



Last Updated: May 2021

Colorado Water Conservation Board

Water Plan Grant Application

Instructions

To receive funding for a Water Plan Grant, applicant must demonstrate how the project, activity, or process (collectively referred to as “project”) funded by the CWCB will help meet the measurable objectives and critical actions in the Water Plan. Grant guidelines are available on the CWCB website.

If you have questions, please contact CWCB at (303) 866-3441 or email the following staff to assist you with applications in the following areas:

Water Storage & Supply Projects	Matthew.Stearns@state.co.us
Conservation, Land Use Planning	Kevin.Reidy@state.co.us
Engagement & Innovation Activities	Ben.Wade@state.co.us
Agricultural Projects	Alexander.Funk@state.co.us
Water Sharing & ATM Projects	Alexander.Funk@state.co.us
Environmental & Recreation Projects	Chris.Sturm@state.co.us

FINAL SUBMISSION: Submit all application materials in one email to

waterplan.grants@state.co.us

in the original file formats [Application (word); Statement of Work (word); Budget/Schedule (excel)]. Please do not combine documents. In the subject line, please include the funding category and name of the project.

Water Project Summary

Name of Applicant	Town of Olathe	
Name of Water Project	Water Meter Upgrade and Water Conservation Outreach	
CWP Grant Request Amount		\$100,000
Other Funding Sources	WSRF GBRT funds	\$ 50,000
Other Funding Sources	WSRF Statewide	\$ 250,000
Other Funding Sources		\$
Applicant Funding Contribution	Cash and InKind	\$ 150,000
Total Project Cost		\$550,000



Last Updated: May 2021

Applicant & Grantee Information	
Name of Grantee(s)	Town of Olathe
Mailing Address	PO Box 789, Olathe CO 81425
FEIN	84-6000703
Organization Contact	Patty Gabriel
Position/Title	Town Manager
Email	pgabriel@olatheco.us
Phone	970 323 5601
Grant Management Contact	Patty Gabriel
Position/Title	Town Manager
Email	pgabriel@olatheco.us
Phone	970 323 5601
Name of Applicant (if different than grantee)	
Mailing Address	
Position/Title	
Email	
Phone	
Description of Grantee/Applicant	
Provide a brief description of the grantee's organization (100 words or less).	
<p>The Town of Olathe is a statutory town in Montrose County. It is located about half way between the City of Montrose and the City of Delta. The Town has a current population of about 1800 people. It has a diverse population and is classified as a Disadvantaged Community (DAC) by DOLA. The Town is a member of Project 7 and purchases treated water from Project 7. The Town provides for the storage and distribution of the treated water. There are approximately 632 water customers on the Town's water system.</p>	



Last Updated: May 2021

Type of Eligible Entity (check one)	
X	Public (Government): Municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): Authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises.
	Private Incorporated: Mutual ditch companies, homeowners associations, corporations.
	Private Individuals, Partnerships, and Sole Proprietors: Private parties may be eligible for funding.
	Non-governmental organizations (NGO): Organization that is not part of the government and is non-profit in nature.
	Covered Entity: As defined in Section 37-60-126 Colorado Revised Statutes .

Type of Water Project (check all that apply)	
X	Study
X	Construction
X	Other

Category of Water Project (check the primary category that applies and include relevant tasks)	
	Water Storage & Supply - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity, multi-beneficial projects, water sharing agreements, Alternative Transfer Methods, and those projects identified in basin implementation plans to address the water supply and demand gap. <i>Applicable Exhibit A Task(s):</i> Note: For Water Sharing Agreements or ATM Projects - please include the supplemental application available on the CWCB's website.
X	Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, water efficiency, and drought planning. <i>Applicable Exhibit A Task(s):</i>
X	Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. <i>Applicable Exhibit A Task(s):</i>
	Agricultural - Projects that provide technical assistance and improve agricultural efficiency. <i>Applicable Exhibit A Task(s):</i>
	Environmental & Recreation - Projects that promote watershed health, environmental health, and recreation. <i>Applicable Exhibit A Task(s):</i>



Last Updated: May 2021

	Other	Explain:
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Location of Water Project

Please provide the general county and coordinates of the proposed project below in **decimal degrees**. The Applicant shall also provide, in Exhibit C, a site map if applicable.

County/Countries	Montrose County
Latitude	38.605200
Longitude	-107.997600

Water Project Overview

Please provide a summary of the proposed water project (200 words or less). Include a description of the project and what the CWP Grant funding will be used for specifically (e.g., studies, permitting process, construction). Provide a description of the water supply source to be utilized or the water body affected by the project, where applicable. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, and area of habitat improvements, where applicable. If this project addresses multiple purposes or spans multiple basins, please explain.

The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, Other Funding Sources/Amounts and Schedule.



Last Updated: May 2021

The Town serves approximately 570 residential and 74 commercial taps. There is +/- 25% gap between water purchased and water sold (unaccounted for water). The Town has been working to install meters on all connections even public facilities to try to account for all the water that is purchased from Project 7. The project will upgrade 30+ year old manual read water meters. As meters age they typically read more slowly. That is likely the cause of a significant amount of the unaccounted for water and is also could be resulting in lost revenue. New water meters will help reduce that difference and using newer more sophisticated meters will allow customers to have a better picture of their water usage. That coupled with outreach by the Town with information about community specific ways to conserve and be more efficient with water use is expected to result in a modest reduction in consumptive use.

Measurable Results

To catalog measurable results achieved with the CWP Grant funds, please provide any of the following values as applicable:

	New Storage Created (acre-feet)
Included below	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive
	Existing Storage Preserved or Enhanced (acre-feet)
	Length of Stream Restored or Protected (linear feet)
10-20 AF	Efficiency Savings (indicate acre-feet/year OR dollars/year)
	Area of Restored or Preserved Habitat (acres)
	Quantity of Water Shared through Alternative Transfer Mechanisms or water sharing agreement
	Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning
	Number of Coloradans Impacted by Engagement Activity



Last Updated: May 2021

	Other	Explain:
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Water Project Justification

Provide a description of how this water project supports the goals of [Colorado's Water Plan](#), the [Analysis and Technical Update to the Water Plan](#), and the applicable Roundtable [Basin Implementation Plan](#) and [Education Action Plan](#). The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).

The proposed water project shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan Framework for State of Colorado Support for a Water Project (CWP, Section 9.4, pp. 9-43 to 9-44;)

The project meets several of the Gunnison Basin BIP goals especially Goal 4 - Identify and address municipal water shortages, Goal 8 - restore, maintain and modernize critical water infrastructure, and Goal 9 - Education and outreach regarding water resources. The existing meters are mostly more than 30 years old consistent with Goal 8. In 2020 the Town used +/- 310 AF of water, about 3% more than the 300 AF the Town provides to Project 7. With outreach to the community and a little precipitation this summer, it looks like the Town will be under 300 AF this year. The meter upgrade project will help water users have a better idea of how much water they use. The Town will couple the meter upgrades with a conservation outreach project to help their customers understand ways they can use water more efficiently. The new meters and outreach are expected result in more efficient water use to help address water shortages. Note that the Town is also working separately from the meter project to secure additional water rights, but strongly believes that conservation and using water more efficiently is critical to the Town's long term water plan.

Related Studies

Please provide a list of any related studies, including if the water project is complementary to or assists in the implementation of other CWCB programs.

Water Efficiency Study
Water Rights Assessment



Last Updated: May 2021

Previous CWCB Grants, Loans or Other Funding

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order; 6) Percentage of other CWCB funding for your overall project.

Water Efficiency Study

1) Town of Olathe 2) Water Efficiency Study 3) N/A 4) N/A 5) POGG1 2018 697

Water Rights Assessment

1) Town of Olathe 2) Water Rights Assessment 3) N/A 4) N/A 5) POGG1 PDAA 2015000000000000215

Taxpayer Bill of Rights

The Taxpayer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect your application.

The scope of work is for the benefit of the Water and Sewer Enterprise Fund which are exempt from TABOR.

Submittal Checklist

	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract .
	Statement of Work ⁽¹⁾
	Budget & Schedule ⁽¹⁾
	Engineer's statement of probable cost (projects over \$100,000)
	Letters of Matching and/or Pending 3 rd Party Commitments ⁽¹⁾
	Map (if applicable) ⁽¹⁾
	Photos/Drawings/Reports
	Letters of Support (Optional)

Last Updated: May 2021

	Certificate of Insurance (General, Auto, & Workers' Comp.) ⁽²⁾
	Certificate of Good Standing with Colorado Secretary of State ⁽²⁾
	W-9 ⁽²⁾
	Independent Contractor Form ⁽²⁾ (If applicant is individual, not company/organization)
Water Sharing Agreements and Alternative Transfer Methods ONLY	
	Water Sharing Agreements and Alternative Transfer Methods Supplemental Application ⁽¹⁾

(1) Required with application.

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

Last Updated: May 2021

ENGAGEMENT & INNOVATION GRANT FUND SUPPLEMENTAL APPLICATION

Introduction & Purpose

Colorado's Water Plan calls for an outreach, education, public engagement, and innovation grant fund in Chapter 9.5.

The overall goal of the Engagement & Innovation Grant Fund is to enhance Colorado's water communication, outreach, education, and public engagement efforts; advance Colorado's water supply planning process; and support a statewide water innovation ecosystem.

The grant fund aims to engage the public to promote well-informed community discourse regarding balanced water solutions statewide. The grant fund aims to support water innovation in Colorado. The grant fund prioritizes measuring and evaluating the success of programs, projects, and initiatives. The grant fund prioritizes efforts designed using research, data, and best practices. The grant fund prioritizes a commitment to collaboration and community engagement. The grant fund will support local and statewide efforts.

The grant fund is divided into two tracks: engagement and innovation. The Engagement Track supports education, outreach, communication, and public participation efforts related to water. The Innovation Track supports efforts that advance the water innovation ecosystem in Colorado.

Application Questions

*The grant fund request is referred to as "project" in this application.

Overview (answer for both tracks)
In a few sentences, what is the overall goal of this project? How does it achieve the stated purpose of this grant fund (above)?
Who is/are the target audience(s)? How will you reach them? How will you involve the community?
Describe how the project is collaborative or engages a diverse group of stakeholders. Who are the partners in the project? Do you have other funding partners or sources?



Last Updated: May 2021

Describe how you plan to measure and evaluate the success and impact of the project?
What research, evidence, and data support your project?
Describe potential short- and long-term challenges with this project.

Please fill out the applicable questions for either the Engagement Track or Innovation Track, unless your project contains elements in both tracks. If a question does not relate to your project, just leave it blank. Please answer each question that relates to your project. Please reference the relevant documents and use chapters and page numbers (Colorado's Water Plan, Basin Implementation Plan, PEPO Education Action Plan, etc.).

Engagement Track
Describe how the project achieves the education, outreach, and public engagement measurable objective set forth in Colorado's Water Plan to "significantly improve the level of public awareness and engagement regarding water issues statewide by 2020, as determined by water awareness surveys."
Describe how the project achieves the other measurable objectives and critical goals and actions laid out in Colorado's Water Plan around the supply and demand gap; conservation; land use; agriculture; storage; watershed health, environment, and recreation; funding; and additional.
Describe how the project achieves the education, outreach, and public engagement goals set forth in the applicable Basin Implementation Plan(s).



Last Updated: May 2021

Describe how the project achieves the basin roundtable's PEPO Education Action Plans.

Innovation Track
Describe how the project enhances water innovation efforts and supports a water innovation ecosystem in Colorado.
Describe how the project engages/leverages Colorado's innovation community to help solve our state's water challenges.
Describe how the project helps advance or develop a solution to a water need identified through TAP-IN and other water innovation challenges. What is the problem/need/challenge?
Describe how this project impacts current or emerging trends; technologies; clusters, sectors, or groups in water innovation.

Last Updated: May 2021

Colorado Water Conservation Board	
Water Plan Grant - Exhibit A	

Statement Of Work	
Date:	10/15/21
Name of Grantee:	Town of Olathe
Name of Water Project:	Water Meter Upgrade and Water Conservation Outreach
Funding Source:	Water Efficiency Grant, Water Plan Grant, Water Supply Reservoir Acct. and Town of Olathe funds and in kind
Water Project Overview:	
<p>The project would replace water meters that are mostly 30+ years old. New meters would be more accurate and the smart meters would allow consumers to more easily analyze their water use patterns. That coupled with Town outreach with water conservation suggestions will help users identify viable ways to reduce consumption. In addition to meter replacement, the project includes updates to meter reading hardware and software and billing software. WSRF funds will be used for all facets of the project. The Town will also provide in kind services in the form of project inspection and project management as well as some in kind work in replacing meters.</p>	
Project Objectives:	



Last Updated: May 2021

Reduce unaccounted for water
Improve water use efficiency
More rapidly identify water leaks
Encourage water conservation, educate customers on how to use the data from their meters to reduce per capita water demand.

Tasks
Task 1 - [Name]
Description of Task: Upgrade water meters and associated hardware and software
Contract with a qualified contractor to furnish and install new smart meters. Town staff will also do some of the meter replacements. Part of the scope of work would be to have the meter supplier provide the necessary hardware and software to read the new meters and integrate the smart meters into the Town's meter reading and water billing system and provide training to Town staff.
Method/Procedure:
The Town would prepare design and bidding documents to solicit bids for the project construction. The Contractor would furnish and install most of the meters. The Town would purchase some meters and install them. Services the Town would upgrade would typically be those where the service need more than just a meter upgrade or was a larger meter.
Deliverable:



Last Updated: May 2021

Installation of the new meters and integrating it into the Town's existing meter reading and water billing system.

Tasks
Task 2 – [Name] Outreach and Education regarding Water Conservation
Description of Task:
Develop water conservation guidelines and recommendations. Provide information on using the meter data to use water more efficiently. Outreach to the public on conservation options.
Method/Procedure:
Select a consultant to expand the Town's water efficiency plan to develop recommendation for water conservation and help the Town with outreach to the Town's diverse community about ways to reduce how much water they use as well as providing guidance to users on how they can track their personal usage.



Last Updated: May 2021

Deliverable:

A plan for water conservation
Educational materials for outreach on conservation and using water meter data
Meetings with various groups explaining how they can conserve water.
Community specific Water Conservation
Education materials for the community with suggestions for conservation.

Repeat for Task 3, Task 4, Task 5, etc.

Budget and Schedule

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

Reporting Requirements

Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status of the tasks identified in the statement of work, including a description of any major issues that have occurred and any corrective action taken to address these issues.

Final Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will pay out the last 10% of the budget when 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 grant will be closed without any further payment.

Payment



Last Updated: May 2021

Payment will be made based on actual expenditures and must include invoices for all work completed. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for individual tasks and the entire Project in relation to the percentage of budget spent, identification of any major issues, and proposed or implemented corrective actions.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of this contract must be provided to as part of the project documentation.

Performance Measures

Performance measures for this contract shall include the following:

- (a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit C. Per Water Plan Grant Guidelines, the CWCB will pay out the last 10% of the budget when 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 grant will be closed without any further payment.
- (b) Accountability: Per Water Plan Grant Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per Water Plan Grant Guidelines, Progress Reports must be submitted at least once every 6 months. A Final Report must be submitted and approved before final project payment.
- (c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.
- (d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the Grant Agreement.

