



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

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⁾ (<i>Word – see Template</i>)
✓	Budget & Schedule ⁽¹⁾ (<i>Excel Spreadsheet – see Template</i>)
	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.

Water Efficiency Project Summary

Name of Applicant	Town of Windsor, Colorado	
Name of Grant Project	Town of Windsor Drought Management Plan 2020	
WEGF Grant Request Total		\$20,000.00
In-Kind Match		\$17,930.00
Cash Match		\$28,424.95
Total Project Costs		\$66,354.95



Applicant Information	
Name of Applicant	Town of Windsor, Colorado
Mailing Address	301 Walnut Street, Windsor, CO 80550
Applicant's Organization Contact ⁽¹⁾	Leif Lesoing
Position/Title	Water Resource Administrator
Email	llesoing@windsorgov.com
Phone	970-674-6688
Grant Management Contact ⁽²⁾	Leif Lesoing
Position/Title	Water Resource Administrator
Email	llesoing@windsorgov.com
Phone	(970) 674-6688
Name of Consultant (if applicable)	Clear Water Solutions, Inc.
Mailing Address	1625 Foxtrail Drive, Suite 290, Loveland, CO 80538
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.

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>Clear Water Solutions, Inc. (CWS) will help complete a Drought Management Plan Update for the Town of Firestone (Town). Individuals from CWS that will be involved in the project include Michelle Hatcher, Sira Sartori, P.H. and Steve Nguyen, P.E.</p> <p>Michelle Hatcher has worked on numerous CWCB-approved water efficiency plans and drought plans and has over ten years of experience in water resources planning and management. Michelle will serve as Project Manager for this Plan.</p> <p>Sira Sartori is a Professional Hydrologist through the American Institute of Hydrology with ten Years of experience in water resources planning and management. Sira will aid the Project Manager in the development of this Plan.</p> <p>Steve Nguyen is a Professional Engineer registered in the State of Colorado. He has over 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.</p>



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

Leif Lesoing, Water Resource Administrator, will serve as the primary contact for the Town on this project. He will provide insight concerning drought impacts, including water use habits, general performance of the Town's infrastructure during droughts, history of droughts and Town response, and system limitations during drought.

The Town Manager will provide general direction on all aspects of the plan including profiling the existing system, stakeholder development, historical assessment, drought vulnerability assessment, development of drought mitigation and response strategies along with the drought stages and trigger points, plan implementation and monitoring as well as plan review and updates.

John Thornhill, the Community Development Director, will also provide general direction on all aspects of the plan. The Community Development Department combines the Town's Planning and Engineering Divisions and is responsible for administration and coordination of the majority of capital improvement and long range planning efforts.

The Director of Public Works will provide detailed knowledge of the Town's infrastructure and water delivery system. The Director of Public Works has knowledge of operations and maintenance that will be useful when planning potential water restriction scenarios.

The Town Finance Director will assess the financial impacts regarding potential revenue declines from drought management and provide an overview of cost for implementation. The Finance Director will participate in the stakeholder committee process and development of the staged drought response.

The Customer Service Supervisor and is in charge of utility billing for the Town. The Customer Service Supervisor will be paramount in the development of these water implementation programs including gathering information on prior water use for targeted participations, cost estimates for contractors, and insight as to how the Town would like these programs to be structured. The Customer Service Supervisor will serve as one of the primary contacts for the Town on this project.

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



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	Water Efficiency Plan
	Water Efficiency Implementation
	Public Education & Outreach

Location of Entity	
Please provide the county and applicants (if needed) location identified by the Colorado Water Plan Technical Analysis (formerly known as SWSI)	
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.).						
<p>The following table includes the retail water delivery in acre-feet within Windsor. The total water delivery by tap is metered for the customer types. Three separate water providers serve the Town of Windsor through master meters: Fort Collins-Loveland Water District (FCLWD), North Weld County Water District (NWCWD) and the City of Greeley (Greeley). Long-term contracts with these water providers establish the terms of service including amount, duration, and payment. Windsor owns its water rights and turns needed water over to the providers each year for treatment and delivery. Windsor's potable water rights include both Colorado-Big Thompson (C-BT) units and North Poudre Irrigation Company (NPIC) ditch shares. The Town of Windsor also owns water rights for its non-potable system which is separated from the potable distribution system. In addition to these other sources, the Town also utilizes alluvial well water to irrigate a number of its parks and open spaces.</p>						
Past Five Years Water Delivery (acre-feet)						
Customer Category	2015	2016	2017	2018	2019	Average
In Town						
Residential	887	959	902	923	884	911
Business	150	144	139	142	150	145
Industrial	210	192	207	209	217	207
School	50	18	19	16	15	24
Church	6	7	7	8	8	6.8
Out of Town						
Residential	4.1	3.2	4.3	4.9	6.6	4.6
Business	0.3	1.4	4.9	0.0	0.0	1.3
Church	0.1	0.2	0.1	0.1	0.1	0.1
Dual System						
Residential Dual System	402	450	509	546	583	498
Business Dual System	23	28	36	36	37	32
Landscape						



Retail Water Delivery over Past 5 Years

Landscape Only	153	192	189	186	163	177
Total (all categories)	1,886	1,995	2,016	2,071	2,065	2,007
Water Service Area Estimated Population*	23,183	25,191	27,680	29,158	31,719	27,368
Residential GPCD	50	50	46	45	41	46
Total GPCD	73	71	65	63	58	66

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. An estimate of 2.5% population growth per year was developed by the Town Staff based on the general growth trend of the Town. Steady growth and therefore demand is anticipated in all categories with similar percentages representing each customer category.

Estimated Future Demand (acre-feet)

Customer Category	2020	2021	2022	2023	2024
In Town					
Residential	906	928	952	975	1,000
Business	154	158	162	166	170
Industrial	223	228	234	240	246
School	15	16	16	17	17
Church	8	8	8	8	9
Out of Town					
Residential	6.8	6.9	7.1	7.3	7.5



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Projections of Future Annual Retail Demand

Business	0.0	0.0	0.0	0.0	0.0
Church	0.1	0.1	0.1	0.1	0.1
Dual System					
Residential Dual System	598	613	628	644	660
Business Dual System	38	39	40	41	42
Landscape					
Landscape Only	168	172	176	180	185
Total (all categories)	2,116	2,169	2,223	2,279	2,336

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 acre-feet (AF), converted to gallons, divided by 365 days per year and divided by the population. Total GPCD is calculated as the total water use (all categories) in AF, converted to gallons, divided by 365 days per year and divided by the population.

Per Capita Water Use

Item	2015	2016	2017	2018	2019	Average
Residential Water Use (AF)	1,293	1,412	1,415	1,474	1,473	1,413
Total Water Use (AF)	1,886	1,995	2,016	2,071	2,065	2,007
Population	23,183	25,191	27,680	29,158	31,719	27,386
Residential (GPCD)	50	50	46	45	41	46
Total (GPCD)	73	71	65	63	58	66

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



Potential Growth – Population

The following table provides the previous five years, the current estimate for 2020 and the 10 year population projection. Population projections and past population data is estimated based on annual residential building permits multiplied by the average persons per household (2.73). Future projections are based on 2.5% as estimated by Town staff.

Population Growth

Year	Total Town Population (also Water Service Area)	Change in Population	Population Growth
2015	23,183	2,717	13.28%
2016	25,191	2,008	8.66%
2017	27,680	2,489	9.88%
2018	29,158	1,478	5.34%
2019	31,719	2,561	8.78%
2020	32,512	793	2.50%
2021	33,325	813	2.50%
2022	34,158	833	2.50%
2023	35,012	854	2.50%
2024	35,887	875	2.50%
2025	36,784	897	2.50%
2026	37,704	920	2.50%
2027	38,647	943	2.50%
2028	39,613	966	2.50%
2029	40,603	990	2.50%
2030	41,618	1,015	2.50%

Estimated Water Savings Goals

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

The estimated water savings goal for this Plan will be to lower the total water use by 5% to 50% during a drought, depending upon the drought stage. This can be done with a combination of short-term drought mitigation strategies and long-term water conservation measures already addressed in the Town's Water Efficiency Plan. The Town will revisit and revise this goal, as necessary, as it further analyzes the potential water savings that corresponds to the drought stages through 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)



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Estimated Water Savings Goals - Monitoring

Feedback from the Town Staff, Town Board, and community members will be solicited to determine the public perception of the Town's drought response program. Where possible, lessons learned during the implementation of the staged drought response plan and other feedback will be recorded such as documenting comments from public meetings or emails to the Town.

The success of the stated water savings goals will be measured through the review of meter readings, billing, and other data. For efforts that are more difficult to quantify (e.g. public education programs), overall and per capita demand data will be used to estimate water reductions during drought conditions. Additional monitoring data may include reservoir levels in the C-BT system, groundwater pumping and historical water demands versus during drought conditions, as time and funds allow the staff to review this data. The Town may also chose to monitor the number of citations given or emails/phone calls received regarding ordinances/regulations or drought-related questions.

Town staff will monitor money spent on implementing the staged drought response program and the level of staff effort in the Plan's implementation and public education programs. The Town staff will provide reports summarizing the information to the Town Board on a basis acceptable to the Town Board, 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 & 2018 droughts including a breakdown by water use sector (e.g. municipal, commercial, industrial, irrigation, etc.) of those adverse impacts and steps taken to address drought impacts to date. Include short term and long term impacts, as well as social and economic impacts where applicable and as feasible.

Generally, Windsor's water supplies have been sufficient during mild drought periods. In 2002-2003, Windsor had to find CBT supplies to lease in order to have sufficient supplies during the drought. Having programs to address the demand side reductions would have helped. Windsor has a waste water ordinance and a water restriction ordinance which are used seasonally and to mitigate drought impacts. The table below shows the water usage during dry years.

Water Use by Customer Category during Drought Years

Customer Category	2000	2001	2002	2003	2012	2013	2014	2018
In Town								
Residential	730	812	815	767	1,087	886	901	923
Business	114	127	127	120	152	143	154	142
Industrial	159	176	177	167	211	204	200	209
School	13	15	15	14	17	17	19	16
Church	5	5	5	5	7	5	6	8
Out of Town								
Residential	2.6	2.9	2.9	2.7	2.5	2.7	3.4	4.9
Business	0.2	0.2	0.2	0.2	0.3	0.3	0.3	0.0
Church	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Dual System								
Residential Dual System	319	355	357	336	365	369	387	546



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Drought Impacts (Drought Management Planning Grants Only)

Business Dual System	18	20	20	19	16	20	21	36
Landscape								
Landscape Only	118	131	132	124	175	124	134	186
Total (all categories)	1,478	1,644	1,651	1,555	2,033	1,772	1,825	2,071

*Customer category breakdown estimated for 2000-2003.

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).

Windsor is located in the South Platte Basin. The Statewide Water Supply Initiative 2010 report identified a 58% gap between water needs and water supplies in the South Platte River Basin by 2050. The SWSI report as well as 2015 Colorado Water Plan identified water conservation as a key strategy to mitigate the gap between supply and demand. In 2016, the CWCB began a technical update to the Colorado Water Plan and revisited the water supply gaps for the river basins in Colorado for agricultural, municipal and industrial, and environmental and recreation uses. Water supply gaps were identified for different planning scenarios to account for variations in the economy. Municipal and industrial gaps in the South Platte Basin may be up to 43% for a high growth scenario. The population is expected to grow from 3.8 million people in 2015 up to 5.4 million to 6.5 million people in the South Platte Basin.

As mentioned earlier, the Town of Windsor relies on three separate potable water providers (FCLWD, NWCWD, and Greeley). Each of the providers have well maintained and modern water delivery systems. Windsor's additional future potable water needs have been negotiated to be supplied by NWCWD.

The Town of Windsor owns and operates a water distribution network of approximately 97 miles of pipelines and associated facilities. The pipelines consist of cast iron in the older portion of the system and PVC in the newer areas. The cast-iron mains are slowly being replaced with PVC as their lifespans reach their end. Windsor also has a single, two-million gallon treated-water storage tank that provides water for fire protection, daily operating levels, and emergency water storage. A pump station is located immediately adjacent to Windsor's water storage tank. The pump station is necessary to supply water to customers above an elevation which can be delivered by gravity (approximately 4,940 feet).

One water supply limitation is the physical supply of the Town's C-BT water stored in Lake Granby on the Western Slope of Colorado. Should a fire ever occur in that area, water quality would be a major issue for C-BT Allottees. Beetle kill to trees surrounding Lake Granby, Grand Lake, and other C-BT



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Adequacy, Stability, and Reliability

Reservoirs which poses a potential risk of fire. The water supply would be degraded from ash and create an issue for water treatment. In addition, East Slope C-BT storage, once segregated from the system to avoid contamination, is not enough storage to meet demands, particularly in a drought. The C-BT units yield 0.5 AF per unit to 1.0 AF per unit. Generally, this is a very stable municipal supply.

Another key limitation in developing Windsor's water portfolio is the significant price increase for municipal water along the Front Range of Colorado. In 1965, C-BT water could be purchased for \$100 per AF while a more recent acquisition of C-BT units was approximately \$42,000 per unit. This equates to \$84,000 per AF at a 50% firm yield.

The NPIC water supply limitations are similar. The shares have shifted from agricultural use to municipal use which typically drives up the price per share, making it challenging to obtain additional shares. According to the NPIC staff, in extremely dry years, the yield of one share can decrease to 1.0 AF, which is significantly lower than the yield in an average year. A combination of several dry years in the 2000s and high population growth has made water supply very competitive along the Front Range.

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.



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Outreach Goals & Efforts


Windsor will determine where improvements may be made to their drought public information campaign and/or develop new strategies. Improvements may include adding information to the Town's website or including information in billing about conservation and/or drought activities and programs. New ordinances/regulations developed in this Plan will be conveyed to the public as well.

The Town has historically participated in educational outreach activities to inform its citizens about water efficiency and conservation. The Town plans to continue to make strong efforts to educate its citizens. Water efficiency activities have included Bill Stuffers, Newsletters, Newspaper Articles, Mass Mailings, a Water Efficiency Page and links on Windsor's Website, and Social Networking (e.g., Facebook and Twitter). Windsor is also very active in the community with other outreach efforts like Water Fairs and K-12 Teacher and Classroom Education. The Town has an interactive, educational 32-foot trailer it uses to travel to schools as well as community and civic events. The trailer, named the "Water Wagon", helps to raise the awareness of water and its conservation by demonstrating the sources, importance, function, and uses of the water that so many take for granted.

Windsor, in partnership with the Demonstration Gardening Group (DiGGers), has designed and maintained the Treasure Island Demonstration Garden located along the Poudre River Trail Corridor multiuse trail since 2008. The DiGGers have often offered xeriscape and gardening classes during the summer months. During its growing seasons, the garden has provided thousands of pounds of fresh vegetables to the Windsor Food Pantry.

Windsor's goal is to reduce the per-capita residential water demands through educational outreach programs to improve water efficiency. In the future, Windsor may apply for water efficiency implementation grants to fund projects in its Municipal Water Efficiency Plan.

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

 Water Resource Administrator 7/22/2020
Name/Title Date



Water Efficiency Grant Fund	
<u>Scope of Work</u>	
Date:	September 30, 2020
Project Name:	Windsor Drought Management Plan
Grant Applicant:	Town of Windsor
<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 dates.) 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.• Include estimated dates for progress reports and the final report.	
<p>The Town of Windsor (Town of Windsor) will develop a Municipal Drought Management Plan and has contracted a water resources consultant, Clear Water Solutions, Inc. (CWS), to assist them. The main purpose of this Plan is to guide the effective and responsible uses of the Town's water resources and provide recommended drought mitigation and response planning steps. A secondary purpose of this effort is to develop a Plan that meets the Colorado Water Conservation Board (CWCB) requirements enabling Windsor to apply for State financial assistance for subsequent projects, further empowering the Town to establish drought mitigation programs that might not be possible otherwise.</p> <p>The primary features or sections of this Plan will include the following:</p> <ol style="list-style-type: none">1. Stakeholders, Plan Objectives and Principles2. Historical Drought and Impact Assessment3. Drought Vulnerability Assessment4. Drought Mitigation and Response Strategies5. Drought Stages Trigger Points and Response Targets6. Staged Drought Response Program7. Implementation and Monitoring8. Plan Review and Updates <p>Each of these sections and the steps to accomplish them are described in more detail within the Task sections within the Scope of Work.</p> <p>During the course of the Plan, CWS will provide 25%, 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. Windsor will receive both an electronic pdf version as well as a number of bound hard copies of the Plan.</p> <p>Timelines are listed within the Task sections within this Scope of Work as well as in the included Excel spreadsheet.</p>	
Objectives: (List the objectives of the project)	



1. Provide an overall view of Windsor's water supply system and water supply reliability.
2. Help Windsor to evaluate previous drought mitigation and response strategies, benefits from those strategies, and lessons learned.
3. Develop steps within the Plan that will help Windsor achieve lasting, long-term improvements in drought mitigation and response planning, including developing drought stages, trigger points and response targets.
4. Develop strategies that will compliment other planning efforts and goals of Windsor, its Town Board, Staff, businesses, residents and other stakeholders.

Tasks

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

Task 1 - Introduction and Stakeholders, Plan Objectives and Principles

Description of Task:

Town Staff Meeting #1 - Kickoff meeting with Town staff to discuss overall project and gather data (estimated date: October 30, 2020).

1.1 – Drought Planning Committee

- 1.1.1 The Town staff and CWS will define the role of the drought committee in developing the overall Plan.
- 1.1.2 The Town staff, in coordination with CWS, will select members that will be involved as stakeholders through the development of this Plan. A list of these members will be developed including their job titles and description of expertise.

1.2 – Objectives of the Drought Management Plan

- 1.2.1 The Town staff and CWS will discuss the major objectives for this Plan, how these objectives fit within broader water planning efforts and operating principles.
- 1.2.2 The Town and CWS will discuss how the objectives for the Plan reflect the water use priorities during a drought.
- 1.2.3 The Town staff and CWS will develop a list of water use priorities for the Plan.

Drought Planning Committee Meeting #1 - Kickoff meeting with planning committee to discuss overall project and gather data (estimated date: November 12, 2020).

**Tasks**

Budget for Task 1:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$2,255.00	\$3,601.18	\$2,533.82	\$6,135.00

Estimated timeline for Task 1:

Start Date: October 30, 2020

End Date: November 26, 2020 (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. Town Staff Meeting #1 (Kickoff meeting) and Drought Planning Committee Meeting #1 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 deliverable. Town participation includes:

- Windsor will participate in the Town Staff Meeting #1. CWS will provide a meeting agenda and supporting documents.
- Windsor will participate in the Drought Planning Committee Meeting #1. CWS will provide a meeting agenda and supporting documents.
- Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor 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, The Town staff and 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 with an updated schedule on behalf of the Town.

**Tasks**

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

Task 2 - Historical Drought Impact and Assessment

Description of Task:

2.1 – Historical Assessment of Drought, Available Supplies and Demands

- 2.1.1 The Town staff and CWS will collect historical information that may include streamflow data, reservoir levels, precipitation, groundwater levels, wholesale supplies, water quality issues, etc. to identify significant previous/current droughts and how they affected the Town's water supplies.
- 2.1.2 The Town staff and CWS will describe the existing operational factors, concepts, and terms essential to public communication (i.e. firm and safe yield, drought reserves, water rights, etc.).
- 2.1.3 The Town staff and CWS will outline the water demands during previous droughts, which may include per capita water demands (GPCD), demands by customer type, indoor and outdoor water usage, etc.

2.2 – Historical Drought Impact, Mitigation and Response Assessment

- 2.2.1 The Town staff and CWS will utilize Worksheet A from the Guidance Document to provide a list of historical and current drought related impacts.
- 2.2.2 The Town staff and CWS will utilize Worksheets B and C from the Guidance Document to provide a list of historical demand- and supply-side mitigation measures that were taken to minimize impacts during previous/current droughts.
- 2.2.3 The Town staff and CWS will utilize Worksheets B and C from the Guidance Document to show the overall effectiveness of drought response measures taken during previous/current droughts.

Budget for Task 2:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$1,430.00	\$4,695.92	\$3,304.08	\$8,000.00

Estimated timeline for Task 2:

Start Date: October 30, 2020

End Date: January 28, 2021 (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. Town Staff Meeting #1 (Kickoff meeting) and Drought Planning Committee Meeting #1 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. CWS

**Tasks**

will prepare a 25% Progress Report to submit to the CWCB and Town describing the status of the Plan elements to be completed under Tasks 1 and 2 in this Scope of Work (SOW).

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

No specific deliverable. Town participation includes:

- Windsor will be copied on the progress report email sent to CWCB. That email will have a 25% Progress Report attached to it indicating the Plan has reached the 25% completion stage.
- Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor 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)

Deliverable:

- CWS will send CWCB a progress report email on behalf of the Town. That email will have a 25% Progress Report attached to it indicating the Plan has reached the 25% completion stage. The Progress Report will include some of the information, data, and illustrations that will also be part of the Plan. It will be submitted by January 28, 2021.
- The 25% Progress Report will indicate the “essential” elements for Tasks 1 and 2 (requested by CWCB in the Municipal Drought Management Plan Guidance Document) that have been completed, such as:
 - Role of the drought committee in the development of the Plan
 - List of objectives and operating principles
 - Discussion of significant historical droughts and how they affected water supplies
 - Impacts experienced during historical droughts or current drought
 - Mitigation measures historically implemented to minimize drought impacts
 - Drought response measures implemented during previous drought(s) and overall effectiveness of these measures
- If at the end of Task 2, 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****Task 3 – Drought Vulnerability Assessment**

Description of Task:

3.1 – Water Supply Reliability and Drought Management Planning

- 3.1.1 The Town staff and CWS will provide a summary of other water supply reliability documents, which may include raw water master plans, forecasting models, etc.
- 3.1.2 The Town staff and CWS will define key terms used to define water supply reliability, which may include firm yield, safe yield, etc.
- 3.1.3 The Town staff and CWS will describe how water supply reliability is related to drought planning.
- 3.1.4 The Town staff and CWS will describe other factors that could affect water quality and/or quantity of water supplies or demands that are not directly incorporated into water reliability studies, such as the Colorado compact call, sequential years of drought, water quality, etc.

3.2 – Drought Impact Assessment

- 3.2.1 The Town staff and CWS will identify potential impacts that could occur during future droughts. Worksheet A in the Guidance Document may be utilized as an outline.
- 3.2.2 The Town staff and CWS will show the relative priority of the potential impacts. Worksheet A in the Guidance Document may be utilized as an outline.

Budget for Task 3:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$1,320.00	\$1,127.02	\$792.98	\$1,920.00

Estimated timeline for Task 3:

Start Date: October 30, 2020

End Date: February 7, 2021 (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. Town Staff Meeting #1 (Kickoff meeting) and Drought Planning Committee Meeting #1 will have provided some of this information needed for this task. Data will continue to 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.

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



Tasks
<p>No specific deliverable. Town participation includes:</p> <ul style="list-style-type: none"> Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor the progress of the Plan at the end of Task 3.
<p>CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)</p>
<p>No specific deliverable.</p> <ul style="list-style-type: none"> If needed or requested, the Town staff and CWS can provide CWCB the progress of the Plan at the end of Task 3. If at the end of Task 3, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule on behalf of the Town.

Tasks
<u>Task 4 – Drought Mitigation and Response Strategies</u>
Description of Task:
<p><u>4.1 – Drought Mitigation Measures</u></p> <ul style="list-style-type: none"> 4.1.1 The Town staff and CWS will develop a list of drought mitigation measures. 4.1.2 The Town staff and CWS will use Worksheets B and C in the Guidance Document to select and screen supply- and demand-side response strategies. Worksheet A might be used to develop new mitigation action steps. 4.1.3 The Town staff and CWS will describe the criteria used to select the mitigation measures. 4.1.4 If water conservation measures are a component of drought mitigation measures, the Town staff and CWS will provide a discussion of how the existing conservation measures provide drought mitigation. <p><u>4.2 – Supply-Side Response Strategies</u></p> <ul style="list-style-type: none"> 4.2.1 The Town staff and CWS may use Worksheet B to develop a list of supply-side response strategies and specific measures that will be taken. 4.2.2 The Town staff and CWS will describe the criteria used to select the mitigation measures. <p><u>4.3 – Demand-Side Response Strategies</u></p> <ul style="list-style-type: none"> 4.3.1 The Town staff and CWS may use Worksheet C to develop a list of demand-side response strategies and specific measures that will be taken. 4.3.2 The Town staff and CWS will describe the criteria used to select the mitigation measures. <p><u>4.4 – Drought Public Information Campaign</u></p>

**Tasks**

4.4.1 The Town staff and CWS may use Worksheet D to outline the information for the public drought campaign such as: target audience, communication tools for relaying information, specific key information to convey and opportunities for future synergies.

4.4.2 The Town staff and CWS may develop scripted messages to be delivered to the public throughout the various stages of drought, if a public information campaign is selected.

Budget for Task 4:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$2,090.00	\$2,647.32	\$1,862.68	\$4,510.00

Estimated timeline for Task 4:

Start Date: October 30, 2020

End Date: February 18, 2021 (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. Town Staff Meeting #1 (Kickoff meeting) and Drought Planning Committee Meeting #1 will have provided some of this information needed for this task. 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. CWS will prepare a 50% Progress Report to submit to the CWCB and Town describing the status of the Plan elements to be completed under Tasks 1 through 4 in this SOW.

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

No specific deliverable. Town participation includes:

- Windsor will 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.
- Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor the progress of the Plan at the end of Task 4.

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

Deliverable:

- The Town staff and 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. It will be submitted by February 18, 2021.



Tasks

- The 50% Progress Report will indicate the “essential” elements for Tasks 3 and 4 (requested by CWCB in the Municipal Drought Management Plan Guidance Document) that have been completed, such as:
 - Potential impacts that could occur during future droughts
 - List of drought mitigation measures
 - Discussion of how existing conservation measures provide drought mitigation (if applicable)
 - List of the selected supply-side response strategies
 - List of selected demand-side response strategies
 - General components of the public drought campaign
 - And the completed elements under Tasks 1 and 2 outlined in the 25% Progress Report
- 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 on behalf of the Town that will be attached to the Progress Report.

Tasks

Task 5 – Drought Stages, Trigger Points and Response Targets

Description of Task:

5.1 – Drought Stages, Trigger Points and Response Targets

- 5.1.1 The Town staff and CWS will present the drought stages and, if applicable, corresponding drought trigger point and response targets. Worksheet E in the Guidance Document may be used to present this information.
- 5.1.2 The Town staff and CWS will explain how each drought stage corresponds to the severity of the drought and the amount of water that needs to be saved, if applicable.

5.2 – Drought Declaration and Predictability

- 5.2.1 The Town staff and CWS will discuss the nature of weather in Colorado and the challenges for detecting drought conditions early.
- 5.2.2 The Town staff and CWS will develop a final list of drought indicators and how they reflect current water supply conditions.
- 5.2.3 The Town staff and CWS will describe why the drought triggers were selected as opposed to other possible triggers.
- 5.2.4 The Town staff and CWS will discuss how drought indicators, triggers and other pertinent data are incorporated into the decision-making process.
- 5.2.5 The Town staff and CWS will provide a summary of how the drought indicators should be monitored and the frequency, as well as other critical times to monitor.

Drought Planning Committee Meeting #2 – present proposed drought stages to get feedback (estimated date: February 25, 2021).

**Tasks**

Budget for Task 5:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$1,980.00	\$6,104.69	\$4,295.31	\$10,400.00

Estimated timeline for Task 5:

Start Date: October 30, 2020

End Date: March 1, 2021 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

Much of this task will continue 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. Town Staff Meeting #1 (Kickoff meeting) and Drought Planning Committee Meeting #1 will have provided some of this information needed for this task. Drought Planning Committee Meeting #2 will provide CWS with feedback on the proposed drought stages. 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 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)

No specific deliverable. Town participation includes:

- Windsor will participate in the Drought Planning Committee Meeting #2. CWS will provide a meeting agenda and supporting documents.
- Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor 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, the Town staff and 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 with an updated schedule on behalf of the Town.



Tasks

Task 6 – Staged Drought Response Program

Description of Task:

6.1 – Watch Drought Stage

- 6.1.1 The Town staff and CWS will present the supply- and demand-side response measures by drought stage and may use Worksheets F and G from the Guidance Document.
- 6.1.2 The Town staff and CWS will present a summary table of the drought response measures including the drought stages, trigger points and response targets. Worksheet H may be utilized for this task.
- 6.1.3 The Town staff and CWS will present the staged public drought campaign along with the drought stages, if the provider decides to do a public drought campaign. This may be included in an appendix if appropriate.
- 6.1.4 The Town staff and CWS will develop a staged drought program with input from the Town Board and the Drought Planning Committee.

Budget for Task 6:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$1,925.00	\$3,204.96	\$2,255.04	\$5,460.00

Estimated timeline for Task 6:

Start Date: October 30, 2020

End Date: March 24, 2021 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

Much of this task will continue 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. Town Staff Meeting #1 and Drought Planning Committee Meetings #1 and #2 will have provided some of this information. Data will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 6. Other methods and procedures are discussed within the descriptions of Task 6 Descriptions above. CWS will prepare a 75% Progress Report to submit to the CWCB and Town describing the status of the Plan elements to be completed under Tasks 1 through 6 in this SOW.

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

No specific deliverable. Town participation includes:

- Windsor will 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



Tasks
<p>Progress Report will included some of the information, data, and illustrations that will also be part of the Plan.</p> <ul style="list-style-type: none">Windsor will provide CWS with various data and information. If needed or requested, CWS can provide Windsor the progress of the Plan at the end of Task 6.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
<p>Deliverable:</p> <ul style="list-style-type: none">The Town staff and 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 include 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. It will be submitted by March 24, 2021.The 75% Progress Report will indicate the “essential” elements for Tasks 5 and 6 (requested by CWCB in the Municipal Drought Management Plan Guidance Document) that have been completed, such as:<ul style="list-style-type: none">Presentation of the drought stages and corresponding trigger points and response targets (if applicable)List of selected drought indicators and description of how these indicators are reflective of conditionsDiscussion of how the drought indicators, triggers and other data are incorporated into the decision-making process of declaring a droughtSummary of how drought indicators will be monitored and frequency of monitoringSupply- and demand-side response measures by drought stageSummary table that highlights stages, trigger points, response targets and measuresAnd the completed elements under Tasks 1 through 4 outlined in the 50% Progress ReportIf at the end of Task 6, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule on behalf of the Town that will be attached to the Progress Report.

Tasks
<u>Task 7 – Implementation and Monitoring</u>
Description of Task:
<p><u>7.1 – Mitigation Action Plan</u></p> <p>7.1.1 The Town staff and CWS will list the drought mitigation actions to be performed. Worksheet I may be used.</p> <p>7.1.2 The Town staff and CWS will outline the steps necessary to implement each mitigation action.</p>

**Tasks**

7.1.3 The Town staff and CWS will set milestone deadlines for the Plan. Worksheet I may be used

7.1.4 The Town staff and CWS will outline the entities and/or staff responsible for administering the mitigation action. Worksheet I may be used.

7.2 – Monitoring of Drought Indicators

7.2.1 The Town staff and CWS will outline the drought data that is to be monitored on an annual and seasonal basis.

7.2.2 The Town staff and CWS will detail the frequency of the monitoring schedule and address how efforts may increase during drought periods.

7.2.3 The Town staff and CWS will outline the entities and/or staff responsible for drought monitoring.

7.3 – Drought Declarations

7.3.1 The Town staff and CWS will present the guidelines (trigger points and/or indicator data) to be used by staff to evaluate drought conditions.

7.2.2 The Town staff and CWS will outline the decision makers responsible for declaring a drought and corresponding drought stages where applicable.

7.3.3 The Town staff and CWS will discuss the importance of identifying and declaring a drought in a timely manner as well as addressing the timing of when the decision makers and the general public will be informed.

7.3.4 The Town staff and CWS will outline the entities and/or the staff responsible for announcing drought declaration to the public.

7.4 – Implementation of the Staged Drought Response Program

7.4.1 The Town staff and CWS will outline the entities and/or staff responsible for administering the staged drought response program.

7.4.2 The Town staff and CWS will outline the staff responsible for administering the public drought campaign.

7.4.3 The Town staff and CWS will outline the coordination and communication between various entities and staff.

7.5 – Enforcement of the Staged Drought Response Program

7.5.1 The Town staff and CWS will decide what enforcement policies are appropriate for each stage of drought. Worksheets G and H may be used to present this information.

7.5.2 The Town staff and CWS will decide the level of monitoring/patrolling necessary for each stage of drought.

**Tasks**

7.5.3 The Town staff and CWS will outline how the enforcement information will be conveyed to the public if deemed appropriate.

7.5.4 The Town staff and CWS will decide who is responsible for the administration effort and approving exceptions to the enforcement policy.

7.6 – Revenue Implications and a Financial Budgeting Plan

7.6.1 The Town staff and CWS will discuss how the reduction of water use can lead to loss of revenue and provide financial hardship.

7.6.2 The Town staff and CWS will analyze what financial resources may be necessary to implement the response programs such as the public drought campaign or state drought response program. The Town staff and CWS will also evaluate if any additional funds may be necessary to intensify drought monitoring efforts.

7.6.3 The Town staff and CWS will develop strategies to address the potential revenue losses and determine the general timing for implementing these strategies relative to the declaration of a drought.

7.7 – Monitoring and Plan Effectiveness

7.7.1 The Town staff and CWS will outline the data to be collected during a drought such as: demand data, lessons learned, conditions of the water supply system during the drought (e.g. reservoir levels), public perceptions and the general response to a drought, and the administrative staged drought response program (e.g. number of citations issued).

7.7.2 The Town staff and CWS will outline the staff responsible for data collection, evaluation and recommendations on the Plan improvements.

Drought Planning Committee Meeting #3 – Committee reviews draft plan and provides comments (estimated date: April 5, 2021).

Budget for Task 7:

Total (in-kind)	Matching Funds (cash)	Grant Request	Total
\$4,565.00	\$3,492.59	\$2,457.41	\$5,950.00

Estimated timeline for Task 7:

Start Date: October 30, 2020

End Date: May 5, 2021 (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 and a draft Plan will be completed for review by the Town Staff and Drought Planning Committee. Remaining details will be clarified through emails and phone calls. Town Staff Meeting #1 and Drought Planning Committee Meetings #1 and #2 will have provided much of the information in the Plan. Drought Planning Committee Meeting #3 will provide CWS



Tasks
with final feedback on the proposed draft Plan. Comments and feedback from the Drought Planning Committee will be incorporated into the Plan. Remaining data and information will continue be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 7. Other methods and procedures are discussed within the descriptions of Task 7 Descriptions above.
Applicant Deliverable: (Describe the deliverable the applicant expects from this task)
<p>No specific deliverable. Town participation includes:</p> <ul style="list-style-type: none"> Windsor will participate in the Drought Planning Committee Meeting #3. CWS will provide a meeting agenda and supporting documents. Windsor will provide CWS with remaining data and information not provided previously or in Meeting #3. If needed or requested, CWS can provide Windsor the progress of the Plan at the end of Task 7.
CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task)
<p>No specific deliverable.</p> <ul style="list-style-type: none"> If needed or requested, CWS can provide CWCB the progress of the Plan at the end of Task 7 on behalf of the Town. If at the end of Task 7, it appears that the Plan is progressing significantly different than originally estimated, then CWS will provide CWCB with an updated schedule on behalf of the Town.

Tasks
<u>Task 8 – Plan Review and Updates and Suggested Appendices</u>
Description of Task:
<p><u>8.1 – Public Review Process</u></p> <p>8.1.1 The Town staff and CWS will describe the public review process and how the public accessed the Plan. Additionally, the Town staff and CWS will summarize the public comments received, how the comments were addressed, and the details of the meetings held during the Plan development process.</p> <p>8.1.2 If members of the community are involved in the Drought Planning Committee, a description of their involvement will be provided by the Town staff and CWS.</p> <p>8.1.3 The public review process is as follows:</p> <ul style="list-style-type: none"> Town Board and staff will review a draft of the Plan and provide comments. CWS will incorporate the Town'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.



Tasks

- Comments will be solicited and incorporated into the Plan as necessary.
- The Town will formally adopt the final Plan.
- The Town and 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.

8.2 – Monitoring of Drought Indicators

- 8.2.1 The Town staff and CWS will summarize the ordinances or policies necessary to implement this Plan and may include policy changes in order to facilitate the formal declaration of a drought; implement and enforce the staged drought response program and public drought campaign; and adopt revenue changes.
- 8.2.2 Town staff will provide official agreements with other entities for drought-related coordination, if needed.
- 8.2.3 The Town staff and CWS will provide copies of official Ordinances or Agreements if they are developed.
- 8.2.4 The Town staff and CWS will discuss the formal process for Plan adoption.

8.3 – Drought Declarations

- 8.3.1 The Town staff and CWS will briefly summarize the formal process for the Plan adoption including the government body that approved or adopted the Plan and the date of approval/adoption.

8.4 – Implementation of the Staged Drought Response Program

- 8.4.1 The Town staff and CWS will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. It 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 drought management plan update.
- 8.4.2 The Town staff and CWS will provide an anticipated date for the next update.
- 8.4.3 The Town staff and CWS will provide the staff member(s) responsible for initiating the next Plan update and collecting the appropriate data.

8.5 – Suggested Appendices

- 8.5.1 The Town staff and CWS will prepare suggested appendices that may include official copies of adopted ordinances, copy of the Plan approval document or other appendices as part of the final Plan.

Town Board Meeting #1 - Meeting with Town Board to present draft Plan (estimated date: April 26, 2021).

**Tasks**

Budget for Task 8:

Item	Total (in-kind)	Matching Funds (cash)	Grant Request	Total
Task 8	\$2,365.00	\$2,805.81	\$1,974.19	\$4,780.00
General Expenses	\$0.00	\$745.45	\$524.50	\$1,269.95
Total	\$2,365.00	\$3,551.26	\$2,498.69	\$6,049.95

Estimated timeline for Task 8:

Start Date: October 30, 2020

End Date: December 12, 2021 (with ongoing revisions as information becomes available or is clarified)

Method/Procedure:

At this point the Plan will nearly be finished and a draft will be provided to the Town Board. If anything remains, details will be clarified through emails and phone calls. Feedback and comments may be received during Town Board Meeting #1. CWS will incorporate this feedback into the draft Plan. The public will also have an opportunity to give feedback during the 60-day public review period. Comments and feedback received by the Town during that time will be incorporated into the Plan. Other methods and procedures are discussed within the descriptions of Task 8 Descriptions above. Once completed, the Plan will be submitted to the CWCB for review and finalization.

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

No specific deliverable. Town participation includes:

- Windsor will participate in the Town Board Meeting #1. 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 Windsor with an electronic version of the draft Plan that can be posted on the Town's website.
- Once CWCB has issued the official Letter of Approval, CWS will create both an electronic pdf version as well as bound hard copies of the Plan for Windsor. 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)

Deliverable:

- CWS will send CWCB the final Plan that the Town of Windsor's Board has approved and adopted. It will be submitted by December 12, 2021.



Tasks

- The Plan will include a cover letter with Town of Windsor's letterhead and also include:
 - Name and contact information
 - Organizations and individuals assisting with the Plan
 - Profile of the existing water supply system and service area
 - Profile of the drought mitigation and response planning efforts
 - "Essential" elements requested by the CWCB in the Municipal Drought Management Plan Guidance Document for Tasks 1 through 8
 - Additional "beneficial", "public" and "document" elements incorporated into the Plan for Tasks 1 through 8
 - 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.*
- 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.

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 25%, 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 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.



Water Efficiency Grant Fund

BUDGET & SCHEDULE

Date: 9/30/20

Project Name: Windsor Drought Management Plan

Applicant: Town of Windsor

Task No.	Description	Start Date ⁽¹⁾	End Date	Consultant - Sira Sartori (\$145/hour) ₂		Consultant - Michelle Hatcher (\$180/hour) ₂		Consultant - Steve Nguyen (\$200/hour) ₂		Water Resource Administrator - (Cash & In-kind) ₂		Town Manager - (Cash & In-kind) ₂		Public Works Director - (Cash & In-kind) ₂		Finance Director - (Cash & In-kind) ₂		Customer Service Supervisor - (Cash & In-kind) ₂		WEGF Grant Request	Total
				Hours	Sub Total	Hours	Sub Total	Hours	Sub Total	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind		
1	Stakeholders, Plan Objectives and Principles	10/30/2020	11/26/2020	19	\$2,755.00	11	\$1,980.00	7	\$1,400.00	\$966.17	\$605.00	\$966.17	\$605.00	\$439.17	\$275.00	\$527.00	\$330.00	\$702.67	\$440.00	\$2,533.82	\$8,390.00
2	Historical Drought and Impact Assessment	10/30/2020	1/28/2021	40	\$5,800.00	10	\$1,800.00	2	\$400.00	\$1,444.90	\$440.00	\$722.45	\$220.00	\$722.45	\$220.00	\$722.45	\$220.00	\$1,083.67	\$330.00	\$3,304.08	\$9,430.00
3	Drought Vulnerability Assessment	10/30/2020	2/7/2021	8	\$1,160.00	2	\$360.00	2	\$400.00	\$375.67	\$440.00	\$93.92	\$110.00	\$93.92	\$110.00	\$187.84	\$220.00	\$375.67	\$440.00	\$792.98	\$3,240.00
4	Drought Mitigation and Response Strategies	10/30/2020	2/18/2021	18	\$2,610.00	5	\$900.00	5	\$1,000.00	\$975.33	\$770.00	\$278.67	\$220.00	\$278.67	\$220.00	\$278.67	\$220.00	\$836.00	\$660.00	\$1,862.68	\$6,600.00
5	Drought Stages, Trigger Points and Response Targets	10/30/2020	3/1/2021	40	\$5,800.00	20	\$3,600.00	5	\$1,000.00	\$1,695.75	\$550.00	\$1,695.75	\$550.00	\$339.15	\$110.00	\$339.15	\$110.00	\$2,034.90	\$660.00	\$4,295.31	\$12,380.00
6	Staged Drought Response Program	10/30/2020	3/24/2021	20	\$2,900.00	12	\$2,160.00	2	\$400.00	\$1,098.84	\$660.00	\$549.42	\$330.00	\$274.71	\$165.00	\$274.71	\$165.00	\$1,007.27	\$605.00	\$2,255.04	\$7,385.00
7	Implementation and Monitoring	10/30/2020	5/5/2021	22	\$3,190.00	12	\$2,160.00	3	\$600.00	\$841.59	\$1,100.00	\$715.35	\$935.00	\$462.87	\$605.00	\$715.35	\$935.00	\$757.43	\$990.00	\$2,457.41	\$10,515.00
8	Plan Review and Updates and Suggested Appendices	10/30/2020	12/12/2021	20	\$2,900.00	6	\$1,080.00	4	\$800.00	\$1,174.53	\$990.00	\$391.51	\$330.00	\$326.26	\$275.00	\$326.26	\$275.00	\$587.26	\$495.00	\$1,974.19	\$7,145.00
	General Project Expenses	10/30/2020	12/12/2021	-	\$805.02	-	\$335.78	-	\$129.15	\$149.09	\$0.00	\$149.09	\$0.00	\$149.09	\$0.00	\$149.09	\$0.00	\$149.09	\$0.00	\$524.50	\$1,269.95
Total				187	\$27,920.02	78	\$14,375.78	30	\$6,129.15	\$ 8,721.87	\$5,555.00	\$ 5,562.32	\$3,300.00	\$ 3,086.28	\$1,980.00	\$ 3,520.51	\$2,475.00	\$ 7,533.97	\$4,620.00	\$20,000.00	\$66,354.95