



Last Update: October 20, 2017

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)	
X	I acknowledge I have read and understand the WEGF Criteria and Guidelines.
Attachments	
X	Scope of Work ⁽¹⁾ (<i>Word – see Template</i>)
X	Budget & Schedule ⁽¹⁾ (<i>Excel Spreadsheet – see Template</i>)
	Letters of Support (For Public Education/Outreach Grants)
Contracting Documents (For Public Education/Outreach Grants)	
X	W-9 ⁽²⁾
X	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 <u>IF</u> 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	Water Education Colorado
Name of Grant Project	Follow-Up Education from Colorado Water Conservation Board Adoption of "Best Practices for Implementing Water Conservation and Demand Management Through Land Use Planning Efforts: Addendum to 2012 Guidance Document"
WEGF Grant Request Total	\$ 47,301
In-Kind Match	\$ 15,825
Cash Match	\$ 0
Total Project Costs	\$ 63,126

Applicant Information	
Name of Applicant	Water Education Colorado
Mailing Address	1600 Downing St. Suite 200, Denver, CO 80218
Applicant's Organization Contact ⁽¹⁾	Jayla Poppleton
Position/Title	Executive Director
Email	jayla@wateredco.org
Phone	720-325-1448
Grant Management Contact ⁽²⁾	Jennie Geurts
Position/Title	Operations Director
Email	jennie@watereco.org
Phone	720-398-6435
Name of Consultant (if applicable)	
Mailing Address	
Position/Title	
Email	
Phone	

(1) Person with signatory authority

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



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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	
<p>Water Education Colorado will be the lead project manager as well as facilitator for each of the educational activities. Scott Williamson, Education and Outreach Coordinator at WEco, as well as Jayla Poppleton, Executive Director, will both be involved.</p> <p>The Lincoln Institute of Land Policy's Babbitt Center for Water and Land Policy ("Babbitt Center"), namely Research Fellow Erin Rugland, will guide and co-develop the project and all related materials.</p> <p>Anne Castle, Senior Fellow at the Getches-Wilkinson Center at the University of Colorado, Boulder Law School, will advise the project and participate as a presenter for each of the educational activities.</p>	
Type of Eligible Entity (check one)	
<input type="checkbox"/>	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes Public
<input type="checkbox"/>	Non-covered Entity
<input type="checkbox"/>	State or Local Governmental Entity
<input checked="" type="checkbox"/>	<p>Public or Private Agency: entity whose primary purpose includes the promotion of water resource conservation. Please disclose your organizational structure and charter (or equivalent)</p> <p>WEco is a 501c3 nonprofit organization for which (as stated in bylaws) "The purpose and mission is to promote a better understanding of water issues through educational opportunities and resources so Colorado citizens will understand water as a limited resource and will make informed decisions.</p> <p>An understanding of water as a limited resource and the concept of an "informed decision" extends to water conservation as an integral value and practice to promote and foster in Colorado.</p>

Type of Project (check one)	
<input type="checkbox"/>	Drought Management Plan
<input type="checkbox"/>	Drought Management Implementation
<input type="checkbox"/>	Water Efficiency Plan
<input type="checkbox"/>	Water Efficiency Implementation
<input checked="" type="checkbox"/>	Public Education & Outreach



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Location of Entity	
Please provide the county and applicants (if needed) location identified by SWSI (Statewide Water Supply Initiative)	
Basin	The work will take place in multiple geographic locations across Colorado.
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.).	
N/A	
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	
N/A	
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.	
N/A	
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	
N/A	
Estimated Water Savings Goals	
Estimate water savings goals to be achieved through implementation of the Plan in acre feet and as a percentage.	
N/A	
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)	
N/A	
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	



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Drought Impacts (Drought Management Planning Grants Only)
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).
N/A
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.
Target Audiences: <ul style="list-style-type: none">• Covered Entities, as defined by §37-60-126 C.R.S, that must prepare a Water Efficiency Plan• Consultants and non-governmental organizations that are hired by Covered Entities to prepare Water Efficiency Plans• To a lesser extent, local elected officials and decision makers whose exposure to this information could lead to improved outcomes for adoption and incorporation into Water Efficiency Plans
Project Goals: <ol style="list-style-type: none">1. Expose Covered Entities and other parties writing Water Efficiency Plans to new guidance addendum, "Best Practices for Implementing Water Conservation and Demand Management Through Land Use Planning Efforts: Addendum to 2012 Guidance Document" ("Guidance Addendum").2. Educate Covered Entities and other parties writing Water Efficiency Plans about the new guidance. Ensure understanding of:<ol style="list-style-type: none">a. The land use requirement specified by §37-60-126 C.R.S that led to this Guidance Addendumb. The benefits of incorporating land use efforts into water conservationc. Using the Guidance Addendum to write Water Efficiency Plansd. The scope, content, and use of the Guidance Addendum



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Drought Impacts (Drought Management Planning Grants Only)

- e. The best practices detailed in the Guidance Addendum
- f. Implementation and monitoring options for the best practices specified in the Guidance Addendum

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

June 7, 2019

Name/Title

Date



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Water Efficiency Grant Fund	
<u>Scope of Work</u>	
Date:	June 7, 2019
Project Name:	Follow-Up Education from Colorado Water Conservation Board Adoption of "Best Practices for Implementing Water Conservation and Demand Management Through Land Use Planning Efforts: Addendum to 2012 Guidance Document"
Grant Applicant:	Water Education Colorado
<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">• 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. <p>The purpose of this project is to educate water providers and those in a position to influence, guide, or approve the development of Water Efficiency Plans, about the new Guidance Addendum and opportunities, as well as requirements, for incorporating land use practices into Water Efficiency Plans.</p> <p><u>Target Audiences include:</u></p> <ol style="list-style-type: none">1. Covered Entities, as defined by §37-60-126 C.R.S, that must prepare a Water Efficiency Plan2. Consultants and non-governmental organizations that are hired by Covered Entities to prepare Water Efficiency Plans3. To a lesser extent, local elected officials and decision makers whose exposure to this information could lead to improved outcomes for adoption and incorporation into Water Efficiency Plans	
Objectives: (List the objectives of the project)	
<ol style="list-style-type: none">1. Expose Covered Entities and other parties writing Water Efficiency Plans to new guidance addendum, Best Practices for Implementing Water Conservation and Demand Management Through Land Use Planning Efforts: Addendum to 2012 Guidance Document ("Guidance Addendum").2. Educate Covered Entities and other parties writing Water Efficiency Plans about the new guidance. Ensure understanding of:<ol style="list-style-type: none">a. The land use requirement specified by §37-60-126 C.R.S that led to this Guidance Addendumb. The benefits of incorporating land use efforts into water conservationc. Using the Guidance Addendum to write Water Efficiency Plansd. The scope, content, and use of the Guidance Addendume. The best practices detailed in the Guidance Addendumf. Implementation and monitoring options for the best practices specified in the Guidance Addendum	



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Tasks
Provide a detailed description of each task using the following format:
Task 1 - (Name) Webinars on Guidance Addendum
Description of Task:
<p>Host two 60-minute webinars on the Guidance Addendum and its contents. Both webinars will follow a similar format, with one focusing on examples on land use integration from special districts, and the other focusing on examples on land use integration from municipal water providers. Both webinars will be free to participants, and funding will come from this grant as well as in-kind staff support from the Babbitt Center.</p> <p>Proposed Format:</p> <ul style="list-style-type: none">○ Hosted and moderated by WEco, Babbitt Center, and additional partners, which could include the Special Districts Association and Colorado Municipal League○ Introduction by Kevin Reidy (5 min)<ul style="list-style-type: none">▪ Colorado Water Plan broader context, land use planning goal▪ Legislation adding land use as a consideration for Water Efficiency Plans○ Discussion of Guidance Addendum by Anne Castle, Getches Wilkinson Center at the University of Colorado, Boulder Law School, and/or Erin Rugland, Babbitt Center (20 min)<ul style="list-style-type: none">▪ Overview of the document and sample plan<ul style="list-style-type: none">• Development, format, content▪ How to use it○ Examples of land use efforts underway in Water Efficiency Plans (20 min)<ul style="list-style-type: none">▪ Potential speakers/topics:<ul style="list-style-type: none">• Pagosa Area Water & Sanitation District working to align data with land use authorities for better decision-making• Eagle River Water and Sanitation District: adjustment of PUD process with Eagle County• Westminster PUD process and adjusted zoning categories according to water use• Fort Collins efforts to enhance collaboration in northern front range, among multiple water providers• Town of Cortez coordinating construction design standards, specifications for water meters, and flood zone regulations○ Question and Answer session with audience (15 min)
Method/Procedure:

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<ol style="list-style-type: none"> 1. Work with partners to develop webinar format, length and timing. (7/8/19-8/29/19) 2. Research best speakers for the topic, contact and confirm speakers, help guide presentations as needed. (7/8/19-8/29/19) 3. Develop presentation content, including slides or other media. (7/8/19-8/29/19) 4. Create emails, social media posts, and cross-promote with other organizations. (7/15/19-8/30/19) 5. Manage participant registration. (7/15/19-8/30/19) 6. Practice run-through of webinars content, test webinar platform, and broadcast the webinar. (7/22/19-8/30/19) 7. Thank participants and speakers, share and post the recorded webinars online, conduct post-webinar participant evaluation. (8/2/19-9/30/19)
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
Two webinars to be hosted in late July or early August 2019, both of which will be recorded.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
<p>Recordings of both webinars that can be co-hosted on CWCB website, the Colorado Water Plan Integrating Water and Land Use Planning page, as well as on WEco and Babbitt Center websites and the sites of other partners or interested entities.</p> <p>Final agendas and participant lists for each webinar, as well as evaluation feedback obtained through post-program surveys.</p>

Tasks
Provide a detailed description of each task using the following format:
Task 2 - (Name) Workshops on Guidance Addendum
Description of Task:
<p>WEco and the Babbitt Center will carry out four half-day educational workshops on the Guidance Addendum. Multiple workshops will be held in different geographic locations in order to reach a variety of stakeholders. All workshops will be free to participants, and funding will come from this grant as well as in-kind staff support from the Babbitt Center. All workshops will be limited to 30 participants to ensure people are able to relay their own experiences and get feedback. The intended locations and audiences are as follows:</p> <ul style="list-style-type: none"> ○ Three Practitioner workshops—intended for Covered Entities as well as consultants or other individuals that assist Covered Entities in preparing Water Efficiency Plans <ul style="list-style-type: none"> ▪ Denver metro: accessible to Front Range participants ▪ Glenwood Springs area or similar: accessible to mountain community participants ▪ Alamosa area or similar: accessible to southern Colorado participants ○ One General workshop—intended for anyone else interested in learning more about the Guidance Addendum, including local elected officials and decision makers whose exposure



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Tasks
<p>to this information could lead to improved outcomes for adoption and incorporation into Water Efficiency Plans</p> <ul style="list-style-type: none">▪ Steamboat, potentially in conjunction with Colorado Water Congress summer conference on August 20, 2019 <p>Proposed Format:</p> <ul style="list-style-type: none">○ Facilitated by WEco and Babbitt Center○ Introduction by Kevin Reidy<ul style="list-style-type: none">▪ Colorado Water Plan broader context, land use planning goal▪ Legislation adding land use as a consideration for Water Efficiency Plans○ Discussion of Guidance Addendum by Anne Castle, Getches Wilkinson Center at the University of Colorado, Boulder Law School, and/or Erin Rugland, Babbitt Center<ul style="list-style-type: none">▪ Overview of the document and sample plan<ul style="list-style-type: none">• Development, format, content▪ How to use it, with in-depth explanations and discussions about each land use practice to ensure thorough understanding○ Case studies and examples from existing Water Efficiency Plans; good, innovative efforts that have not been reflected in plans; common questions/concerns from water providers<ul style="list-style-type: none">▪ With representatives and examples, to the extent available, from water providers in each target region○ Steps for implementing and monitoring the best practices in the Guidance Addendum○ Discussion and Question and Answer Session <p>In addition to water providers, including both covered and non-covered entities, potential attendees/targets are: Brendle Group, ELEMENT Water Consulting, Sonoran Institute, Western Resource Advocates, Aquacraft, AMEC, Water DM, Clear Water Solutions, DiNatale Water Consultants</p>
<p>Method/Procedure:</p> <ol style="list-style-type: none">1. Work with partners to develop workshop format, length and timing. (7/8/19-12/5/19)2. Research best speakers for the topic, contact and confirm speakers, help guide presentations as needed. (7/8/19-12/5/19)3. Develop presentation content, including slides, handouts or other media. (7/8/19-12/5/19)4. Coordinate logistics including venues and catering. (7/8/19-12/5/19)5. Create emails, social media posts, and cross-promote with other organizations. (7/29/19-12/6/19)6. Manage participant registration and communicate logistics to participants. (7/29/19-12/6/19)7. Host the workshops. (8/20/19-12/6/19)8. Thank participants and speakers, conduct post-workshop participant evaluation, send follow up information. (8/26/19-12/31/19)



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Tasks
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
4 well-attended workshops in different geographic regions
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
Final report that includes: 1) Agendas, handouts and presentations, and participant lists for each workshop. 2) Workshop summaries including goals and objectives, observations and themes from the discussions. 3) Evaluation feedback obtained through post-program surveys.

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: <ul style="list-style-type: none">• 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 <p>Estimated reporting dates are as follows:</p> <p>50% completion report: Sept. 30, 2019 75% completion report: Nov. 15, 2019 Final report: May 31, 2020</p> <p>(The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.)</p> 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. <p>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.</p>



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Water Efficiency Grant Fund

BUDGET & SCHEDULE

Date: July 1, 2019

Project Name: Follow-Up Education from Colorado Water Conservation Board Adoption of “Best Practices for Implementing Water Conservation and Demand Management Through

Applicant: Water Education Colorado

Task No.	Description	Start Date ⁽¹⁾	End Date	Staff (WEco)			Item cost	Matching Funds (Babbitt)		WEGF Grant	Total
				Hourly rate	# of hours	Sub Total		Cash	In-Kind		
1	<u>HOST TWO WEBINARS</u>	7/8/19	9/30/19								
	Program Planning and Delivery	7/8/19	8/30/19	\$ 86	25	\$ 2,150	\$ -	\$ -	\$ 3,825	\$ 2,150	\$ 5,975
	Marketing and registration	7/15/19	8/30/19	\$ 86	8	\$ 688	\$ -	\$ -	\$ 1,125	\$ 688	\$ 1,813
	Speaker fee			\$ -	0	\$ -	\$ 1,250	\$ -	\$ -	\$ 1,250	\$ 1,250
	Evaluation and follow up	8/2/19	9/30/19	\$ 86	8	\$ 688	\$ -	\$ -	\$ 675	\$ 688	\$ 1,363
Total Task 1				\$ 86	41	\$ 3,526	\$ 1,250	\$ -	\$ 5,625	\$ 4,776	\$ 10,401

Task No.	Description	Start Date ⁽¹⁾	End Date	Staff			Item cost	Matching Funds (Babbitt)		WEGF Grant	Total
				Hourly rate	# of hours	Sub Total		Cash	In-Kind		
2	<u>HOST FOUR WORKSHOPS</u>	7/8/19	12/31/19								
	Program Planning and Delivery	7/8/19	12/6/19	\$ 86	165	\$ 14,190	\$ -	\$ -	\$ 5,100	\$ 14,190	\$ 19,290
	Marketing and registration	7/29/19	12/6/19	\$ 86	30	\$ 2,580	\$ -	\$ -	\$ 1,500	\$ 2,580	\$ 4,080
	Supplies			\$ -	0	\$ -	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ 3,200
	Catering			\$ -	0	\$ -	\$ 5,200	\$ -	\$ -	\$ 5,200	\$ 5,200
	Venue rental			\$ -	0	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ 1,500
	Speaker fee			\$ -	0	\$ -	\$ 8,750	\$ -	\$ -	\$ 8,750	\$ 8,750
	Travel expenses			\$ -	0	\$ -	\$ 4,525	\$ -	\$ 2,000	\$ 4,525	\$ 6,525
	Evaluation and follow up	8/26/19	5/31/20	\$ 86	30	\$ 2,580	\$ -	\$ -	\$ 1,600	\$ 2,580	\$ 4,180
Total Task 2				\$ 86	225	\$ 19,350	\$ 23,175	0	\$ 10,200	\$ 42,525	\$ 52,725
TOTAL						\$ 22,876	\$ 24,425		\$ 15,825	\$ 47,301	\$ 63,126