



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources
1313 Sherman Street, Room 718
Denver, CO 80203

February 12, 2020

Brad Bettale
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

Dear Mr. Bettale:

This letter is to inform you that the Water Supply Planning staff has reviewed your grant application to install AMI water meters. CWCB staff has determined that the application meets the Colorado Water Conservation Board Guidelines for reviewing grant proposals.

CWCB staff is pleased to award the City of Westminster a grant in the amount of **\$49,500** for a Water Efficiency Implementation grant that meets the requirements outlined in SB07-008. **Please allow for the purchase order (P.O.) to be completed by our Accounting Department, before starting on proposed scope of work.**

Should you have any questions or concerns, please feel free to contact Ben Wade at 303-866-3441 ext. 3238 or email at ben.wade@state.co.us. Thank you for your interest in and support of water conservation. I look forward to working with you in the near future.

Sincerely,

Greg Johnson
Section Chief, Water Supply Planning

Cc: Nicole Cantrell, J & T Consulting





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Memorandum

To: Greg Johnson, Water Supply Planning Section Chief

From: Kevin Reidy & Ben Wade, Water Supply Planning

Date: February 13, 2020

Subject: Water Efficiency Grant Fund Recommendation for the City of Westminster

Recommendation:

The Water Supply Planning staff recommends that Greg Johnson, Section Chief, approve a Water Efficiency Grant to fund a Residential AMI Water Meter Installation project in the amount of \$49,500 for the City of Westminster.

Summary of Grant Application

The City of Westminster is a covered entity in the South Platte Basin. Westminster is in the process of replacing outdated water metering system and will be upgrading to an AMI system to provide a web-based water demand management and customer communications system. The City will purchase and install 30,500 residential water meters. The upgraded system will allow the city to share information with customers, and allow residents to reduce their consumption and water waste through access to water use data.

The City is projected to reduce use by approximately 2,000 AF through 2035 or a 9% reduction in total water demands.

The total cost of the project is \$2,133,165. Westminster is committing 98% cash match of \$2,083,665. CWCB staff has reviewed and evaluated the grant application and has determined that the proposal meets or exceeds the CWCB guidelines for reviewing grant proposals. Attached is the internal checklist used to evaluate the application.

Attachment: Evaluation Checklist



Name of Applicant: City of Westminster

Date Received: 1/2/2020

Grant Amount: \$49,500

HB 05-1254: Evaluation Checklist for Entities

For Applicants:	Yes	No	Comments:
Is the applicant a covered entity?	x		
Does the applicant have a state approved water conservation plan in accordance with statutory revision 37-60-126? (HB 04-1365)?	x		
If the applicant is a covered entity, have they fully complied with HB1051 requirements?	x		
Did the applicant provide a written statement from the entity's governing board, stating the entity's commitment to the project and the entity's commitment to implementing long-term water saving measures and programs (w/authorized signature)?	x		
Did the applicant provide a cover letter with the entity's: name, contact information, and a signature of an individual with the authority to commit the resources of the entity?	x		Signature is on application
Did the applicant provide a list of people and/or organizations that will be involved in assisting with the grant project (list of who will be utilizing the grant money)?	x		Pg. 2
Characterizing Water System:	----	----	-----
Did the entity provide their <u>annual retail water demand (Metered Water Use)</u> for the past five years (in acre ft. or million gallons)?	x		
Did the entity identify their <u>retail water delivery (Distributed Water)</u> for <i>each</i> of the past five years (in acre feet or million gallons)?	x		
(Not required, but preferred), Did the applicant provide information characterizing past <u>water use</u> by sector, (e.g. residential, commercial, and industrial) and the source (e.g. surface water, groundwater, etc).		x	
Did the entity provide current (and <i>if available</i> past) <u>per capita water use</u> for the last five years and the basis for this calculation?	x		
Did the entity provide their past, current, and predicted future <u>population</u> served by the entity, (and the source of this information)?	x		
Did the entity state water savings <u>goals</u> to be achieved through the implementation of the "project"?	x		
Adequacy, Stability, and reliability of the entity's water system *to be measured and examined by staff through analysis	x		
Description of Project:	-----	-----	-----
Did the applicant write a paragraph stating the purpose and the primary features of the project?	x		
Did the applicant provide a detailed Scope of Work (tasks to be performed with grant monies stating how grant money will be used to achieve project goals)?	x		
Did the applicant provide a "project" timeline, stating milestones with dates and end products with dates; also state the estimated dates when progress reports will be submitted to CWCB staff (50% & 75% completion)?	x		
Did the applicant present a project budget overview, breaking down tasks by labor hours and costs also including all other direct costs such as travel per diem associated to the tasks? (Preferred in a schedule format)	x		

Does the applicant demonstrate 25% matching funds? Listing all funding sources to complete the “project”? In cash, in-kind services, or through payment of consulting fees or a combination thereof?	x		Total Cost = \$2,133,165 Cash Match = \$2,083,665 Match = 97.7%
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