participate in the development of the implementation and monitoring plans.

Type of Eligible Entity (check one)	
✓	**Covered Entity:** as defined in Section 37-60-126 Colorado Revised Statutes **Public**
	Non-covered Entity

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Type of Eligible Entity (check one)	
✓	**State or Local Governmental Entity**
	Public or Private Agency: 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
✓	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	South Platte River Basin

Retail Water Delivery over Past 5 Years
Please identify retail water delivery by the entity for each of the past five years (in acre feet) and additional information characterizing past water use by sector (e.g., residential, commercial, industrial, irrigation) and source (e.g., surface water, groundwater, etc.).

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Retail Water Delivery over Past 5 Years

The following table includes the retail water delivery in acre-feet (AF) for the City of Evans. The total water delivery is metered by customer category. The average annual potable water use is 2,328 AF (2014-2017 avg.) and the average annual non-potable water use is 184 AF (2014, 2015, 2017 avg.). The total average water use is 2,512 AF per year. The City's water supplies are derived from surface water.

Past Five Years Water Delivery (AF)*

Customer Class	2013	2014	2015	2016	2017	Average (full yrs only)	Source
Construction (Potable)	0	0	0	0	0	0	Potable supplies: C-BT, Greeley-Loveland System, Lake Loveland, Seven Lakes
Residential (Potable)	792	1098	1153	1125	1126	1125	
Commercial (Potable)	311	606	509	492	488	524	
Irrigation (Potable)	53	71	66	74	82	73	
City (Potable)	34	55	48	39	24	41	
Multi-Family (Potable)	362	562	579	566	551	564	
Hydrant (Potable)	0	0	0	0	0	0	
Non-Potable	165	161	227	-	163	184	Non-potable supplies: Evans Town Ditch
Total (AF)	**1,717**	**2,553**	**2,581**	**2,296**	**2,435**	**2,512**	

*Potable water use data was not available for a portion of 2013. Non-potable water use data was not available for part of 2013 and all of 2016. The averages in the table are based on full years of data only and exclude years with partial or no data.

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Projections of Future Annual Retail Demand

A reasonable estimate must be submitted with detailed projections of future annual retail demand for the next five years based on predicted population (provide source of data), building permits, expected new taps, and/or some other credible information

The following table has the water use projections for the next five years. These projections were based on historical and projected water use data. The current population is estimated at 21,615 (2018). Water demand for the Residential and Multi-Family categories is projected to increase by 2.5% per year, based on the estimated population growth. For Evan's water use (City and Hydrant categories), the future water use was assumed to equal 2017 use as there has been a downward trend in water use in the past five years. Commercial and Irrigation categories were assumed to increase at the net annual rate of increase experienced by the City from 2012 to 2017. The overall water use is assumed to increase by 2.2% per year. This is a preliminary estimate that will be refined in the Water Efficiency Plan.

Estimated Future Demand

Customer Class	2018	2019	2020	2021	2022
Construction (Potable)	0	0	0	0	0
Residential (Potable)	1,154	1,183	1,212	1,242	1,274
Commercial (Potable)	495	501	508	514	521
Irrigation (Potable)	87	92	97	103	109
City (Potable)	24	24	24	24	24
Multi-Family (Potable)	565	579	593	608	623
Hydrant (Potable)	0	0	0	0	0
Non-Potable	163	163	163	163	163
Total (AF)	2,488	2,542	2,598	2,656	2,715
Estimated Population	21,615	22,155	22,709	23,277	23,859

Background Characterizing the Water System

Current and past system wide and single family residential per capita water use for the last five years, and the basis for those calculations.

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

Per Capita Water Use – Potable Water*

Item	2013	2014	2015	2016	2017	Average (2014-2017)
Residential Potable Water Use (AF)	792	1098	1153	1125	1126	1,125
Total Potable Water Use (AF)	1,552	2,392	2,354	2,296	2,272	2,328
Population	20,088	20,092	20,440	20,698	20,975	20,551

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Background Characterizing the Water System

Per Capita - Residential (GPCD)	35	49	50	49	48	49
Per Capita - Total (GPCD)	69	106	103	99	97	101

*Potable water use data was not available for a portion of 2013; therefore, 2013 data was not included in the averages.

Potential Growth – Population

Provide population for the past five years, current year and 10 year population projection served by the entity and the source of this information

The following table provides population data for the previous five years, the current estimate for 2018 and the 10-year population projection. The 2013 through 2017 estimates were obtained from the State Demography Office. The 2018 population was estimated by City staff. The projections (beginning in 2019) were estimated from a growth rate of approximately 2.5% per year as estimated by City staff.

City and Water Service Area Population (Past, Present, and Future)*

Year	Population (also Water Service Area)	Change in Population	Population Growth
2013	20,088	277	1.40%
2014	20,092	4	0.02%
2015	20,440	348	1.73%
2016	20,698	258	1.26%
2017	20,975	277	1.34%
2018	21,615	640	3.05%
2019	22,155	540	2.50%
2020	22,709	554	2.50%
2021	23,277	568	2.50%
2022	23,859	582	2.50%
2023	24,455	596	2.50%
2024	25,067	611	2.50%
2025	25,693	627	2.50%
2026	26,336	642	2.50%
2027	26,994	658	2.50%
2028	27,669	675	2.50%

*The City serves some customers outside of the City limits and incorporated areas.

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Potential Growth – Population

Estimated Water Savings Goals

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

Evans's estimated water savings goal for this Plan will be to lower the per capita water use by 10%. This savings would translate to be an average of 251 acre-feet per year (including potable and non-potable water savings). The City will revisit and revise this goal, as necessary, as it further analyzes the potential water savings that corresponds to the development of this Plan.

Estimated Water Savings Goals - Monitoring

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

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

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

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

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Estimated Water Savings Goals - Monitoring

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

Drought Impacts (Drought Management Planning Grants Only)

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

n/a

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).

Evans' supplies come from the Colorado-Big Thompson Project (CBT) Project, Greeley-Loveland System, Lake Loveland and Seven Lakes. The current water supply is adequate to meet the City's needs and the sources are generally reliable and stable; however, the City anticipates the need for additional water to accommodate future growth up to its full build-out. A large majority of the City's potable water supply is CBT water. The annual CBT quota (or yield) can range from 50% (0.5 AF per unit) to 100% (1.0 AF per unit), meaning the City receives an annual yield that can fluctuate from 50% to 100% year-to-year. The price per unit of CBT has increased significantly over time as water supplies along the Front Range have become more competitive, making it challenging to acquire new units to sustain growth. Also, the City would need to acquire new water that could be treated by Greeley per the City's 25-year agreement. Currently, Evans doesn't have its own water treatment plant.

The City is located in the South Platte River Basin where the Statewide Water Supply Initiative (SWSI) 2010 identified a 58 percent gap between water needs and water supplies in the Basin by 2050. To secure future water supplies, Evans is a participant in the proposed Northern Integrated Supply Project (NISP) for an anticipated yield of 1,600 AF per year. NISP is currently in the National Environmental Policy Act permitting process and will only be constructed if a permit is awarded.

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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.

Evans would like to continue to target Residential, Commercial and Irrigation Potable water customers and Residential and Commercial Non-Potable water customers in their outreach efforts. One of the major goals and benefits with the City's efforts is to delay the need of future water acquisition to supply increased population growth. Water efficiency activities are highly recommended for participants in NISP to maximize existing water supplies.

The City hopes to utilize additional CWCB Implementation Grant money to build onto current outreach efforts and water efficiency activities implemented and potentially develop new activities and programs.

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

Rick R. Pickard P.E. 12/4/2018

Name/Title Senior Civil Engineer Date

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Water Efficiency Grant Fund	
Scope of Work	
Date:	**December 3, 2018**
Project Name:	**Evans Water Efficiency Plan Update 2018**
Grant Applicant:	**City of Evans, Colorado**

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:

- Be numbered
- Contain a detailed description of work to be performed
- Identify those responsible for performing the task
- Identify funding sources, such as; grant monies, entity funds, in-kind services, and cash contributions, necessary to complete the task.

Clear Water Solutions, Inc. (CWS) will be assisting to update the Municipal Water Efficiency Plan (Plan) for the City of Evans (City *or* Evans). The main purpose of this Plan is to guide the effective and responsible uses of the City's water resources. A secondary purpose of this effort is to develop a Plan that meets the CWCB requirements enabling Evans to apply for State financial assistance for subsequent projects further empowering the City to establish water saving programs that might not be possible otherwise.

The primary features or sections of this Plan will include the following:

1. **Introduction & Profile of Existing Water Supply System**
2. **Profile of Water Demands and Historical Water Efficiency Activities**
3. **Integrated Planning and Water Efficiency Benefits and Goals**
4. **Selection of Water Efficiency Activities**
5. **Implementation and Monitoring Plan**
6. **Adoption of New Policy, Public Review, and Formal Approval**

Each of these sections and the steps to accomplish them is described in more detail within the Task sections within the Scope of Work.

During the course of the Plan, CWS will provide 50% and 75% progress reports as well as a final Plan. The Colorado Water Conservation Board will receive an electronic pdf version of the final Plan. Evans will receive both an electronic pdf version as well as a number of bound hard copies of the Plan.

Timelines are listed within the Task sections within this Scope of Work as well as in the included Excel spreadsheet.

Objectives: (List the objectives of the project)

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

Tasks

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

Task 1 – Introduction and Profile Existing Water Supply System

Description of Task: The activities described under this task will provide general background on Evans's existing water supply system.

Meeting #1 - Kickoff meeting with City staff to discuss overall project and gather preliminary data (estimated date: February 25, 2019)

1.1 – Overview of Existing Water Supply System

1.1.1 CWS, with the help of City staff, will describe the City's service area.

1.1.2 CWS, with the help of City staff, will describe the City's water supply sources.

1.1.3 CWS, with the help of City staff, will describe the key existing facilities.

1.2 – Water Supply Reliability

1.2.1 CWS will provide a description of the City's location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI) and other regional planning efforts.

1.2.2 CWS, with the help of City staff, will describe water supply system reliability.

1.2.3 CWS, with the help of City staff, will describe how excess supplies are used after meeting municipal demands.

1.3 – Supply-Side Limitations and Future Needs

1.3.1 CWS, with help of City staff, will summarize the City's water supply system limitations and future challenges the City may have for planning and operating their system.

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Tasks

1.3.2 CWS and City staff will describe how the City intends to address water supply system limitations and future challenges.

Budget for Task 1:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
$1,226.44	$1,798.10	$3,821.90	$6,846.44

Estimated timeline for Task 1:
Start Date: February 4, 2019
End Date: March 14, 2019 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

Much of this task will be done through email exchanges for data and other information. Plan framework will be established, and information will begin to be input into spreadsheets, tables, charts, and the main body of the Plan. Meeting #1 (Kickoff meeting) will also help establish relationships as well as gather additional needed data and other information. A large percentage of the information needed during this task may have already been gathered during the Grant Application process.

Applicant Deliverable: (Describe the deliverable the applicant expects from this task)

No specific deliverables:

- Evans will participate in Meeting #1. CWS will provide a meeting agenda and supporting documents.

Evans will be providing CWS with various data and information. If needed or requested, CWS can provide Evans the progress of the Plan at the end of Task 1.

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

No specific deliverable:

- If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 1.
- If at the end of Task 1, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Evans) with an updated schedule.

Tasks

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

Task 2 - Profile of Water Demands and Historical Water Efficiency Activities

Description of Task: The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.

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Tasks

2.1 – Demographics and Key Characteristics of the Service Area

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

2.2 – Historical Water Demands

2.2.1 CWS and City staff will describe any limitation associated with the availability of the demand data.

2.2.2 CWS, with the help of City staff, will outline total annual treated water distribution, total annual distribution of raw non-potable and reclaimed water, and annual non-revenue water.

2.2.3 CWS and City staff will quantify water demand by customer category including monthly and annual treated metered water use by customer category.

2.2.4 CWS and City staff will analyze system wide demand by calculating and describing per capita water demands and indoor and outdoor water usage.

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

2.3.1 In coordination with City staff, CWS will include an estimate of the amount of water saved through previous demand management efforts.

2.3.2 CWS, with the help of City staff, will list the demand management activities implemented prior to this Plan. The list will include the date of initial implementation.

2.3.3 CWS will analyze the projected water savings/goals developed from previous efforts and discuss whether these projected water savings were achieved.

2.3.4 CWS will identify how demand management activities impacted historical demands.

2.3.5 CWS will discuss passive vs. active demand management savings and quantitative data that supports passive demand reductions.

2.4 – Demand Forecasts

2.4.1 In coordination with City staff, CWS will identify the planning horizon for the Plan.

2.4.2 CWS, with the help of City staff, will present the unmodified forecasted water demands based on Evans's existing water efficiency program through the planning horizon.

2.4.3 CWS will discuss method(s) and any assumptions used to develop the demand forecast.

Budget for Task 2:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
$1,671.24	$ 2,914.71	$6,195.29	$10,781.24

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Tasks
Estimated timeline for Task 2: Start Date: February 4, 2019 End Date: April 22, 2019 (with ongoing revisions as information becomes available or is clarified)
Method/Procedure:
Much of this task will be done through email exchanges for data and other information. Information will continue to be input into the Plan. Meeting #1 (Kickoff meeting) will have provided some of this information needed for this task. Data will be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 2. Other methods and procedures are discussed within the descriptions of Task 2 descriptions above.
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
No specific deliverable: • Evans will continue providing CWS with various data and information. If needed or requested, CWS can provide Evans the progress of the Plan at the end of Task 2.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
No specific deliverable: • If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 2. • If at the end of Task 2, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Evans) with an updated schedule.

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

Tasks

3.1.2 CWS will present modified forecasted water demands through the planning horizon incorporating the City's projected water savings identified in Section 4.0

3.1.3 CWS, if appropriate and logical, will discuss how water savings achieved through the new water efficiency plan could or could not result in the elimination, downsizing and/or postponement of certain capital improvements/water acquisitions.

3.1.4 CWS will state how the saved water will be used and the additional water efficiency benefits realized.

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

3.2 – Water Efficiency Goals

3.2.1 In coordination with City staff, CWS will provide a list of water efficiency goals for this Plan and methods by which the success of the goals will be measured. The goals will incorporate targeted total water savings, targeted water savings by customer class and targeted water savings from system water loss control management.

3.2.2 CWS and City staff will provide an explanation of how these goals were developed and designed to achieve the water efficiency benefits.

3.2.3 CWS and City staff will provide an explanation of how these goals compare to the goals in the City's previous water efficiency plan and describe why goals remained the same or were changed.

Budget for Task 3:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
$1,476.35	$2,089.25	$4,440.75	$8,006.35

Estimated timeline for Task 3:
Start Date: February 4, 2019
End Date: May 25, 2019 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

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

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Tasks
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
• Evans will participate in Meeting #2. CWS will provide a meeting agenda and supporting documents. Some of those documents may include graphs and charts that will be part of the Plan. • Evans will also be copied on the progress report email sent to CWCB. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)

• CWS will send CWCB a progress report email. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan.
• The 50% Progress Report will also include those elements requested by CWCB within this SOW Template:
  ○ the success of meeting previously identified goals and objectives
  ○ obstacles encountered
  ○ preliminary findings or accomplishments
  ○ potential need for revisions to the scope of work and timelines
• If at the end of Task 3, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule that will be attached to the Progress Report.

Tasks
Provide a detailed description of each task using the following format:
Task 4 - Selection of Water Efficiency Activities
Description of Task: The activities described under this task will present the water efficiency activities selected for implementation and describe the processes used to identify, screen and evaluate each of these activities.
4.1 – Summary of Selection Process 4.1.1 CWS along with City staff will provide a list of selected water efficiency activities included in the new water efficiency plan. 4.1.2 CWS will summarize the identification, screening, and evaluation processes used to select the final activities. All of the required elements/activities will be considered. If any activities are deemed not feasible for implementation by City staff, the proper documentation and supporting materials will be provided justifying why the activities will not be implemented. 4.2 – Demand Management Activities 4.2.1 CWS along with City staff will provide an estimate of the amount of water that could be saved through water efficiency when the Plan is implemented. 4.2.2 CWS with City staff will estimate water savings from selected *Foundational Activities*. 4.2.2.1 CWS and City staff will describe current and planned metering programs, modification and/or new metering programs selected because of this water

Tasks
efficiency planning effort and discuss lessons learned from past metering programs. 4.2.2.2 CWS and City staff will describe the current billing system and available demand data, the frequency of billing, evaluate billing systems designed to encourage water efficiency in a fiscally responsible manner, describe modification to the data collection and billing systems as a result of this water efficiency planning effort and discuss any past lessons learned. 4.2.2.3 CWS and City staff will describe the existing water rate structure by customer category and the frequency of billing and discuss any proposed adjustments to water rates. We will also describe any lessons learned from previous water rate structure evaluations. 4.2.2.4 CWS and City staff will describe the current and planned system water loss management and control programs. 4.2.3 CWS with City staff will estimate water savings from *Targeted Technical Assistance and Incentive Activities*. 4.2.3.1 CWS and City staff will describe the selected water efficiency activities focused on the utility/municipal facilities and describe the implementation plan for each activity within the utility/municipal facility customer category. CWS will evaluate land use planning and low water use landscapes for water efficiency measures. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation. 4.2.3.2 CWS and City staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation. 4.2.3.3 CWS and City staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation. 4.2.3.4 CWS and City staff will describe the selected water efficiency activities focused on the remainder of the service area and/or on specific customer categories and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation. 4.2.4 CWS with City staff will detail *Ordinance and Regulatory Activities* selected for implementation and estimate water savings for those selected.

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4.2.4.1 CWS and City staff will describe the regulations selected to target the general service area and/or specific customer categories and describe the implementation plan for the regulation(s) selected and targeted customer categories. CWS will evaluate landscape design and land use planning rules. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.4.2 CWS and City staff will describe the regulations selected for new construction and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.4.3 CWS and City staff will describe the regulations selected for existing building stock (e.g. point of sales ordinance) and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5 CWS with City staff will detail *Educational and Outreach Activities* selected for implementation and estimate water savings for those selected.

4.2.5.1 CWS and City staff will describe the selected one-way education activities (one-way education – information is conveyed to the public without tracking or specific follow-up) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5.2 CWS and City staff will describe the selected two-way education activities (two-way education – information is conveyed to the public with feedback provided by the public) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5.3 CWS and City staff will describe the selected three-way education activities (three-way education – providers actively engage customers in developing and implementing the water efficiency plan) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

Budget for Task 4:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total

Last Update: October 20, 2017

Tasks			
$1,295.23	$4,168.90	$8,861.10	$14,325.23

Estimated timeline for Task 4:
Start Date: February 4, 2019
End Date: August 1, 2019 (with ongoing revisions as information becomes available or is clarified)

Meeting #3 – Second screening of demand management activities and final selection of activities for implementation. This meeting will also include discussion on implementation and monitoring.

Method/Procedure:

Much of this task will continue to be done through email exchanges for any additional data and other information needed. Information will continue to be input into Plan. Other sections may be updated as new information is received. Meetings #1 & #2 may have provided some of this information. Meeting #3 will provide the water efficiency activities and a final selection of those activities chosen. Implementation and monitoring plans will also be discussed. Data will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 4. Other methods and procedures are discussed within the descriptions of Task 4 Descriptions above.

Applicant Deliverable: (Describe the deliverable the applicant expects from this task)

- Evans will participate in Meeting #3. CWS will provide a meeting agenda and supporting documents. Some of those documents may include additional graphs and charts that will be part of the Plan.
- Evans will also be copied on the progress report email sent to CWCB. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will include some of the information, data, and illustrations that will also be part of the Plan.

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

- CWS will send CWCB a progress report email. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan. The Progress report will also indicate the tasks that are completed.
- The 75% Progress Report will also include those elements requested by CWCB within this SOW Template:
  - the success of meeting previously identified goals and objectives
  - obstacles encountered
  - preliminary findings or accomplishments
  - potential need for revisions to the scope of work and timelines
- If at the end of Task 4, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule that will be attached to the Progress Report.

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

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Tasks

Task 5 - Implementation and Monitoring Plan

Description of Task: The activities under this task will address the activities and coordination necessary to implement the Plan and monitor the overall effectiveness of the water efficiency plan.

5.1 – Implementation Plan

5.1.1 CWS and City staff will develop and discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities. CWS will provide a list of selected activities, anticipated period of implementation, actions necessary to implement each activity (including goals) and estimated water provider costs (and avoided costs).

5.1.2 CWS and City staff will discuss how reductions in water use could impact revenue and actions taken to help mitigate negative impacts.

5.2 – Monitoring Plan

5.2.1 CWS and City staff will develop and describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. CWS will include a monitoring plan that includes steps used to monitor the Plan.

5.2.2 CWS will include a list of demand data to be collected during the monitoring period/process and a list of other relevant data specific to the implementation of the activities.

5.2.3 CWS will include a summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. Frequency of data collection will also be specified.

Budget for Task 5:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
$1,174.84	$1,113.41	$2,366.59	$4,654.84

Estimated timeline for Task 5:
Start Date: February 4, 2019
End Date: August 19, 2019 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

At this point the Plan will be getting close to the final stages. Remaining details will be clarified through emails and phone calls. Remaining information will be added to the Plan. Other sections may be updated as new information is received. Meetings #3 (as well as previous meetings) will have provided much of this information. Remaining data and information will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 5. Other methods and procedures are discussed within the descriptions of Task 5 Descriptions above.

Applicant Deliverable: (Describe the deliverable the applicant expects from this task)

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No specific deliverable: • Evans will provide CWS with remaining data and information not provided previously or in Meeting #3. If needed or requested, CWS can provide Evans the progress of the Plan at the end of Task 5.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
No specific deliverable: • If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 5. • If at the end of Task 5, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB (and copy Evans) with an updated schedule.

Tasks
Provide a detailed description of each task using the following format:
Task 6 - Adoption of New Policy, Public Review, and Formal Approval
Description of Task: The activities described under this task address the public review and formal adoption process.

6.1 – Public Review Process

6.1.1 CWS will describe the public review process and how the public accessed the Plan. Additionally, CWS will summarize the public comments received, how the comments were addressed, and details of the meetings held during the Plan development process.

6.1.2 The public review process is as follows:

- City Council and Staff will review a draft of the Plan and provide comments.
- CWS will incorporate the City's comments prior to the public review process.
- The public will be notified that the Plan is available for review. The public will have at least 60 days to review and comment on the Plan.
- Comments will be solicited and incorporated into the Plan as necessary.
- The City will formally adopt the final Plan.
- CWS will submit the final Plan to CWCB.
- CWCB will review the final Plan and provide written notification of approval, conditional approval (with minor changes), or disapproval with modifications.

6.2 – Local Adoption and State Approval Process

6.2.1 CWS will discuss the formal process for Plan adoptions.

6.3 – Periodic Review and Update

6.3.1 CWS and City staff will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. CWS will include steps used to review and revise the Plan, the process of how monitoring results will be incorporated into updated plans and the anticipated date of the next water efficiency plan update.

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Budget for Task 6*:

Total (in-kind)	Matching Funds (cash)	WEGF Grant Request	Total
$1,018.25	$2,029.79	$4,314.37	$7,362.41

*Includes general project expenses.

Estimated timeline for Task 6:
Start Date: February 4, 2019
End Date: December 3, 2019 (with ongoing revisions as information becomes available or is clarified)

Meeting #4 - Meeting with City Council to present draft Plan

Method/Procedure:

At this point the Plan will nearly be finished. If anything remains, details will be clarified through emails and phone calls. Remaining information will be added to the Plan. Other sections may be updated as new information is received.

Feedback may be received during Meeting #4 (presentation to City Council). The public will also have an opportunity to give feedback during the 60-day public review period. Comments and feedback received by the City during that time will be incorporated into the Plan. Other methods and procedures are discussed within the descriptions of Task 6 Descriptions above.

Applicant Deliverable: (Describe the deliverable the applicant expects from this task)

- Evans will participate in Meeting #4. CWS will provide a PowerPoint presentation and any supporting documents. Some of the data, tables, and charts may be part of the Plan.
- CWS will provide Evans with an electronic version of the draft Plan that can be posted on the City's website.
- Once CWCB has issued the official Letter of Approval, CWS will create for Evans both an electronic pdf version as well as bound hard copies of the Plan. These versions of the Plan will include CWCB's approval documents.

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

- CWS will send CWCB the final Plan that the Evans City Council has approved and adopted.
    - The Plan will include a cover letter with City of Evans' letterhead and also include:
        - Name and contact information
        - Organizations and individuals assisting with the Plan
        - Quantified annual retail water delivery
        - Identified population served by retail water delivery
        - A review of the activities completed
        - An estimate of actual water savings realized
        - Any other information that is relevant to the CWCB's record of the Project and future use of the Project outcomes.
        - Dates of public comment period
        - Signature with authority to commit resources of submitting entity
        - *Note: Several of the above items will also be included within the main body of the Plan.*

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Tasks

- The Plan will not be completely finalized until CWCB has reviewed it. If any components of the Plan need to be added or modified, those will be addressed, and CWCB will review the changes and updates.
- The Plan will be finalized once CWCB has issued its official Letter of Approval.

Budget and Schedule

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

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

Reporting Requirements

Reporting: The applicant shall provide the CWCB a Progress Report at 50% & 75% completion of the project. The Progress Report shall address the following:

- the success of meeting previously identified goals and objectives
- obstacles encountered
- preliminary findings or accomplishments
- potential need for revisions to the scope of work and timelines

(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.)

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

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

Last Update: October 20, 2017

COLORADO
Colorado Water Conservation Board
Department of Natural Resources

Water Efficiency Grant Fund

BUDGET & SCHEDULE

Date: December 3, 2018

Project Name: Evans Water Efficiency Plan Update 2018

Applicant: City of Evans

Task No.	Description	Start Date[1]	End Date	Consultant - Michelle Hatcher ($170/hour)[2]		Consultant - Steve Nguyen ($190/hour)[2]		Public Works Director (Cash & In-kind)[2]		Finance Manager (Cash & In-kind)[3]		Civil or City Engineer (Cash & In-kind)[2]		Utility Billing Specialist (Cash & In-kind)[2]		WEGF Grant Request	Total
				Hours	Sub Total	Hours	Sub Total	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind		
1	Introduction and Profile Existing Water Supply System	2/4/2019	3/14/2019	23	$3,910.00	9	$1,710.00	$446.51	$404.70	$277.56	$264.35	$506.85	$371.64	$567.19	$185.75	**$3,821.90**	$6,846.44
2	Profile of Water Demands and Historical Water Efficiency Activities	2/4/2019	4/22/2019	48	$8,160.00	5	$950.00	$723.79	$472.15	$449.92	$158.61	$821.60	$743.28	$919.41	$297.20	**$6,195.29**	$10,781.24
3	Integrated Planning and Water Efficiency Benefits and Goals	2/4/2019	5/25/2019	25	$4,250.00	12	$2,280.00	$518.81	$472.15	$322.50	$211.48	$588.92	$495.52	$659.02	$297.20	**$4,440.75**	$8,006.35
4	Selection of Water Efficiency Activities	2/4/2019	8/1/2019	61	$10,370.00	14	$2,660.00	$1,035.23	$337.25	$643.52	$264.35	$1,175.13	$433.58	$1,315.02	$260.05	**$8,861.10**	$14,325.23
5	Implementation and Monitoring Plan	2/4/2019	8/19/2019	16	$2,720.00	4	$760.00	$276.49	$269.80	$171.87	$211.48	$313.85	$247.76	$351.21	$445.80	**$2,366.59**	$4,654.84
6	Adoption of New Policy, Public Review, and Formal Approval	2/4/2019	12/3/2019	21	$3,570.00	10	$1,900.00	$434.59	$404.70	$270.15	$105.74	$493.32	$247.76	$552.05	$260.05	**$3,719.89**	$6,488.25
	General Project Expenses	2/4/2019	-	-	$874.16	-	-	$69.45	-	$43.17	-	$78.84	-	$88.22	-	**$594.48**	$874.16
			Total	**194**	**$33,854.16**	**54**	**$10,260.00**	**$3,504.86**	**$2,360.75**	**$2,178.70**	**$1,216.01**	**$3,978.49**	**$2,539.54**	**$4,452.12**	**$1,746.05**	**$30,000.00**	**$51,976.51**

(1) Start Date for funding under $50K ~ 30 Days from Application Submittal; Start Date for funding over $50K ~ 30 Days from Board Approval.

(2) Please insert additional columns if needed for additional staff working on project.

Project may begin as soon as the grantee enters contract/purchase Order

CWCB will withhold the last 10% of the entire grant budget until the Final Report (Deliverable) is completed and accepted (per the WEGF Criteria & Guidelines).