



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)

| | |
|--|--|
| Yes | I acknowledge I have read and understand the WEGF Criteria and Guidelines. |
| Attachments | |
| Yes | Scope of Work ⁽¹⁾ (<i>Word – see Template</i>) |
| Yes | Budget & Schedule ⁽¹⁾ (<i>Excel Spreadsheet – see Template</i>) |
| N/A | Letters of Support (For Public Education/Outreach Grants) |
| Contracting Documents (For Public Education/Outreach Grants) | |
| Yes | W-9 ⁽²⁾ |
| Yes | 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 | City of Englewood | |
| Name of Grant Project | Water Efficiency Planning - 2021-2022 | |
| WEGF Grant Request Total | | \$20,000 |
| In-Kind Match | | \$7,630 |
| Cash Match | | \$18,000 |
| Total Project Costs | | \$45,630 (See attached WEGF_Budget&Schedule) |



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| Applicant Information | |
|---|---|
| Name of Applicant | City of Englewood |
| Mailing Address | 1000 Englewood Parkway, Englewood, CO 80110 |
| Applicant's Organization Contact ⁽¹⁾ | Pieter Van Ry |
| Position/Title | Director of Utilities, City of Englewood |
| Email | pvanry@englewoodco.gov |
| Phone | (303) 762-2602 |
| Grant Management Contact ⁽²⁾ | Stephanie Ellis |
| Position/Title | Engineer II |
| Email | SEllis@englewoodco.gov |
| Phone | (303) 783-6811 |
| Name of Consultant (if applicable) | Cristy Radabaugh Martin and Wood Water Consultants, Inc. |
| Mailing Address | 538 Commons Drive, Golden, CO 80401 |
| Position/Title | Vice President |
| Email | cradabaugh@martinandwood.com |
| Phone | (720) 836-6566 |

(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 |
| <ul style="list-style-type: none"> City of Englewood, Utilities Department (Englewood) The City of Englewood Utilities Department is committed to improving water use efficiency within Englewood's potable and non-potable water supply systems. The City will lead this water efficiency planning effort, identifying water efficiency measures that are achievable and effective for Englewood. Englewood staff will: <ul style="list-style-type: none"> Review Englewood's historic water use and water efficiency performance; Screen and select water efficiency measures based upon CWCB's recommended list of efficiency measures; Review and provide comment on the draft Water Efficiency Plan prepared by Martin and Wood Water Consultants (see below); Present the draft Water Efficiency Plan to the Englewood Water and Sewer Board and Englewood City Council and receive comments on the draft plan; and Assist with publication of the draft Water Efficiency Plan for public review and receive comments on the draft plan. |



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- Englewood staff participation
 - Steve Simon – Deputy Director (Principal in Charge)
 - Stephanie Ellis – Engineer II (Project Manager)

- **Martin and Wood Water Consultants, Inc. (Martin and Wood)**
 Martin and Wood staff have extensive expertise related to water supply planning, demand evaluation and forecasting, water efficiency planning, and water data analysis and modeling. Martin and Wood will:
 - Summarize Englewood’s historic water use and water efficiency performance;
 - Present to Englewood Utilities staff on Englewood’s water efficiency performance, areas for improvement, CWCB’s recommended screening list of efficiency measures;
 - Assist in identifying a well-rounded and tailored list of water efficiency measures for Englewood to pursue;
 - Prepare a draft Water Efficiency Plan and address or incorporate comments from every level of review of the plan;
 - Correspond with CWCB staff regarding the efficiency planning process, timeline, and CWCB comments, including providing the 50% completion and 75% completion reports to the CWCB;
 - Provide a revised and finalized Water Efficiency Plan to Englewood Utilities Staff; and
 - Assist with preparing a presentation for Englewood City Council regarding the Water Efficiency Plan.

- Martin and Wood Staff Participation
 - Cristy Radabaugh – Vice President
 - Tara Meininger – Project Engineer

| Type of Eligible Entity (check one) | |
|-------------------------------------|--|
| X | 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 |
| X | 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 Basin (Metro Basin) |
| County | Arapahoe County |

| Retail Water Delivery over Past 5 Years |
|---|
| <p>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> <p>From 2016 to 2020 Englewood metered and sold an average of 5,045 acre-feet per year of potable water supplies sourced primarily from surface water diversions from the South Platte River and its tributaries and treated at Englewood's Charles Allen Water Treatment Plant. Table 1 below displays historical water sales, based upon customer tap meters. However, Table 1 does not show sales to customers who lacked water meters during that period, ranging from approximately 1,700 customers in 2016 to 1,300 customers in 2020. Therefore, Table 2 below presents potable water production as measured at the distribution meter of Englewood's Charles Allen Water Treatment Plant. Values in this table represent all potable water distributed to customers, including potable water distribution system losses, which are estimated at approximately 9%.</p> |



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Retail Water Delivery over Past 5 Years

Table 1

City of Englewood

Retail Potable Water Sales (Acre-Feet)

| Calendar Year | | | | Multi-Family + Mobile | | | Total |
|------------------|------------|------------|-----------|--------------------------|-------|-------|-------|
| | Commercial | Industrial | Municipal | Single Family | Homes | Other | |
| 2016 | - | - | - | - | - | - | 4,747 |
| 2017 | 981 | 336 | 372 | 2,088 | 1,177 | 89 | 5,042 |
| 2018 | 957 | 365 | 398 | 2,179 | 1,202 | 80 | 5,181 |
| 2019 | 1,002 | 356 | 355 | 2,057 | 1,168 | 64 | 5,003 |
| 2020 | 892 | 328 | 355 | 2,385 | 1,173 | 119 | 5,252 |
| Average | 958 | 347 | 370 | 2,177 | 1,180 | 88 | 5,045 |

Table 2

**Potable Water
Production
(Acre-Feet)**

| |
|-------|
| 5,639 |
| 5,815 |
| 6,102 |
| 5,798 |
| 6,664 |
| 6,003 |

Notes

- All water sold was produced at the Charles Allen Water Treatment Plant (WTP).
- Retail potable water sales are measured at customer taps. Potable water production is measured at the distribution meter at the Charles Allen WTP.
- Retail water sales for 2016 were estimated as 84% of potable water production, with 84% being the average unaccounted water use in the 2017 to 2020 period.



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Projections of Future Annual Retail Demand

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

Englewood's projected population and annual retail water sales are shown in Table 3.

Table 3

City of Englewood

Projected Population Growth and Retail Water Sales

| Calendar Year | Population | Annual Retail Water Sales (Acre-Feet) |
|------------------|------------|---|
| 2021 | 35,846 | 5,518 |
| 2022 | 36,205 | 5,573 |
| 2023 | 36,567 | 5,629 |
| 2024 | 36,932 | 5,685 |
| 2025 | 37,302 | 5,742 |
| 2026 | 37,675 | 5,799 |

Notes

- Population projection through 2026 was made based upon the 2020 estimated population of 35,491, assuming a constant annual growth rate of 1%. The Colorado Department of Local Affairs projects a 1% population growth rate for Arapahoe County in the 2020-2025 period.
- Annual retail water sales in the 2021 through 2026 period were estimated as 91% of the average 2016-2020 potable water production (Table 2), growing by a rate of 1% per year. Englewood estimates that an average of 91% of its potable water produced was delivered to customer taps (both metered and unmetered) in the 2017-2020 period, after distribution system losses have been considered. The 1% growth rate on retail water sales agrees with a projection of future water demands that Englewood is developing based upon growth of single family equivalents (SFE) in various customer categories.
- Note that projected annual retail water sales shown in Table 3 represent sales to all customers, both metered and unmetered (in contrast to the historical values shown in Table 1, which only show metered customer water use). Englewood intends to meter all customers within approximately five years.

**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.

Englewood's recent system-wide and residential-only per capita water use is shown in Table 4.

Table 4
City of Englewood
Population and Per Capita Water Use

Gallons per capita per day (gpcd)

| Calendar Year | System-Wide Use | | Residential- Only Use |
|------------------|-----------------|--------|--------------------------|
| | Population | (gpcd) | |
| 2016 | 34,598 | 122 | 80 |
| 2017 | 34,778 | 129 | 84 |
| 2018 | 34,963 | 132 | 86 |
| 2019 | 35,268 | 127 | 82 |
| 2020 | 35,491 | 132 | 89 |

Notes

- 2016-2019 population data from Colorado Department of Local Affairs, Municipal Population Timeseries. 2020 population data was estimated as 2019 population increased by 0.63%, reflecting the 2016-2019 average population growth rate.
- System-wide per capita water use was calculated as the annual retail water sales for the 2016-2020 period (Table 1), converted to gallons, and divided by the annual population shown and by the number of days in the year.
- Residential-only per capita water use was calculated as the annual residential (Single Family and Multi-Family + Mobile Homes) retail water sales for the 2016-2020 period (Table 1), converted to gallons, and divided by the annual population shown and by the number of days in the year. In 2016, residential water sales were estimated to be 66% of annual sales, based on residential percentage of sales in the 2017-2020 period.



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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

Englewood's recent and projected population is shown in Table 5.

Table 5
City of Englewood
Recent and Projected Population

| Calendar | Population |
|----------|------------|
| 2016 | 34,598 |
| 2017 | 34,778 |
| 2018 | 34,963 |
| 2019 | 35,268 |
| 2020 | 35,491 |
| 2021 | 35,846 |
| 2022 | 36,205 |
| 2023 | 36,567 |
| 2024 | 36,932 |
| 2025 | 37,302 |
| 2026 | 37,675 |
| 2027 | 38,014 |
| 2028 | 38,356 |
| 2029 | 38,701 |
| 2030 | 39,049 |
| 2031 | 39,401 |

Notes

- 2016-2019 population data from Colorado Department of Local Affairs, Municipal Population Timeseries.
- 2020 population data was estimated as 2019 population increased by 0.63%, reflecting the 2016-2019 average population growth rate.
- Population projection through 2026 was made based upon the 2020 estimated population of 35,491, assuming a constant annual growth rate of 1% to match the Colorado Department of Local Affairs projection of growth rate for Arapahoe County in the 2020-2025 period.
- Population projection from 2027 through 2031 was made based upon the 2026 estimated population of 37,229, assuming a constant annual growth rate of 1.1% to match the Colorado Department of Local Affairs projection of population growth rate for Arapahoe County in the 2026-2030 period.



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Estimated Water Savings Goals

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

Englewood is committed to increasing the efficiency of water use in its potable and non-potable water supply systems. While Englewood's 2021-2022 Water Efficiency Plan has not yet been developed, Englewood Utilities staff believe that annual savings of 300 acre-feet of produced water, or 5% of the water produced at the Charles Allen WTP, is an achievable target for Englewood by implementation of the anticipated Plan.

Englewood has demonstrated its commitment to water efficiency with recent investment in an upgraded water billing system, transition to a monthly water billing cycle, a water rate increase to address aging infrastructure and efficiency projects, planning of major water-saving irrigation infrastructure improvements at the City's Broken Tee Golf Course, and pursuit of a future study on water reuse/reclaimed water supplies. Englewood intends to identify additional water efficiency measures and to formalize its water efficiency goals and monitoring in this 2021-2022 Water Efficiency Planning process.



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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 Colorado Water Plan Analysis and Technical Update.

Englewood sources its potable water supplies via surface diversions from the South Platte River and its non-potable water supplies principally from alluvial wells tributary to the South Platte River.

The 2019 Update to the Colorado Water Plan identifies significant projected water shortages in the South Platte River basin. Englewood's water rights portfolio includes relatively senior water rights that historically have provided adequate, reliable, and relatively stable water supplies to the City. However, future changes in South Platte River hydrology, increased demands and changed demand patterns from other water users, increases in Englewood water demands due to climate change, and continued City growth will impact Englewood's water supply reliability.

Englewood will use this Water Efficiency Plan to support crucial policymaking related to water supply planning efforts, so that future water supply shortages can be anticipated and mitigated.



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Outreach Goals & Efforts

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

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

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

Through this Water Supply Planning project, Englewood will document its existing water efficiency education and outreach efforts and will consider additional efforts to adopt. As this is not a Public Education/Outreach project, target audiences, policy changes, and outcomes of educational efforts are not applicable. However, two education and outreach efforts that are specifically part of this Water Efficiency Planning project are:

1. Circulation of the draft Water Supply Plan to Englewood's Water and Sewer Board, which includes citizen board members, and Englewood City Council; and
2. The 60-day Public Review process for the Draft Plan, during which Englewood will publicize the plan to its customers and general public using its various communication channels, including social media.

Englewood Utilities staff will ensure that feedback from these two outreach efforts is considered and reported in the final Water Efficiency Plan presented before Englewood City Council.

The proposed Water Efficiency Planning project ties to CWCB and its programs by improving the water efficiency of a major and growing water provider in the Denver metropolitan area, an area with water supply shortages projected in the Colorado Water Plan.

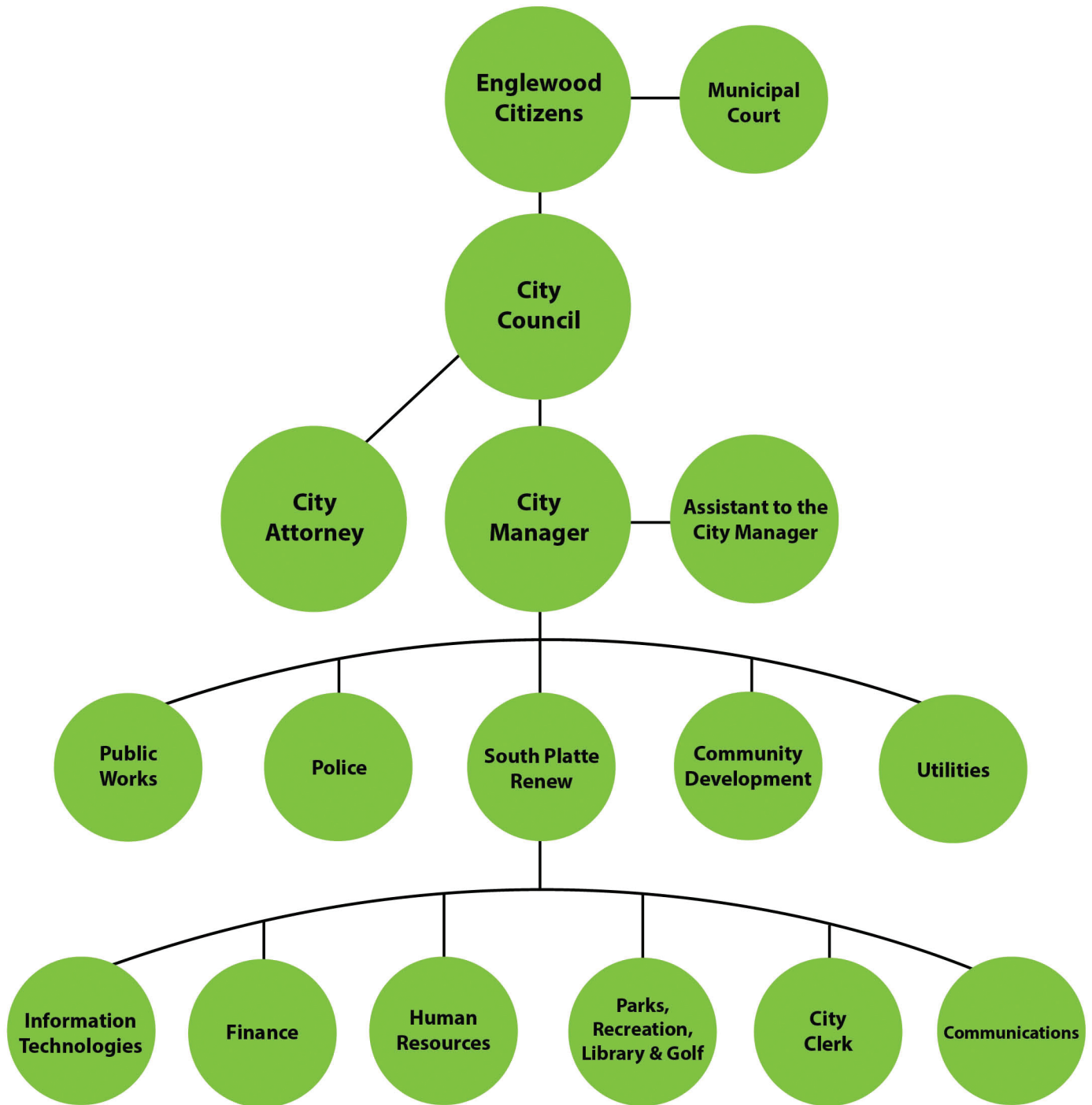
Signature of an individual with the authority to commit the resources of the entity seeking Water Efficiency Grant program monies.

 
Name/Title


Date



Organizational Chart





| Water Efficiency Grant Fund | |
|--|--|
| <u>Scope of Work</u> | |
| Date: | 10/01/2021 |
| Project Name: | Water Efficiency Planning - 2021-2022 |
| Grant Applicant: | City of Englewood |
| <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>Project Task List (Details Provided on Following Pages)</p> <ol style="list-style-type: none">1. Analyze Historical Water Use Data and Initial Efficiency Measure Selection2. Draft Water Efficiency Plan and provide Draft Plan to CWCB for comment (50% Project Completion Report by February 18, 2022)3. First Review and Address Comments on Draft Plan: City Staff Review, CWCB First Review4. Second Review and Address Comments on Draft Plan: Englewood Water and Sewer Board Review, Public Review, CWCB Second Review (75% Project Completion Report in July 2022)5. Present Draft Plan to Englewood City Council for approval; provide approved Plan to CWCB for approval by October 2022. | |
| Objectives: (List the objectives of the project) | |
| <ul style="list-style-type: none">• Formalize Englewood's existing water efficiency efforts and identify additional water efficiency measures for the City to pursue;• Prioritize water efficiency measures by applicability to Englewood, staff availability to execute, and by anticipated efficacy;• Solicit feedback from the Englewood Water and Sewer Board, CWCB, Englewood Public, and the Englewood City Council on water efficiency planning matters;• Establish a system to monitor and track water use and water efficiency trends; and• Continue Englewood's existing water efficiency efforts and identify additional efforts required to prepare for anticipated growth. | |



| Tasks |
|--|
| Provide a detailed description of each task using the following format: |
| <u>Task 1 - Analyze Historical Water Use Data and Initial Efficiency Measure Selection</u> |
| Description of Task: |
| <p><u>Estimated Task Cost:</u> \$11,317</p> <p><u>Funding:</u> Englewood cash and in-kind contribution</p> <p><u>Start Date:</u> October 25, 2021</p> <p><u>End Date:</u> December 24, 2021</p> <p>Englewood's historical billing and water distribution data will be analyzed and a meeting with City staff will be held to review historical data trends and consider potential efficiency measures. City Staff will screen all efficiency measures required for consideration under CWCB's water efficiency planning guidance, and a record of this screening process will be included in the Water Efficiency Plan.</p> |
| Method/Procedure: |
| <ul style="list-style-type: none"> Summarize Englewood's historic water use and water efficiency performance; Connect by phone with CWCB staff to discuss preliminary aspects of Englewood's efficiency planning process and to provide the estimated timeline for deliverables to CWCB; Present to Englewood Utilities staff on Englewood's water efficiency performance, areas for improvement, CWCB's recommended screening list of efficiency measures; and Screen and select water efficiency measures based upon CWCB's recommended list of measures for screening and identify a well-rounded and tailored list of water efficiency measures for Englewood to pursue. |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) |
| A well-rounded list of efficiency activities for Englewood to continue and to pursue, as selected by Englewood Utilities staff. |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) |
| No deliverable will be provided at the end of Task 1. At the end of Task 2, provide the first formal deliverable to the CWCB, the 50% project completion report. |



| Tasks |
|--|
| Provide a detailed description of each task using the following format: |
| Task 2 – Draft Water Efficiency Plan and Provide 50% Project Completion Report to CWCB |
| Description of Task: |
| <p><u>Estimated Task Cost:</u> \$14,810</p> <p><u>Funding:</u> CWCB Water Planning Grant (\$12,000), and remaining amount by Englewood cash and In-kind contribution</p> <p><u>Start Date:</u> December 24, 2021</p> <p><u>End Date:</u> February 18, 2022</p> <p>Project sponsor will draft Englewood’s Efficiency Plan, following the template outlined in the CWCB’s Municipal Water Efficiency Plan Guidance Document which includes the following components: a profile of water demands and historical demand management, the integration of water efficiency goals with water supply planning, and a summary of the process the City went through to select water efficiency activities, including the activities selected.</p> |
| Method/Procedure: |
| <ul style="list-style-type: none">• Project sponsor will draft Englewood’s Water Efficiency Plan; and• By February 18, 2022, provide the Draft Water Efficiency Plan to the CWCB for review and comment, along with the 50% project completion report. |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) |
| A Draft Water Efficiency Plan |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) |
| By February 18, 2022, project sponsor provide CWCB with the 50% project completion report, including the Draft Water Efficiency Plan and a summary of the success of meeting previously identified goals and objectives, obstacles encountered, preliminary findings or accomplishments, and any potential need for revisions to the scope of work and timelines. |
| Tasks |
| Provide a detailed description of each task using the following format: |



| Tasks | |
|--|--|
| Task 3 - First Review and Address Comments on Draft Plan: City Staff Review, CWCB First Review | |
| Description of Task: | |
| <p><u>Estimated Task Cost:</u> \$6,688</p> <p><u>Funding:</u> CWCB Water Planning Grant (\$3,000), and remaining amount by Englewood cash and In-kind contribution</p> <p><u>Start Date:</u> February 18, 2022</p> <p><u>End Date:</u> April 29, 2022</p> <p>Englewood staff will review the Draft Water Efficiency Plan and comments provided by staff will be addressed. Comments from CWCB will additionally be solicited and addressed, and conditional approval of the plan by CWCB will be sought. CWCB comments will be addressed and incorporated.</p> | |
| Method/Procedure: | |
| <ul style="list-style-type: none"> • Englewood Utilities staff will review the Draft Water Efficiency Plan and provide comment to for revisions to the Draft Plan; • Communicate with CWCB regarding the Draft Water Efficiency Plan and CWCB comments; and, • Address all comments provided by Englewood Utilities staff and by CWCB. | |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) | |
| A revised Water Efficiency Plan, with all comments provided by Englewood Utilities staff and by CWCB addressed. | |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) | |
| No deliverable will be provided at the end of Task 3. The 75% project completion report will be provided to CWCB during Task 4. | |



| Tasks |
|--|
| Provide a detailed description of each task using the following format: |
| <u>Task 4 - Second Review and Address Comments on Draft Plan: Englewood Water and Sewer Board Review, Public Review, CWCB Second Review</u> |
| Description of Task: |
| <p><u>Estimated Task Cost:</u> \$9,566</p> <p><u>Funding:</u> CWCB Water Planning Grant (\$3,000), and remaining amount by Englewood cash and In-kind contribution</p> <p><u>Start Date:</u> April 29, 2022</p> <p><u>End Date:</u> August 26, 2022</p> <p>The Draft Efficiency Plan (conditionally approved by the CWCB) will be presented at the May 10, 2022 Englewood Water and Sewer Board Meeting. Any comments received from the Water and Sewer Board will be addressed following the meeting and the Board's review. If needed, the plan will be modified based on the comments.</p> <p>The Draft Water Efficiency Plan will be publicized for the required 60-day public review period (anticipated to begin on or before June 1, 2022). During the Public Review period, in July 2022, the Draft Plan will be provided to CWCB for its second review and for the 75% project completion report. Following receipt of public comments and the end of the public comment period, all public comments received will be appended to the plan and plan updates will be implemented as needed by August 26, 2022.</p> |
| Method/Procedure: |
| <ul style="list-style-type: none">• Englewood Utilities staff will present the Draft Water Efficiency Plan to the Englewood Water and Sewer Board in May 2022;• Comments provided by the Englewood Water and Sewer Board will be addressed;• Englewood will publicize the Draft Water Efficiency Plan for Public Review on or before June 1, 2022;• During the 60-day Public Review period, the 75% project completion report will be provided to the CWCB, likely in July 2022; and,• All comments received on the Draft Plan will be addressed or incorporated by August 26, 2022. |
| Applicant Deliverable: (Describe the deliverable the applicant expects from this task) |
| A revised Draft Water Efficiency Plan |
| CWCB Deliverable: (Describe the deliverable the applicant will provide CWCB documenting the completion of this task) |

**Tasks**

The 75% project completion report will be provided to the CWCB in July 2022, including the revised Draft Water Efficiency Plan and a summary of the success of meeting previously identified goals and objectives, obstacles encountered, preliminary findings or accomplishments, and any potential need for revisions to the scope of work and timelines.

Tasks

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

Task 5 - Present Draft Plan to Englewood City Council for approval; Provide approved Plan to CWCB for approval.

Description of Task:

Estimated Task Cost: \$3,249

Funding: CWCB Water Planning Grant (\$2,000), and remaining amount by Englewood cash and In-kind contribution

Start Date: August 26, 2022

End Date: October 31, 2022

Englewood Utilities staff will present the final Water Efficiency Plan to Englewood City Council (anticipated at a September 2022 Council meeting although this is subject to change). Once Council approval is received, CWCB final approval of the plan will be sought by the end of October 2022.

Method/Procedure:

- Provide a revised and finalized Water Efficiency Plan to Englewood Utilities staff;
- Englewood Utilities staff will present the Water Efficiency Plan to Englewood City Council and Council approval of the plan will be sought; and,
- Once Council approval is received, CWCB final approval of the plan will be sought.

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

An Approved and Final Water Efficiency Plan

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

An Approved and Final Water Efficiency Plan



Reporting Requirements

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

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

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

Final Deliverable: At the completion of the project, the applicant shall provide the CWCB a final report on the applicant's letterhead including a review of the activities completed, an estimate of actual water savings realized (for covered entities), and other information that is relevant to the 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: August 26, 2021

Project Name: Water Efficiency Planning - 2021-2022

Applicant: City of Englewood

| Task No. | Description | Start Date ⁽¹⁾ | End Date | Consultant (Provide hours & hourly rate) ₂ | | | Matching Funds (Cash & In-kind) ₂ | | | | | | | WEGF Grant Request | Project Total Cost |
|----------|-----------------------------|---------------------------|-----------|--|--------|------------------------|---|-----------------|--------------|----------------------|--------------|-------------------|----------------------|--------------------|--------------------|
| | | | | Hours | Rate | Sub Total ³ | Cash | Project Manager | | Engineering Director | | In-Kind Sub Total | Matching Funds Total | | |
| | | | | | | | | In-Kind Hours | In-Kind Rate | In-Kind Hours | In-Kind Rate | | | | |
| 1 | Analyze Water Use Data | 10/25/2021 | 4/30/2023 | 55 | 181.82 | \$10,000 | \$10,000 | 15 | \$68 | 3 | \$99 | \$1,317 | \$11,317 | \$0 | \$11,317 |
| 2 | Draft Water Efficiency Plan | 10/25/2021 | 4/30/2023 | 77 | 181.82 | \$14,000 | \$2,000 | 9 | \$68 | 2 | \$99 | \$810 | \$2,810 | \$12,000 | \$14,810 |
| 3 | First Review of Plan Draft | 10/25/2021 | 4/30/2023 | 27.5 | 181.82 | \$5,000 | \$2,000 | 19 | \$68 | 4 | \$99 | \$1,688 | \$3,688 | \$3,000 | \$6,688 |
| 4 | Public Review Period | 10/25/2021 | 4/30/2023 | 38.5 | 181.82 | \$7,000 | \$4,000 | 29 | \$68 | 6 | \$99 | \$2,566 | \$6,566 | \$3,000 | \$9,566 |
| 5 | Present Plan for Approval | 10/25/2021 | 4/30/2023 | 11 | 181.82 | \$2,000 | \$0 | 14 | \$68 | 3 | \$99 | \$1,249 | \$1,249 | \$2,000 | \$3,249 |
| Total | | | | | | \$38,000 | \$18,000 | 86 | - | 18 | - | \$7,630 | \$25,630 | \$20,000 | \$45,630 |

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

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

(3) Consultant time will be billed on a time and materials basis and is not anticipated to exceed the thresholds shown.

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

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