



Last Updated: July 2017

## 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:

Supply and Demand Gap Projects  
Water Storage Projects  
Conservation, Land Use Planning  
Engagement & Innovation Activities  
Agricultural Projects  
Environmental & Recreation Projects

Gregory.Johnson@state.co.us  
Anna.Mauss@state.co.us  
Kevin.Reidy@state.co.us  
Mara.MacKillop@state.co.us  
Brent.Newman@state.co.us  
Linda.Bassi@state.co.us

Applicants interested in submitting an ‘Intent to Apply’ in the future are encouraged to check here ☐ and fill in all sections with the best information available at the time. Exhibits may be excluded.

This “Intent to Apply” will help CWCB prioritize Projects that are not ready for fully completed Water Plan Grant Application due to the initial timeframe and required deadlines.

**FINAL SUBMISSION:** Submit all application materials to [waterplan.grants@state.co.us](mailto:waterplan.grants@state.co.us) in the original file formats [Application (word); Statement of Work (word); Budget/Schedule (excel)]. Please do not combine documents.

#### Water Project Summary

Name of Applicant	Colorado Springs Utilities, an Enterprise of The City of Colorado Springs a Colorado home rule city and municipal corporation	
Name of Water Project	Homebuyer Landscape Outreach Program	
CWP Grant Request Amount		\$50,000
Other Funding Sources <u>Utilities Energy DSM</u>		\$50,000
Applicant Funding Contribution		
Total Project Cost		\$100,000



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Applicant & Grantee Information	
Name of Grantee(s)	Colorado Springs Utilities, an Enterprise of The City of Colorado Springs a Colorado home rule city and municipal corporation
Mailing Address	2855 Mesa Road, Colorado Springs, CO 80904
FEIN	DUN# 127711760 and TIN # 84-6000574
Organization Contact	Scott Winter
Position/Title	Project Manager
Email	swinter@csu.org
Phone	719-668-4590
Grant Management Contact	Scott Winter
Position/Title	Project Manager
Email	swinter@csu.org
Phone	719-668-4590
Name of Applicant (if different than grantee)	NA
Mailing Address	
Position/Title	
Email	
Phone	

Description of Grantee/Applicant
Provide a brief description of the grantee's organization (100 words or less).



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Colorado Springs Utilities (Utilities) is an Enterprise Fund of the City of Colorado Springs, Colorado ("City") that provides electric, streetlight, natural gas, water and wastewater services to customers in the Pikes Peak region. The organization operates an electric generation, transmission and distribution system; a streetlight system; a natural gas distribution system; a water collection, treatment and distribution system; and a wastewater collection and treatment system. Utilities' service area includes the City, Manitou Springs and a portion of the suburban residential areas surrounding the City.

Type of Eligible Entity (check one)	
	<b>Public (Government):</b> 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.
	<b>Public (Districts):</b> Authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises.
	<b>Private Incorporated:</b> Mutual ditch companies, homeowners associations, corporations.
	<b>Private Individuals, Partnerships, and Sole Proprietors:</b> Private parties may be eligible for funding.
	<b>Non-governmental organizations (NGO):</b> Organization that is not part of the government and is non-profit in nature.
X	<b>Covered Entity:</b> As defined in <a href="#">Section 37-60-126 Colorado Revised Statutes</a> .

Type of Water Project (check all that apply)	
	Study
	Construction
	Identified Projects and Processes (IPP)
X	Other

**Category of Water Project (check all that apply and include relevant tasks)**



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	Supply and Demand Gap - Multi-beneficial projects and those projects identified in basin implementation plans to address the water supply and demand gap. <i>Applicable Exhibit A Task(s):</i>	
	Water Storage - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity. <i>Applicable Exhibit A Task(s):</i>	
x	Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, and drought planning. <i>Applicable Exhibit A Task(s):</i>	
	Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website. <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>	
	Other	Explain:

### 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/Counties	El Paso
Latitude	+38.846127
Longitude	-104.800644

### 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.



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### Water Project Overview

This project will engage residential water customers in a variety of water issues. Utilities will invite water customers who buy a home in 2018 to participate in a class which will provide them with information about our water system, Colorado water issues, and water use efficiency. We will provide information about the value of landscapes; how to maximize value by investing in water efficient, resilient, and sustainable landscapes; and offer additional online/email education over time.

Utilities will provide an incentive for homebuyers to participate in the form of a tree coupon redeemable at local nurseries. We will work collaboratively with the City of Colorado Springs' Forestry and Stormwater Departments, Utilities' Energy Division, Green Industry professionals, neighborhood associations, and realtors. These collaborators will help participants learn to consider stormwater management, tree health, property value, and energy efficiency in their landscaping efforts.

Approximately 16,000 residential customers in our water service area will be notified each year. We expect to limit participation to 800 customers each year. Once involved, many of these customers will remain engaged through ongoing activities and resources we provide.

CWP Funding will help cover the cost of the tree coupon necessary to encourage participation in the project.

### 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)
	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)
≈3 AF/year directly; likely more indirectly	Efficiency Savings (indicate acre-feet/year OR dollars/year)
	Area of Restored or Preserved Habitat (acres)
	Quantity of Water Shared through Alternative Transfer Mechanisms
	Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning
≈800 (16,000 contacted)	Number of Coloradans Impacted by Engagement Activity
	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 most recent [Statewide Water Supply Initiative](#), 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;)

This project helps *address an identified water gap* and demonstrates Colorado Springs Utilities has a high *commitment to collaboration*. The project clearly *demonstrates sustainability* as well as *fiscal and technical feasibility*.

The project will promote the efficient use of water in the landscape and introduce participants to the resources Utilities provides to help them make the most effective use of our water resources now and in the future. Collaborator objectives in the project include improved urban forest health, improved stormwater management, reduced peak energy demand, increased quality of life and property values, and stronger community engagement.

The water use efficiency aspects of this project helps us meet the Arkansas Basin Implementation Plan goal of meeting the municipal supply gap in each county within the basin listed in section 1.6.2.1. The project also fits within Chapter 4 Projects and Methods under 4.3 Municipal Water Conservation in section 4.3.3.6 Customer Education and section 4.3.3.8 Landscape Management in the BIP.

By engaging deeply and in an ongoing manner with our customers, and promoting existing resources on various water and water use efficiency issues, this project also moves us toward reaching the Colorado Water Plan Conservation Stretch Goal.

### 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.

The project fits within the Colorado WaterWise Guidebook of Best Practices for Municipal Water Conservation - Practice #6: Public Information and Education.



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### 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.

#### **Colorado Springs Utilities**

2014 The Species Grant CWCB Contract# C154224: \$500,000

1. Colorado Springs Utilities
2. 2014 The Species Grant CWCB, \$500,000
3. N/A
4. N/A
5. CWCB Contract No. C154224
6. 0%

2016 The North to North NRCS (75%) CWCB (12 ½%) grant Contract# CTGG12016-22: \$945,000

1. Colorado Springs Utilities
2. 2016 The North to North Wellington Gulch NRCS/CWCB Grant
3. N/A
4. N/A
5. CWCB Contract No. CTGG12016-22
6. 12.5%

### 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.

NONE



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Submittal Checklist	
	I acknowledge the Grantee will be able to contract with CWCB using the <a href="#">Standard Contract</a> .
Exhibit A	
X	Statement of Work <sup>(1)</sup>
X	Budget & Schedule <sup>(1)</sup>
	Letters of Matching and/or Pending 3 <sup>rd</sup> Party Commitments <sup>(1)</sup>
Exhibit C	
	Map (if applicable) <sup>(1)</sup>
	Photos/Drawings/Reports
	Letters of Support (Support letter from Basin Roundtable encouraged)
	Certificate of Insurance (General, Auto, & Workers' Comp.) <sup>(2)</sup>
	Certificate of Good Standing with Colorado Secretary of State <sup>(2)</sup>
	W-9 <sup>(2)</sup>
	Independent Contractor Form <sup>(2)</sup> (If applicant is individual, not company/organization)
Engagement & Innovation Grant Applicants ONLY	
	Engagement & Innovation Supplemental Application <sup>(1)</sup>

(1) Required with application.

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



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**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit A Budget and Schedule

**Date: 10/30/2017**

**Name of Applicant: Colorado Springs Utilities**

**Name of Water Project: Homebuyer Landscape Outreach Program**

Task No.	Task Description	Start Date <sup>(1)</sup>	End Date	Water Project Funding Category	Grant Funding Request	Match Funding	Total
1	Finalize Homebuyer Landscape Outreach Program Plan	3/15/2018	4/30/2018	Engagement	\$0	\$0	\$0
2	Implement the Homebuyer Landscape Outreach Program Plan	3/15/2018	4/30/2018	Engagement	\$9,000	\$9,000	\$18,000
3	Launch and Manage the Homebuyer Landscape Outreach Program	5/15/2018	11/30/2018	Engagement	\$41,000	\$41,000	\$82,000
4	Perform Measurement and Verification for the Homebuyer Landscape Outreach Program	5/15/2018	3/15/2019	Engagement	\$0	\$0	\$0
<b>Total</b>					<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>

**(1)** Start Date for funding under \$100K, minimum 45 Days from Board Approval; Start Date for funding over \$100K, minimum 90 Days from Board Approval.

·Round values up to the nearest hundred dollars.

·Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

·NTP will not be accepted as a start date. Project activities may commence as soon as grantee enters contract and receives formal NTP if prior to the listed "Start Date".

·The applicant shall provide a progress report every 6 months, beginning from the date of contract execution.

·CWCB will withhold disbursement of the last 10% of the total grant amount until a Final Report is completed to the satisfaction of CWCB staff (2017 CWP Grant Guidelines).

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Colorado Water Conservation Board	
Water Plan Grant - Exhibit A	

Statement Of Work	
<b>Date:</b>	September 29, 2017
<b>Name of Applicant:</b>	Colorado Springs Utilities
<b>Name of Water Project:</b>	Homebuyer Landscape Outreach Program
<b>Funding Source:</b>	
<p><b>Water Project Overview:</b> Please provide a summary of the proposed water project (200 words or less). The same summary can be used from Page 5 of the CWP Grant Application.</p> <p>This project is to engage residential water customers in a variety of water issues. Utilities will invite water customers who buy a home in Colorado Springs in 2018 to participate in a class which will provide them with information about our water system, Colorado water issues, and water use efficiency. We will provide information about the value of landscapes and how to maximize value by investing in water efficient, resilient, and sustainable landscapes.</p> <p>Utilities will provide an incentive for homebuyers to participate in the form of a tree coupon redeemable at local nurseries. We will work collaboratively with the City of Colorado Springs' Forestry and Stormwater Departments, Utilities' Energy Division, Green Industry professionals, neighborhood associations, and realtors. These collaborators will help participants learn to consider stormwater management, tree health, property value, and energy efficiency in their landscaping efforts.</p> <p>Approximately 16,000 residential customers in our water service area will be notified each year. We expect to limit participation to 800 customers each year. Once involved, many of these customers will remain engaged through ongoing activities and resources we provide.</p> <p>CWP Grant Funding will be used to help cover the cost of the tree coupon necessary to encourage participation in the project.</p>	
<p><b>Objectives:</b> List the objectives of the project.</p>	

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The objectives of the project are to:

1. Improve our customers' understanding of the value of water in our community and state.
2. Build stronger relationships with customers as a trusted expert around water management and use to help sustain engagement over time.
3. Engage residential customers at a time when they are likely to make or consider important decisions related to long-term water and energy consumption in the home.
4. Influence customers' decision-making around water and energy use efficiency.
5. Improve customers' perceptions of their landscape's sustainable value, health and quality.
6. Improve the health and diversity of the urban tree canopy on private property to provide energy and stormwater benefits.
7. Increase our customers' understanding of and engagement with Utilities' water system and business overall.
8. Build stronger working relationships with Utilities' Energy Division, Green Industry professionals, the City of Colorado Springs, the real estate community, and neighborhood associations.

### Tasks

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

#### Task 1 –Finalize Homebuyer Landscape Outreach Program Plan

Description of Task:

Conduct and document each of the following subtasks to complete the *Homebuyer Landscape Outreach Program Plan (Plan)*:

1. Review internal policy and procedure documents to ensure project is implemented consistent with organizational processes.
2. Identify project manager and contributors, stakeholders and subject matter experts.
3. Review City Code and Regional Building Code to ensure compliance.
4. Communicate with City Forestry and Stormwater Departments and Utilities Energy DSM section to ensure strategic alignment.
5. Establish project schedule, budget and performance metrics. Establish launch date.
6. Agree on annual participation goals and market objectives.
7. Develop budget for years 2018 through 2020.
8. Estimate human resources necessary to develop and manage project. Identify internal and external training needs.
9. Finalize project requirements, including internal and external processes and material needs.
10. Finalize list of prospective contributors and roles. Finalize agreements with contributors.
11. Refine and finalize cost analysis. Refine and finalize marketing strategy, tactics and materials. Identify distribution channels.
12. Describe measurement and verification plan.
13. Obtain legal review and management approval.

Method/Procedure:

Follow Utilities organizational project implementation process detailed in our CWCB-approved 2015 Water Use Efficiency Plan. Work collaboratively with internal and external stakeholders to ensure strategic alignment across and between organizations.



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Grantee Deliverable: Describe the deliverable the grantee expects from this task
A formal <i>Plan</i> approved by the Water Resource and Demand Management General Manager detailing each of the subtasks listed above.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
A formal <i>Plan</i> approved by the Water Resource and Demand Management General Manager detailing each of the subtasks listed above.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 2 – Implement the Homebuyer Landscape Outreach Program Plan</b>
Description of Task:
Complete each of the following subtasks prior to launching the project: <ol style="list-style-type: none"><li>1. Work with local nurseries to develop tree discount process.</li><li>2. Communicate with local green industry to acquire secondary "enticements" (irrigation equipment, discounts, etc.) for increased project class attendance.</li><li>3. Acquire tree watering bag for project participants without an irrigation system.</li><li>4. Develop approved tree list with City Forestry and Green Industry professionals.</li><li>5. Develop draft post card invitation that will be sent to homebuyers.</li><li>6. Develop project classes and educational materials with contributors and local Green Industry professionals.</li><li>7. Develop process for tracking participation using numbered postcards.</li><li>8. Develop process to collect and store monthly new residential service agreement data (homebuyer data).</li><li>9. Develop project class schedule.</li><li>10. Obtain and store monthly new residential service agreement data.</li><li>11. Tie postcard numbers to service agreement data for project tracking purposes.</li><li>12. Set up class registration process.</li><li>13. Design, finalize and print post card invitation.</li><li>14. Finalize and print tree discount coupon for participants to use at local nurseries.</li></ol>
Method/Procedure:



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Tasks
Follow Utilities organizational project implementation process and all applicable internal requirements regarding procurement, compliance, communication, etc.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
All project work products, processes, agreements, and systems completed and ready to use for project launch and management.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
Utilities will provide CWCB documentation of our implementation process and an electronic copy of final project documents produced prior to launch. Utilities also will notify CWCB in writing upon official launch of the project.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 3 – Launch and Manage the Homebuyer Landscape Outreach Program</b>
Description of Task:
<p>The project will officially launch, in mid-April, with the first mailing of postcards to buyers who purchased homes between January 1 and March 31, 2018. Each of the following subtasks will be completed routinely as indicated in the Project Schedule:</p> <ol style="list-style-type: none"><li>1. Mail post card invitations to homebuyers each month re previous month's homebuyer data. The first mailing will include the previous three months' buyers.</li><li>2. Conduct classes on a monthly basis. More than one class will likely be given in the months of May and June.</li><li>3. Track participation. A list of participants will be maintained as will a list of those who have not participated. All homebuyers are eligible to participate in any class throughout the year, space and funding-permitting.</li><li>4. Reimburse nurseries for tree coupons redeemed each month. Local nurseries will be reimbursed promptly.</li><li>5. Adjust class schedule as needed based on participation. Schedules will be adjusted based on level of interest and availability of funding.</li><li>6. Following the classes provided in October or November, write annual project report detailing participation, class and educational materials and other relevant information. Measurement and verification data will not be provided in this report.</li></ol>



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Tasks
Method/Procedure:
Follow Utilities organizational project implementation process and all applicable internal requirements regarding procurement, compliance, communication, accounting, etc.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
Months of participation data; feedback on project activity from contributors, customers, nurseries, staff, et. al.; preliminary lessons learned; and a preliminary annual report.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
CWCB will receive an electronic copy of key educational materials, participation data, and a preliminary annual report.

Tasks
Provide a detailed description of each task using the following format:
<b>Task 4 – Perform Measurement and Verification for the Homebuyer Landscape Outreach Program</b>
Description of Task:
<p>The following subtasks will be completed following the completion of 2018 classes in October or November:</p> <ol style="list-style-type: none"><li>1. Compile May through November participation tracking data.</li><li>2. Perform comparative analysis of participants vs. non-participants to determine if project adjustments are needed. Water use patterns will be measured for both participants and non-participants to understand how they may vary. Demographic and household factors will be evaluated to determine other project impacts and to identify possible project improvements.</li><li>3. Calculate total project costs and benefits and identify areas where we may gain improved project performance, and refine 5-year budget.</li><li>4. Compile recommendations to improve project performance.</li><li>5. Write final annual report with measurement and verification findings. This will be an update to the preliminary reports.</li></ol>
Method/Procedure:



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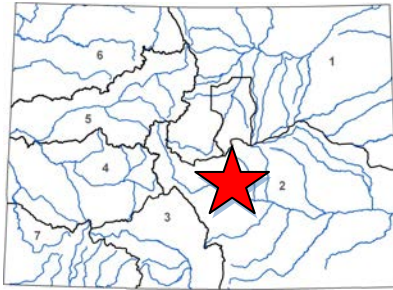
Tasks
Follow Utilities organizational processes and all applicable internal requirements regarding customer protection, compliance, and communication.
Grantee Deliverable: Describe the deliverable the grantee expects from this task
A final annual report with comprehensive participation information, class and educational materials, stakeholder input, lessons learned, and measurement and verification findings.
CWCB Deliverable: Describe the deliverable the grantee will provide CWCB documenting the completion of this task
The final annual project report inclusive of measurement and verification findings.

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
<b>Progress Reports:</b> 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.
<b>Final Report:</b> At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that: <ul style="list-style-type: none"><li>Summarizes the project and how the project was completed.</li><li>Describes any obstacles encountered, and how these obstacles were overcome.</li><li>Confirms that all matching commitments have been fulfilled.</li><li>Includes photographs, summaries of meetings and engineering reports/designs.</li></ul> The CWCB will withhold disbursement the last 10% of the budget 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 grant will be closed without any further payment.



## Water Plan Grant Application



L O C A T I O N	
County/Countries:	El Paso
Drainage Basin:	Arkansas

D E T A I L S	
Total Project Cost:	\$100,000
Water Plan Grant Request:	\$50,000
Applicant Match:	\$50,000
Project Type(s):	Education
Project Category(Categories):	Engagement & Innovation
Measurable Result:	~800 (16,000 contacted) impacted by engagement activity. ~3 AF/year directly; likely more indirectly - efficiency savings

The project will promote the efficient use of water in the landscape and introduce participants to the resources Utilities provides to help them make the most effective use of our water resources now and in the future. Collaborator objectives in the project include improved urban forest health, improved stormwater management, reduced peak energy demand, increased quality of life and property values, and stronger community engagement.

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By engaging deeply and in an ongoing manner with our customers and promoting existing resources on various water and water use efficiency issues, this project also moves us toward reaching the Colorado Water Plan Conservation Stretch Goal.