



## Western Resource Advocates

Colorado Water Conservation Board | 50% Progress Report

P.O #: POGG1,PDAA,202000002583

### Removing barriers: building capacity to implement critical water conservation and efficiency programs.

#### 50% Progress Report 02.01.20 to 08.30.20

We are honored to submit the attached invoice and 50% progress report of work performed to date.

During this time period, we successfully:

- Organized and completed 1 webinar with our collaborators
- Organized a workshop (cancelled)
- Undertook direct outreach to 12 communities
- Provided grant writing support to 7 communities

We also made solid progress on our framework for tracking grants and metrics reporting tool for project implementation.

#### Tasks Performed to Date

TASKS		
Task	% Complete	Amount \$
<b><u>Task 1. Education, Resource and Information Sharing</u></b>  WRA and WDM successfully completed 1 webinar in January 2020 that was attended by approximately 20 participants. The webinar included the following educational information: <ul style="list-style-type: none"><li>• a high-level overview of the CWCB grants</li><li>• a presentation by three collaborators on current programs and resources available to the community: Resource Central, Water Systems Optimization (WSO), and Rachio</li><li>• an overview of our grant writing direct assistance</li></ul> The Webinar was broadly advertised through our partners including, CWW, AWWA, SDA, CWCB, and uploaded to our website for access. Additional resources are provided through our website.  We plan to hold 2 more webinars in September 2020 and possibly one in December 2020/January 2021.	41%	\$6343,34

<p><b><u>Task 2. Grant Writing Workshops</u></b></p> <p>WRA and WDM prepared and organized a workshop to take place on the Front Range on April 2, 2020. Due to the COVID-19 situation, we were not able to proceed with the workshop. In response, we undertook personalized outreach to all the potential participants and encouraged them to work through our Direct Grant Writing Assistance support to help move forward with grant applications (Task 3). We continue to pursue direct outreach to communities to provide additional implementation support, in view of not being able to meet in person to run a workshop.</p>	12%	\$4116.03
<p><b><u>Task 3. Implementation Support</u></b></p> <p>In view of COVID-19, WRA and WDM pivoted to provide greater time to Direct Grant Writing Assistance for participating communities to ensure the development and submission of their applications. We reached out and held one or more phone/Zoom conversations with 12 communities regarding 15 potential projects. As a result of these conversations, we provided Direct Grant Writing Assistance to 7 communities who submitted grants to CWCB between February 1, 2020 and May 30, 2020. The grand total of funds requested from CWCB was \$480,000.</p> <p>WRA also worked with Northern Water to identify the status of Water Efficiency Plans (WEPs) of their allottees in order to help target implementation support towards those allottees who have either not submitted WEPs, need to update current WEPs according to CWCB guidelines, or have ongoing grants that require implementation support to ensure they continue to meet the deliverables. We plan to work with targeted allottees during the next 6 months.</p>	41%	\$17,277.14
<p><b><u>Task 4. Metrics of Success</u></b></p> <p>WRA has created a document that tracks funding success rates, including lessons learned and other barriers to implementation. Due to the current State funding discussions and processes stemming from COVID-19 repercussions, the CWCB approved grants at the July Board meeting rather than the May meeting. Data stemming from that meeting was added to our tracking document.</p> <p>WRA has initiated efforts to develop a reporting tool to track the success of the CWCB program as a function of the measures achieved through the grants submitted in relation to the CWP criteria. We expect to work closely with the CWCB in the upcoming 6 months to refine this component of the project.</p>	33%	\$2,800.00
<p><b>Reporting</b></p> <p>WRA has completed the 50% report – delivered herein.</p>	33%	\$420.00
<b>TOTAL</b>	<p>Invoice #1 18, 258.17 Invoice #2 12,697.79</p>	\$30,956.50

## Project Goal

The overall goal of this grant is to accelerate the implementation of Colorado's Water Plan (CWP) by enabling communities to plan for and meet their water conservation targets, ultimately achieving greater water security, as well as becoming model regional leaders and champions.

## Project Objectives

The overall objective of this grant is to accelerate the number of water conservation and efficiency programs implemented across Colorado, resulting in measurable advances towards the goals of the CWP.

More specifically to:

1. Provide educational webinars, workshops, resources and other tools to 35-45 communities to support their efforts to increase water conservation and efficiency, and water security.
2. Provide educational workshops, resources and other tools to support successful grant applications by 15 water providers to the CWCB to undertake water conservation and efficiency, and water and land use planning integration implementation projects, to advance the goals of the CWP.
3. Provide direct assistance to at least 15 water providers to submit grant applications to the CWCB to undertake water conservation and efficiency, and water and land use planning integration implementation projects.
4. Provide direct technical assistance to at least 5 communities who submitted successful grants, to ensure the successful implementation of the projects.
5. Track conservation and efficiency measures of CWCB grants programs to enable CWCB to determine the impact of specific programs and policies on implementation of water efficiency and conservation efforts.

## Project Deliverables

### Task 1 - Education, Resource and Information Sharing

This task is aimed at providing a suite of 3 webinars to inform water providers and other community stakeholders about the types of grants, technologies, and programs available to help advance the implementation of water conservation and efficiency projects.

#### Progress to date:

Western Resource Advocates (WRA) and Water Demand Management (WDM) along with our collaborators from Rachio, Resource Central, and Water Systems Optimization, ran an interactive webinar in January 2020 that was attended by approximately 20 stakeholders. The information presented in the webinar included:

- An overview of the grants available through CWCB, including the funding categories, matching fund requirements, eligibility, and other requirements
- Three TED-like talks were provided by our collaborators, regarding resources and state-of-the-art technologies available to communities. The topics covered included: insights into water use and landscape characteristics, case studies regarding the implementation of water efficiency products, and tools to help implementation.
- Interactive survey questions to gauge the interests, needs, and barriers for communities to participate in a workshop to advance high-quality grant applications.
- Advertisement of upcoming grant-writing assistance workshops. Additional flyers were also distributed by WRA following the webinar through our networks, including several listed below, and on our website.

We advertised the webinar through our networks, including, but not limited to, Colorado Water Wise (CWW), WaterReuse Colorado (WRC), CWCB, Special District Association (SDA), Colorado Municipal League (CML), and directly to water providers. WRA also set up a dedicated webpage providing access to information on the webinar and availability of direct community grant writing assistance. Further, we have solicited strong interest from communities in the Southwest, where we will be doing target outreach in the coming months.

#### Deliverables:

- Three webinars for water providers and community leaders interested in learning more about water conservation grants, and promotion of the workshop.
  - *Completed 1 webinar – Appendix A – Flyer of Webinar*
- A written brief summarizing community interests, barriers and needs.
  - *To be included in 75% progress report*
- Summary sheet of lessons learned to integrate into future webinars.
  - *To be included in 75% progress report*

#### Challenges and Lessons Learned:

- One of the primary challenges we faced producing this webinar was around marketing and advertising the opportunity to potentially interested stakeholders looking to gain knowledge regarding the information presented. Because the webinar fell shortly after the winter holidays, we perhaps did not reach as broad an audience as originally planned. In preparing for the upcoming webinars, we will expand our outreach efforts more broadly, including for example, at Basin Roundtables.
- WRA learned a couple of lessons in running this webinar.
  - First, the varied knowledge base of the audience requires capturing the different needs of individual stakeholders. For the upcoming webinar, we will administer a brief questionnaire during registration so we can be strategic about the topic and scope of information we present.
  - Secondly, the technology platform we used did not have an integrated survey capability. The secondary survey platform was somewhat cumbersome to use and resulted in fewer interactive replies than hoped for. WRA has since used a different integrated platform for webinars, that we intend to utilize in the next webinar.

## **Task 2 - Grant Writing Workshops**

The aim of Task 2 is to run a suite of workshops targeted specifically at identifying funding programs tailored to explicit community needs, providing resources and examples of best practices for writing grants, providing direct grant-writing support, and ensuring each participant completes the workshops with a drafted grant proposal.

#### Progress to Date:

WRA and WDM prepared a workshop targeted to Front Range communities and stakeholders that was scheduled to be held on April 2, 2020. Due to COVID-19, we were unable to hold the scheduled workshop. In an effort to ensure we were able to provide grant writing assistance, WRA reached out directly and personally to all registered participants to discuss their interest in participating in the workshop and openly invite them to seek direct grant writing support provided under Task 3.

### Deliverables:

- Three workshops for water provider and community leaders providing direct grant-writing, educational, and skill-building opportunities.
  - *None to date – Appendix B – Flyer of Workshop and Draft Agenda*
- A summary of workshop impact statistics including: number of attendees, number of participating communities, number of grants submitted following the workshop, and number of submitted grants funded.
  - *Appendix C – List of Submitted Proposals*
- Summary sheet describing lessons learned from each workshop, including examples of successful applications and reasons for less successful applications to integrate into future workshops.
  - *None to date*

### Challenges and Lessons Learned:

- As discussed above, due to COVID-19, WRA could not complete this first part of the deliverable as planned. However, in the workshop set-up and preparation, we shifted our strategy from running a full-day workshop, to running two open grant-writing sessions during the one day. This was to provide greater flexibility to participants to spend the required time to write a grant. This format enables participants with less time constraints to participate for a whole day, if desired, or a half day, to accommodate their schedules.

## **Task 3 - Implementation Support**

The aim of Task 3 is to provide direct grant writing assistance to interested communities to ensure they can submit grant applications. (3.1), and once funding is granted, provide direct assistance for implementation of the conservation and efficiency programs. (3.2)

### Progress to Date:

#### *3.1 – Direct Grant Writing Support*

We have had tremendous success as this task has been the focus of most of our work to date. Following the need to cancel our grant-writing workshop planned for April 2, 2020, WRA reached out personally to all registered participants to offer direct grant-writing assistance in lieu of the workshop. WRA also worked with our broader network of partners to identify additional communities or stakeholders seeking support through other programs but who may be better suited for CWCB grants.

As a result of our broad outreach through our networks, similar to that described in Task 1, and our direct outreach, we solicited interest from 12 communities/stakeholders regarding 15 different conceptual projects. WRA and WDM provided grant-writing support that involved initial phone meetings to discuss the scope of projects, grant types, and best targeted grants; follow-up where necessary with CWCB staff to discuss specific projects and potential interest for such, including appropriate grant buckets; drafting the initial outline of the grants; working to help refine the scope of work and ensure required and relevant information was captured; and helping develop appropriate budgets.

A total of 7 proposals were submitted to the CWCB Colorado Water Plan Implementation Grants (CWPG) and the Water Efficiency Implementation Grants (WEG) programs. These proposals covered projects ranging from installation of AMI technologies, turf replacement programs, reuse education and outreach, and QWEL certification programs (*Appendix C – List of submitted proposals*).

### 3.2 – Direct Implementation Support

Given the challenges caused by COVID-19 and our inability to move forward with Task 2, WRA has pivoted towards opportunities to accelerate our focus on Task 3.2.

In May/June WRA held conversations with CWCB regarding opportunities to provide implementation support to funded projects and to help target entities who need to update their conservation and efficiency plans or are looking to write one. We have since then, pivoted and started to provide this form of assistance.

In particular, Northern Water (NW) reached out to WRA in March regarding the possibility to provide information about their allottees related to existing water conservation and efficiency plans, when they were last updated, and any preliminary information regarding grants submitted to CWCB for conservation and efficiency programs. WRA performed preliminary research based on data available through the CWCB grants website ([Appendix D link – List of Northern Water Allottee Water Efficiency Plans](#)). The next stage is for WRA and WDM to collaborate with NW on identifying allottees who may need assistance writing or updating their conservation and efficiency plans. WRA also agreed to run a webinar targeted specifically at NW's allottees this fall and will be working with NW to schedule the appropriate time.

#### Deliverables:

- A brief summary of the type and amount of direct assistance provided to communities, in the form of grant writing technical expertise, to support grant application following a workshop.
  - *Appendix C – List of Submitted Proposals*
- A brief summary of the type and amount of direct assistance provided to communities, in the form of project implementation technical expertise, to support program implementation following funding approval.
  - *Appendix D [Link – List of Northern Water Allottee Water Efficiency Plans](#)*

#### Challenges and Lessons Learned:

- One of the primary challenges faced by WRA and WDM in this phase of the project includes the varying degree of assistance needed by individual communities. While some communities have well thought out projects, others are still in the scoping phase. Moving forward, WRA will integrate a CWCB staff member into earlier conversations with stakeholders to ensure more direct discussions concerning what the CWCB perceives as being project priorities in such cases.
- One lesson learned encompasses barriers faced by communities/stakeholders. For smaller communities, both personnel capacity and matching funds were perceived as a barrier, resulting in more applications for WEG grants than CWPG grants. WRA appreciates the CWCB is revising their grant program structure, including the consideration of matching fund requirements. We hope that this make larger grants accessible to smaller communities., We will also work more closely with the CWCB to identify other matching fund opportunities for such communities/stakeholders. In addition, we recommend the consideration of building capacity into grants in the form of consultants or other support opportunities, and will be looking at to how integrate this support into grants where it may be more critically needed.

### Task 4 - **Metrics of Success**

The aim of Task 4 is to build, in collaboration with the CWCB, a reporting tool that will track conservation and efficiency measures implemented through grant programs (4.1), to measure the impact of implemented policies and programs in relation to changes in water demand captured in the current CWCB 1051 database reporting tool (4.2). Together, these tools will enable the CWCB to track the effectiveness of its funding, the return on investment, and the impact of given programs and policies that can be shared regionally across water provider networks.

Specifically, we aim to track grant funding success rate at the end of each cycle, including lessons learned regarding enabling factors and barriers to success (4.1), and develop a simple reporting tool with the CWCB that captures the criteria of each CWCB grant program and specific conservation measures achieved by the funded projects (4.2).

#### Progress to date:

##### *4.1 – Tracking Project Funding Rate*

WRA has drafted a preliminary tracking database. This database is primarily focused on grants submitted to the CWCB beginning in FY 2019-2020. This database will track the project focus area, funding requested, matching funds, measurable criteria reported, success in project funding, lessons learned and barriers to implementation and may evolve to include additional metrics.

##### *4.2 – Reporting Tool*

WRA has drafted a preliminary reporting tool that will track CWP criteria and metrics. Over the next 6 months, WRA will work closely with the CWCB to understand what information will be most useful to track and ensure it is streamlined with other CWCB tools and processes.

#### Deliverables:

- A final yearly summary document of lessons learned.
  - *To be included in 75% report*
- Summary sheet listing the communities the document was shared with.
  - *To be included in 75% report*
- Reporting tool created and implemented.
  - *[Draft tool](#) included in 50% report and implemented tool to be included in the 75% report*
  - *Appendix E – Draft Reporting Tool*

#### Challenges and Lessons Learned:

- As a result of COVID-19's impact on CWCB funding, the CWCB board did not review submitted proposals until the July board meeting. Due to the cut in CWCB funding, the WEG grant program shifted priorities from supporting implementation projects towards Water Efficiency Plan (WEP) and Drought Plans (DP) proposals. Therefore, many proposals submitted through WRA and WDM grant-writing assistance may have not been funded.
- WRA will work closely with CWCB staff to discuss proposal submissions to benefit from lessons learned determine future priority areas with diminished funding in coming year(s). This will help WRA provide updated information to the community. WRA ensure communities provided grant-writing assistance are aware of and have been in contact with CWCB regarding the status their proposals. In addition, WRA would like to understand where we can provide most support and assistance for focusing on writing and updating Water Efficiency and Drought Plans.



# GRANT WRITING SUPPORT WEBINAR

## WATER CONSERVATION & EFFICIENCY PROGRAMS

Do you need funds to implement conservation and efficiency programs? Colorado Water Conservation Board grants are available to water providers to help implement [water conservation and efficiency programs](#). If you have a great program that you would like to see implemented, but do not know what grants, resources and technologies are available, or need [free grant writing and implementation support](#) to achieve your goal, please join our experts for an informative webinar.

We will provide information regarding the upcoming [Feb. 1<sup>st</sup> 2020 CWCB Water Plan grants](#).

In this webinar, our experts will discuss:

- Types of grants available, their scope, funding specifics and timelines
- Innovative and implementable programs and technologies available from a variety of resources
- Free grant writing workshops and direct grant writing assistance

**[JANUARY 16, 2020 3:30 – 4:30 PM](#)**

[PLEASE REGISTER HERE](#)

[WWW.WESTERNRESOURCEADVOCATES.ORG/GRANT-SUPPORT](http://WWW.WESTERNRESOURCEADVOCATES.ORG/GRANT-SUPPORT)

Peter Mayer



Water Demand Management

Kate Larson



Resource Central

Danielle Cumming



Rachio

Reinhard Sturm



Water Systems Optimization



Informative | Interactive | Educational





# Immersive Grant Writing Workshop

## Water Conservation and Efficiency

**April 2, 2020** | 9 am – 3:30 pm | Community First Foundation  
5855 Wadsworth Bypass, Unit A  
Arvada, Colorado 80003

### About the Workshop

Colorado's Water Plan sets measurable objectives that specifically target water conservation and efficiency, and integrating water in land-use planning. Funding to support this is available.

This **FREE** workshop will:

1. Provide direct grant writing support.
2. Enable a forum to discuss ready-to-go programs and identify the appropriate grant funding.
3. Ensure you walk away with a written proposal.

### Who Should Attend

Water professionals, consultants, and municipal leaders ready to write and submit a proposal to CWCB for funding.

Questions? [Charlotte.Roehm@westernresources.org](mailto:Charlotte.Roehm@westernresources.org)

### Hosts

This workshop is being hosted at the Community First Foundation. Developed by Western Resource Advocates and Water Demand Management.

Free breakfast and lunch are included.

Drop in for a morning or afternoon session that works best for you to write the grant. This is a working session. Bring your computer.

**Register online by March 27, 2020**

[Register Here](#)





# IMMERSIVE GRANT WRITING WORKSHOP

Location: [Community First Foundation](#)  
5855 Wadsworth Bypass, Unit A, Arvada, CO, 8003

Date: [April 2, 2020](#)

Time: [8:45 AM – 3:30 PM](#)

Facilitators: Charlotte Roehm, Western Resource Advocates  
Peter Mayer, Water Demand Management

## Agenda Items

**8:45 AM - 9:00 AM**     *Breakfast and Networking*

**9:00 AM - 12:00 PM**     *Workshop Writing Session 1*

- |  |                     |
|--|---------------------|
| • Introductions (Charlotte & Peter)  | 9:00 - 9:05 AM      |
| • Brief overview of available grants and programs (Ben Wade, CWCB)                 | 9:05 - 9:15 AM      |
| • Identify priority conservation and efficiency programs and discuss applicability | 9:15 - 9:45 AM      |
| • Immersive grant writing session  | 9:45 - 11:30 AM     |
| • Outline budget needs and draft budget  | 11:30 - 11:50 AM    |
| • Wrap-up and questions  | 11:50 AM - 12:00 PM |

**12:00 PM - 12:30 PM**     *Lunch and Networking*

**12:30 PM - 3:30 PM**     *Workshop Writing Session 2*

- |  |                  |
|--|------------------|
| • Introductions (Charlotte & Peter)  | 12:30 - 12:35 PM |
| • Brief overview of available grants and programs (Ben Wade, CWCB)                 | 12:35 - 12:45 PM |
| • Identify priority conservation and efficiency programs and discuss applicability | 12:45 - 1:15 PM  |
| • Immersive grant writing session  | 1:15 - 3:00 PM   |
| • Outline budget needs and draft budget  | 3:00 - 3:20 PM   |
| • Wrap-up and questions  | 3:20 - 3:30 PM   |



## Additional information

Please bring your computer with you.

If you are attending the morning workshop 1 session, you are welcome to breakfast and lunch.

If you are attending the afternoon workshop 2 session, you are welcome to lunch.

## Appendix C

### List of Applicants for Funding to CWCB 2020

WRA and WDM prompted and assisted with 7 CWCB grant applications for urban conservation and reuse projects totaling an ask of \$490,000 in CWCB funds. Grants were submitted by:

- Aurora Water
- WaterReuse Colorado
- Independence neighborhood in Elbert County
- Denver Urban Gardens
- South Metro Water Supply Authority
- Eagle River Water & Sanitation District
- City of Thornton