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## 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      | Gregory.Johnson@state.co.us |
| Water Storage Projects              | Anna.Mauss@state.co.us      |
| Conservation, Land Use Planning     | Kevin.Reidy@state.co.us     |
| Engagement & Innovation Activities  | Mara.MacKillop@state.co.us  |
| Agricultural Projects               | Brent.Newman@state.co.us    |
| Environmental & Recreation Projects | 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              | Western Resource Advocates (WRA)                 |           |
| Name of Water Project          | Conservation-Oriented Tap Fees: Guide & Workshop |           |
| CWP Grant Request Amount       |  | \$19,090  |
| Other Funding Sources          | RMSAWWA  | \$ 2,500  |
| Other Funding Sources          |  | \$        |
| Other Funding Sources          |  | \$        |
| Applicant Funding Contribution |  | \$ 21,470 |

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| Water Project Summary |           |
|-----------------------|-----------|
| Total Project Cost    | \$ 43,060 |

| Applicant & Grantee Information                  |  |
|--|--|
| Name of Grantee(s)                               | Western Resource Advocates (WRA)   |
| Mailing Address                                  | 2260 Baseline Rd. Boulder, CO 80302  |
| FEIN   | 84-1113831   |
| Organization Contact                             | Rick Trilsch   |
| Position/Title                                   | Vice President of Finance and Administration   |
| Email  | <a href="mailto:rick.trilsch@westernresources.org">rick.trilsch@westernresources.org</a> |
| Phone  | 720.763.3723   |
| Grant Management Contact                         | Amelia Nuding  |
| Position/Title                                   | Sr. Water Resources Analyst  |
| Email  | amelia.nuding@westernresources.org   |
| Phone  | 720.763.3749   |
| Name of Applicant<br>(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). |

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Founded in 1989, Western Resource Advocates is a non-profit dedicated to protecting the West's land, air, and water to ensure that vibrant communities exist in balance with nature. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region.

| Type of Eligible Entity (check one) |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | <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. |
| <input type="checkbox"/>            | <b>Public (Districts):</b> Authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises.   |
| <input type="checkbox"/>            | <b>Private Incorporated:</b> Mutual ditch companies, homeowners associations, corporations.   |
| <input type="checkbox"/>            | <b>Private Individuals, Partnerships, and Sole Proprietors:</b> Private parties may be eligible for funding.  |
| <input checked="" type="checkbox"/> | <b>Non-governmental organizations (NGO):</b> Organization that is not part of the government and is non-profit in nature.   |
| <input type="checkbox"/>            | <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) |   |
|--|---|
| <input type="checkbox"/>                     | Study                                   |
| <input type="checkbox"/>                     | Construction                            |
| <input type="checkbox"/>                     | Identified Projects and Processes (IPP) |
| <input checked="" type="checkbox"/>          | 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.<br><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.<br><i>Applicable Exhibit A Task(s):</i>  |
| ✓     | Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, and drought planning.<br><i>Applicable Exhibit A Task(s):</i> <ul style="list-style-type: none"> <li>• Development of Guide</li> <li>• Development of Workshop Agenda &amp; Logistics</li> <li>• Promotion and Execution of Workshop</li> <li>• Publication of Guide</li> </ul> |
|       | Engagement & Innovation - Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website.<br><i>Applicable Exhibit A Task(s):</i>   |
|       | Agricultural - Projects that provide technical assistance and improve agricultural efficiency.<br><i>Applicable Exhibit A Task(s):</i>   |
|       | Environmental & Recreation - Projects that promote watershed health, environmental health, and recreation.<br><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 <b>decimal degrees</b> . The Applicant shall also provide, in Exhibit C, a site map if applicable. |  |
| County/Countries  | The guide portion of this project will be applicable statewide. The workshop portion of this project will be held on the Front Range, though participants from all basins will be invited. |
| Latitude  |  |
| Longitude   |  |

## Water Project Overview

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### 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.

The requested CWP Grant funds will support the development of a guide and one-day workshop on water-conservation oriented tap fee design methodologies. Both of these work products will serve as technical resources to help utilities better integrate water conservation objectives into their tap fees.

The objective of the guide is to provide calculation methodology options that integrate water conservation incentives into utilities' residential, commercial/industrial/institutional, and irrigation tap fees. For example, residential tap fees can be based on projected flow requirements of indoor fixtures, square footage of irrigated areas, and even plant type. The guide will also address related issues such as the administration of fees, data sources, and benefits and challenges of various approaches.

The objective of the workshop is to provide an in-person forum to discuss the conservation-oriented tap fee calculation methodologies outlined in the guide, and also to discuss important related issues such as designing fair and legally defensible fees, achieving cost recovery, achieving equity across and within customer classes, and transparency. The workshop will also be an opportunity for the guide authors to receive feedback on the draft guide before it is finalized. The final version of the guide will be freely available to all interested Coloradans.

### 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),<br>Consumptive or Nonconsumptive |
|  | Existing Storage Preserved or Enhanced (acre-feet)   |



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| Measurable Results   |  |          |
|--|--|----------|
|  | Length of Stream Restored or Protected (linear feet)                                       |          |
| Estimated 5 - 75 AF per year per community if adopted. Aurora Water has saved an average of 50 AF per year (170 AF in 3.5 years), Fountain has saved an average 20 AF per year (80 AF over 4 years). | Efficiency Savings (indicate acre-feet/year OR dollars/year)                               |          |
|  | Area of Restored or Preserved Habitat (acres)  |          |
|  | Quantity of Water Shared through Alternative Transfer Mechanisms                           |          |
| 100 residents per community per year   | Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning |          |
|  | Number of Coloradans Impacted by Engagement Activity                                       |          |
|  | Other  | Explain: |

| Water Project Justification  |
|--|
| <p>Provide a description of how this water project supports the goals of <a href="#">Colorado's Water Plan</a>, the most recent <a href="#">Statewide Water Supply Initiative</a>, and the applicable Roundtable <a href="#">Basin Implementation Plan</a> and <a href="#">Education Action Plan</a>. 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).</p> <p>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;)</p>   |
| <p>Colorado's State Demography Offices estimates that the state population may increase to 8.5 million by 2050, and this growth is at the root of Colorado's projected gap between water supply and demand. Therefore, <i>how</i> we grow is critically important in addressing this gap. Tap fees are the financial link between developers – who design new homes, businesses and landscapes – and the utilities who want to encourage water efficiency. Designing tap fees to incentivize developers to build “water smart” is an important policy tool because it can be used by utilities even if they don't have the authority to regulate landscape design, or if their community does not have the political will to change landscape regulations. In addition, building “water smart from the start” is more cost effective than retrofitting landscapes and indoor fixtures years after construction.</p> <p>This proposed project – which will result in a “Guide to Designing Conservation-Oriented Tap Fees” and a supporting one-day workshop - will provide a needed technical resource to help more utilities adopt conservation-oriented tap fees. Utilities' need for this resource was made resoundingly clear through the three Tap Fee Workshops that were conducted by WRA across Colorado, with the support of a CWCB</p> |

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## Water Project Justification

Water Efficiency Grant Fund grant in 2016. Moreover, this proposed project is very well aligned with several goals outlined in Colorado's Water Plan, and is also among the identified low and no-regrets strategies.

### Colorado's Water Plan

Western Resource Advocates' proposed project, "Conservation-Oriented Tap Fees: Guide & Workshop" fits squarely within Colorado's Water Plan goals for both water conservation and land use.

The Water Conservation and Reuse section (Section 6.3, p. 6-59) states:

*"Colorado's Water Plan promotes technical and financial assistance throughout Colorado, enabling the State to plan and implement long-term water efficiency strategies that meet local and statewide water needs..."*

This proposed project will provide a technical resource to communities across Colorado that will result in long-term water savings. It is a policy tool that addresses growth, and can be a part of any community's long term water efficiency strategies.

Later in this chapter, both "tap fees" and "Western Resource Advocates" and one of our project partners, the local chapter of AWWA, are specifically mentioned among the action items that are based in part on the IBCC No-and-Low-Regrets Action Plan:

*"7. Support local water smart ordinances... Over the next two years, the CWCB will provide trainings that support local regulatory efforts that shape the ways in which new construction interacts with water use. For example... **tap fees that reflect actual water uses...**" [emphasis added] (p. 6-73)*

Conservation-oriented tap fees are designed to reflect actual usage and encourage the adoption of lower water-using landscapes and interiors. Fees (or a portion of the fee) can be based on the expected water usage profile, and fees can be lower for water-conserving developments. Lower fees can be a powerful incentive for developers.

*"9. Strengthen partnerships. The CWCB will create or renew partnerships between the CWCB and the following groups to reach water conservation goals: e. Non-governmental organizations (Colorado WaterWise, Alliance for Water Efficiency, **Western Resources Advocates, American Water Works Association, Water Research Foundation**) to help educate Coloradans and advance conservation innovations and research." [emphasis added] (p. 6-73)*

Western Resource Advocates will work in partnership with the Rocky Mountain Section of the American Water Works Association (AWWA) to execute the workshop, which will provide training on the guide. We also will be consulting with Raftelis in the development of the guide and workshop. In addition, the financial elements of the guide will be complementary to AWWA's M1 Manual, "Principles of Water Rates, Fees and Charges."

The Land Use section (section 6.3.3) aims to "Integrate Land Use and Water Planning: Initiate the use of



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## Water Project Justification

local land use tools, where appropriate, to reduce water demands for municipalities, and the need to urbanize agricultural lands.”

Conservation-oriented tap fees are a policy tool that can be enacted by utilities, and that have significant implications for land use decisions, particularly landscape design in new developments.

Later in the chapter, tap fees are specifically mentioned among the actions that CWCB will support:

*“1. Encourage the use of local development tools: Through voluntary trainings in 2016, the CWCB and DOLA will encourage local governments to incorporate best management practices for water demand management, water efficiency, and water conservation into land-use decisions. **Trainings may cover the following topics:... Establishing structured impact (tap) fees designed to promote water-wise developments and in-fill.**” [emphasis added] (p. 6-89)*

### Statewide Water Supply Initiative

Conservation-oriented tap fees are specifically mentioned in “SWSI 2010 Municipal and Industrial Water Conservation Strategies” (2010). It is listed in Table 1 (p. 9) among the measures that are listed as “System-wide conservation measures with potential to impact all customers.” Tap fees are also listed in this document among the Best Practices (developed by Colorado WaterWise in 2010) in Table 5 (p. 34).

While tap fees are clearly listed as an important municipal water conservation strategy in SWSI, today in Colorado, only a handful of communities have designed their tap fees to explicitly encourage water conservation. The proposed guide would provide a tangible product that can be disseminated to utilities state-wide, helping to promote the idea of conservation-oriented tap fees and providing specific guidance on their design and implementation.

### Colorado’s Water Plan Framework for State of Colorado Support for a Water Project

*Listed below are some of the ways this project meets the Criteria for State Support listed in Colorado’s Water Plan.*

Does the project proponent demonstrate a commitment to collaboration?

- The workshop – and resulting guide – will be informed by the perspectives of utility financial managers, developers and builders, and water conservation experts.
- The project will be executed by three collaborating entities: Western Resource Advocates, Raftelis, and the Rocky Mountain Section of the American Water Works Association.

Does the project proponent address an identified water gap?

- The South Platte Basin Implementation Plan (BIP) recommends to “Better coordinate water and land use planning to improve water use efficiency.” (p. S-13 South Platte basin Implementation Plan).
- This project will also any support any BIP that identifies the need or more conservation, especially as it relates to land use planning, urban water use, and population growth.
- Tap fees as a conservation tool is identified in Colorado’s Water Plan, based in part on the IBCC No-and-Low-Regrets actions.



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Does the project proponent demonstrate sustainability? This project:

- Will provide water providers with the technical resources necessary to implement conservation-oriented tap fee programs, which will promote the achievement of the “high” conservation scenario in this issue area.
- Avoids adverse impacts to environmental and recreational interests, and may support these interests by reducing water demand.
- Avoids impacts to water quality.
- Avoids impacts on agricultural and rural communities, and may support these interests by reducing water demand and the pressure to transfer water supplies.
- Will not increase the risk of non-compliance with any interstate compact.

Does the project proponent establish the fiscal and technical feasibility of the project?

- Conservation oriented tap fees directly promote building “water smart” from the start, which is more cost effective than trying to retrofit landscapes and indoor fixtures years after construction.
- This project leverages existing funding resources and achieves the recommended 50% match.
- The guide will help save utility staff time in the development of their own conservation-oriented tap fees.
- This project is ready to proceed upon receipt of funding.

### 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.

n/a

### Previous CWCB Grants, Loans or Other Funding

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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.

1) Applicant Name: Western Resource Advocates

Water Activity Name: Tap Fee Workshop Series in Colorado (2016)

Approving RT: n/a

CWCB board meeting date: n/a, it was approved through the Water Efficiency Grant Fund

PO: POGGI PDAA 20170000000000000044

Percentage of CWCB funding: 75%

2) Applicant Name: Western Resource Advocates

Water Activity Name: Best-practices and Technical Guidelines for High-Performance, Comprehensive, Water Efficiency Retrofit Projects (2016)

Approving RT: n/a

CWCB board meeting date: n/a, it was approved through the Water Efficiency Grant Fund

PO: POGGI PDAA 201700000000000000521

Percentage of CWCB funding: 33%

### 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.

n/a

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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                                     |  |
| ✓   | Statement of Work <sup>(1)</sup>   |
| ✓   | Budget & Schedule <sup>(1)</sup>   |
| ✓   | Letters of Matching and/or Pending 3 <sup>rd</sup> Party Commitments <sup>(1)</sup>                        |
| Exhibit C                                     |  |
| n/a   | Map (if applicable) <sup>(1)</sup>   |
| n/a   | 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>   |
| n/a   | Independent Contractor Form <sup>(2)</sup> (If applicant is individual, not company/organization)          |
| Engagement & Innovation Grant Applicants ONLY |  |
| n/a   | 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 Water Conservation Board

### Water Plan Grant - Exhibit A

#### Statement Of Work

|                               |  |
|-------------------------------|--|
| <b>Date:</b>                  | January 31, 2018                                 |
| <b>Name of Grantee:</b>       | Western Resource Advocates (WRA)                 |
| <b>Name of Water Project:</b> | Conservation-Oriented Tap Fees: Guide & Workshop |
| <b>Funding Source:</b>        | Colorado Water Plan – Conservation and Land Use  |

#### Water Project Overview:

The requested CWP Grant funds will support the development of a guide and one-day workshop on water-conservation oriented tap fee design methodologies. Both of these work products will serve as technical resources to help utilities better integrate water conservation objectives into their tap fees.

The objective of the guide is to provide calculation methodology options that integrate water conservation incentives into utilities' residential, commercial/industrial/institutional, and irrigation tap fees. For example, residential tap fees can be based on projected flow requirements of indoor fixtures, square footage of irrigated areas, and even plant type. The guide will also address related issues such as the administration of fees, data sources, and benefits and challenges of various approaches.

The objective of the workshop is to provide an in-person forum to discuss the conservation-oriented tap fee calculation methodologies outlined in the guide, and also to discuss important related issues such as designing fair and legally defensible fees, achieving cost recovery, achieving equity across and within customer classes, and transparency. The workshop will also be an opportunity for the guide authors to receive feedback on the draft guide before it is finalized. The final version of the guide will be freely available to all interested Coloradans.

#### Project Objectives:

The objective of this project is to provide the technical resources needed by water utilities to better integrate water conservation objectives into their tap fees. We will do this in two ways, through the development of a "Guide to Designing Conservation-Oriented Tap Fees," and the execution of a companion workshop.

The objective of the guide is to provide formalized calculation methodologies to utilities interested in developing conservation-oriented tap fees. The guide will articulate fee design options and address related issues such as the administration of those fees, sources of data, and pros and cons of various methods. A first draft of the guide will be provided to participants at the workshop, and then updated after the workshop, incorporating participant feedback. The final version will be available to all interested parties through WRA's website and as many other online resources as possible. The guide will be a valuable resource to any community considering conservation-oriented fees.

The objective of the workshop is to provide instruction and inspire conversation about the financial calculation of tap fees, which will fill a substantial portion of the day. We will also highlight how to produce fair and legally justifiable fees, as well as how to achieve cost recovery, equity across and within customer classes, transparency, and other potentially relevant topics. The workshop will also provide a

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forum for communities to share their experiences and engage in a facilitated dialogue about challenges and successes associated with their tap fee administration and programs. Lastly, the workshop will be an opportunity to receive feedback on the guide, which will be incorporated into the final version after workshop completion. Water utility financial managers/analysts, water conservation staff, tap fee administrators, and consultants who perform related services will comprise the target audience for the workshop. We will also invite builders/developers to present during a portion of the day.

The guide and workshop are proposed as a direct result of the needs expressed by participants in the previous series of workshops that were conducted by WRA in 2016, funded in part by the CWCB grant, "Tap Fee Workshop Series in Colorado". The vast majority of the workshop participants were interested in more education about tap fee calculation methodologies, and how to better achieve their utility objectives, including conservation, cost recovery, transparency, and equity.

| Task 1  |  |
|---|--|
| <b>Task 1 – <u>Development of Guide</u></b>   |  |
| Description of Task:  |  |
| WRA and Raftelis Financial Consultants will develop the draft guide for workshop participants, which will articulate the ways in which conservation-oriented tap fees can be designed. This "Guide to Designing Conservation-Oriented Tap Fees" will be used in the workshop, and then updated through participant feedback before finalizing the document. |  |
| Method/Procedure:   |  |
| WRA and Raftelis will coordinate their work on the guide through emails and phone calls, drawing on our respective expertise in the area.   |  |
| Deliverable: A draft guide will be available to participants the day of the workshop.   |  |

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| Task 2  |  |
|---|--|
| <b>Task 2 – <u>Development of Workshop Agenda &amp; Logistics</u></b>   |  |
| Description of Task:  |  |
| <p>WRA and American Water Works Association (AWWA) will determine the logistics of the workshop, such as date, location, on-line registration, and promotional avenues, in coordination with Raftelis.</p> <p>WRA and Raftelis will develop the agenda together, drawing from the results of the previous workshops and our own expertise related to content, issues, and effective speakers.</p> |  |
| Method/Procedure:   |  |
| <p>Through phone calls and emails, members of each organization will coordinate and decide on the logistics and agenda for the workshop.</p>  |  |
| Deliverable:  |  |
| <p>The workshop date and location, draft agenda, and invited speakers will be conducted concurrently with Task 1, with the workshop logistics to be finalized by June 30<sup>th</sup> 2018.</p>   |  |

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| Task 3   |  |
|--|--|
| <b>Task 3 – <u>Promotion and Execution of Workshop</u></b>   |  |
| Description of Task:   |  |
| <p>Wide spread promotion of the event through multiple networks, concluding with the delivery of the one-day workshop.</p>   |  |
| Method/Procedure:  |  |
| <p>The promotion of this workshop will happen through several avenues. WRA has developed an extensive contact list of nearly 300 names from prior workshop trainings, and will use this email list to promote the workshop. AWWA has a large listserv that will reach the targeted audience across the state. Raftelis will also promote the workshop to their network of professional clients and colleagues, as appropriate. In addition, other promotional avenues such as the Colorado WaterWise listserv and the CWCB listserv will be used, if possible.</p> <p>The workshop will be led by Todd Cristiano, an experienced instructor with over 18 years of utility finance expertise and Andrew Rheem of Raftelis. WRA's Amelia Nuding will help to facilitate the workshop as needed. The day will include a variety of speakers on topics such as legal considerations, the benefits, challenges, and successes of integrating water conservation into financial processes, and utility experience with administering fees.</p> |  |

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| Task 3  |
|---|
| <p>Deliverable:</p> <p>Promotion of the workshop will commence immediately upon completion of Task 2 (finalizing the workshop logistics). Our goal is to have at least 40 participants attend the workshop.</p> |

| Task 4  |
|---|
| <p><b>Task 4 – <u>Publication of Guide</u></b></p> <p>Description of Task:</p> <p>The “Guide to Designing Conservation-Oriented Tap Fees” will be finalized after the workshop, based on participant feedback, ideas, and insights gained through workshop discussions.</p> |



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| Task 4            |   |
|-------------------|---|
| Method/Procedure: | Through emails and calls, WRA and Raftelis will finalize the document.  |
| Deliverable:      | <p>The “Guide to Designing Conservation-Oriented Tap Fees” will be finalized, and available to any interested parties through WRA’s website, and other websites that will be sourced during the course of this project.</p> <p>The completed guide and a summary of the workshop will be the final deliverable to CWCB.</p> |

| 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  |
|---|
| <p><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.</p> |

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## Reporting Requirements

**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

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.

Project costs not covered by those or other grants, and are therefore the responsibility of the grantee, will be eligible for CWCB funds at the following percentages of project costs:

| Type of Activity                | Percent of Project Costs          |  |  |
|---------------------------------|-----------------------------------|--|--|
|                                 | Recommended Grant Funding Request | Max Grant Funding Request (All CWCB Sources) | Minimum Funding Match (Non-CWCB Sources) |
| Engineering & Construction      | 20%                               | 50%  | 50%                                      |
| Feasibility Study               | 50%                               | 50%  | 50%                                      |
| Reducing Agricultural Dry Up    | 50%                               | 80%  | 20%                                      |
| Conservation/Efficiency Methods | 50%                               | 80%  | 20%                                      |
| Educational Efforts             | 50%                               | 80%  | 20%                                      |
| Environmental Conservation      | 50%                               | 80%  | 20%                                      |
| Watershed Improvements          | 50%                               | 80%  | 20%                                      |
| Stream Improvements             | 50%                               | 80%  | 20%                                      |
| Land Use Planning               | 20%                               | 50%  | 50%                                      |
| Recreational Projects           | 20%                               | 80%  | 20%                                      |

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 CWCB in hard copy and electronic format 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 B. 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

Last Updated: Jan 16, 2018

### Performance Measures

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.



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit B

### Budget and Schedule

Date: 2/1/18

Name of Applicant: Western Resource Advocates

Name of Water Project: Conservation-Oriented Tap Fees: Guide & Workshop

| Task No. | Task Description                           | Start Date | End Date | Grant Funding Request | Match Funding | Total    |
|----------|--|------------|----------|-----------------------|---------------|----------|
| 1        | Development of Guide                       | 3/1/2018   | 5/1/2018 | \$ -                  | \$ 17,620.00  | \$17,620 |
| 2        | Development of Workshop Agenda & Logistics | 7/15/18    | 7/27/18  | \$ 6,800.00           | \$ 1,500.00   | \$8,300  |
| 3        | Promotion and Execution of Workshop        | 7/27/18    | 8/31/17  | 10360                 | \$ 4,580.00   | \$14,940 |
| 4        | Publication of Guide                       | 9/1/18     | 9/30/18  | \$ 1,930.00           | \$ 270.00     | \$2,200  |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
|          |  |            |          |                       |               | \$0      |
| Total    |  |            |          | \$19,090              | \$23,970      | \$43,060 |

Colorado Water Conservation Board

Water Plan Grant - Detailed Budget Estimate

Fair and Reasonable Estimate

Date:\*1-Feb-18

Name of Applicant:\*Western Resource Advocates

Name of Water Project:Conservation-Oriented Tap Fees: Guide & Workshop

EXAMPLE A: Coordination

|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
|--|---------------------|---------------------|-------------------------|---------------------------|--------------------------|-----------|----------|-------------|-----------------------------|---------------|--------------|
|  |                     |                     |                         |                           |                          |           |          |             | Grant<br>Funding<br>Request | Match Funding | Total        |
|  | WRA - Amelia Nuding | WRA - Drew Beckwith | Raftelis - Andrew Rheem | Raftelis - Todd Cristiano | Raftelis - Rick Giardina | Legal Rep | RMS AWWA | Workshop    |                             |               |              |
| Hourly Rate  | \$ 110              | \$ 135              | \$ 230                  | \$ 230                    | \$ 310                   | \$ 250    | \$ 100   |             |                             |               |              |
| Task 1 - Development of Guide                      |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Hours  | 80                  | 4                   | 18                      | 18                        | 0                        | 0         | 0        |             |                             |               |              |
| subtotals  | \$ 8,800            | \$ 540              | \$ 4,140                | \$ 4,140                  | \$ -                     | \$ -      | \$ -     |             | \$ -                        | \$ 17,620     | \$ 17,620    |
|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Task 2- Development of Workshop Agenda & Logistics |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Hours  | 20                  | 0                   | 10                      | 10                        | 0                        | 0         | 15       |             |                             |               |              |
| subtotals  | \$ 2,200            | \$ -                | \$ 2,300                | \$ 2,300                  | \$ -                     | \$ -      | \$ 1,500 |             | \$ 6,800                    | \$ 1,500.00   | \$ 8,300     |
|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Task 3- Promotion and Execution of Workshop        |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Hours  | 20                  | 8                   | 8                       | 8                         | 8                        | 8         | 10       |             |                             |               |              |
| subtotals  | \$ 2,200            | \$ 1,080            | \$ 1,840                | \$ 1,840                  | \$ 2,480                 | \$ 2,000  | \$ 1,000 |             | \$ 10,360                   | \$ 2,080.00   |              |
|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Workshop   |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Space & Food                                       |                     |                     |                         |                           |                          |           |          | \$ 1,500.00 |                             | \$ 1,500.00   |              |
| Participant Fees                                   |                     |                     |                         |                           |                          |           |          | \$ 1,000.00 |                             | \$ 1,000.00   | \$ 14,940.00 |
|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Task 4- Publication of Guide                       |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| Hours  | 5                   | 2                   | 3                       | 3                         | 0                        | 0         | 0        |             |                             |               |              |
| subtotals  | \$ 550              | \$ 270              | \$ 690                  | \$ 690                    | \$ -                     | \$ -      | \$ -     |             | \$ 1,930                    | \$ 270.00     | \$ 2,200     |
|  |                     |                     |                         |                           |                          |           |          |             |                             |               |              |
| TOTALS   |                     |                     |                         |                           |                          |           |          |             | \$ 19,090                   | \$ 23,970     | \$ 43,060    |
| Percentages  |                     |                     |                         |                           |                          |           |          |             | 44%                         | 56%           | 100%         |



**4100 E. Mississippi, Suite 50  
Glendale, CO 80246**

October 9, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade,

I attended several "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016 and summer of 2017 and met with Ms. Nuding on several occasions regarding their efforts to align fees that support affordability and sustainability. AquaSan has been working with developers to design water and sanitary sewer impact fees that encourage developers to invest in water conserving fixtures and appliances. AquaSan is also very active in working with affordable housing developers and nonprofit institutions in constructing facilities that allow them to invest in reduced housing costs and humanitarian purposes, rather than in water capacity that they do not need.

The workshops provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency. I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

A handwritten signature in dark ink, appearing to read "C. Iadarola".

*Carmine Iadarola*

*President, AquaSan Network, Inc.*

Vintage Homes and Land, LLC  
200 W. Hampden Avenue, Ste. 201  
Englewood, CO 80110  
303-346-6437

October 9, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

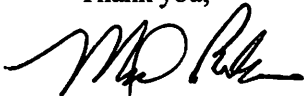
Dear Mr. Wade:

Several members of the Colorado Association of Homebuilders ("CAHB") were among the attendees at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the Fall of 2016. These workshops provided the opportunity to discuss some of the options related to the design and administration of tap fees, and industry concerns about the wide range of practices in calculating and administering water rates and charges.

It was clear there is a need and desire for more in depth training on the calculation methodology to better achieve water user and utility objectives, such as water conservation, equity, affordability and transparency. CAHB supports the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity not otherwise available and an additional opportunity for CAHB to discuss this critical issue with water providers.

This workshop can help our members, as well as other communities across Colorado, to better integrate water cost and supply considerations into new development. This ultimately will also help to achieve the State's water conservation goal and help advance the practice of integrating of water considerations into the land use planning process.

Thank you,

A handwritten signature in black ink, appearing to read "Mick Richardson", is positioned above the printed name.

Mick Richardson  
Chairperson  
CAHB Water Committee

October 2, 2017

Mr. Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

**RE: Tap Fee Design Workshop**

Dear Mr. Wade,

I was among the attendees at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop was very timely and informative for me, as it coincided with a rate and fee study we were conducting for one of our municipal clients. In particular, this workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees. From the questions and discussion among the attendees, it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency.

I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community and peers to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Best regards,



Leif Lindahl, P.E.  
Senior Engineer  
Forsgren Associate, Inc.



**Utilities**

electric · stormwater · wastewater · water  
PO Box 580  
Fort Collins, CO 80522

**970.221-6700**

970.221.6619 fax · V/TDD: 711

[utilities@fcgov.com](mailto:utilities@fcgov.com)

[fcgov.com/utilities](http://fcgov.com/utilities)

October 10, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade,

I was among the attendees at one of the “Tap Fee Workshops” sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency. I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State’s water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

A handwritten signature in blue ink that reads "Donnie Dustin".

Donnie Dustin, P.E.  
Water Resources Manager  
City of Fort Collins Utilities



## Water and Power Department

Service Center • 200 N. Wilson Avenue • Loveland, CO 80537  
(970) 962-3000 • (970) 962-3400 Fax • (970) 962-2620 TDD  
[www.cityofloveland.org](http://www.cityofloveland.org)

October 2, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade:

I was among the attendees at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency.

I support the proposed Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

Michelle Erickson  
Technical Specialist, City of Loveland



PO Box 669 970-686-2798

Windsor, CO 80550

[www.nocohba.com](http://www.nocohba.com)

[info@nocohba.com](mailto:info@nocohba.com)

September 29, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade,

I was among the attendees at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency. I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

A handwritten signature in black ink, appearing to read "Gregory A. Miedema".

*Gregory A. Miedema, CAPS, CGB, CGP, CGR*

*Executive Director, NOCO HBA*



October 10, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

**RE: Tap Fee Design Workshop Support**

Mr. Wade,

I attended the fall of 2016 Tap Fee Workshop sponsored by the Colorado Water Conservation Board in Loveland. This workshop provided the opportunity to discuss, with my peers, options and needs related to the design and administration of tap fees. The information covered in the workshop was helpful in providing a higher level view of the attitudes towards tap fees and from various perspectives. The workshop showed that there is a need and desire for more in depth training on the calculation methodology to better achieve our objectives, such as cost allocation equity, transparency, and water conservation considerations.

I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop will help our District staff, as well as others across Colorado, to develop better pricing structures to allow us to provide reliable water facilities now and in the future.

Sincerely,

Bart Sperry, PE  
District Manager/Engineer  
North Table Mountain Water and Sanitation District



Stonegate Village Metropolitan District  
10252 Stonegate Parkway  
Parker, CO 80134  
303-858-9909

October 1, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade,

The Tap Fee Workshop sponsored by the Colorado Water Conservation Board in the fall of 2016 provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency.<sup>6</sup>

I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

*Sarah Sjobakken*  
*Assistant District Manager*  
*Stonegate Village Metropolitan District*  
*10252 Stonegate Parkway*  
*Parker, CO 80134*  
*303-858-9909*





## WESTMINSTER

October 9, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

City of Westminster  
Department of  
Public Works  
and Utilities

4800 West 92nd Avenue  
Westminster, Colorado  
80031

303-658-2400  
FAX 303-706-3927

Dear Mr. Wade,

I was among the attendees and presenters at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency. I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

Stu Feinglas  
Senior Analyst  
City of Westminster  
[sfeinglas@cityofwestminster.us](mailto:sfeinglas@cityofwestminster.us)  
303-658-2386

September 29, 2017

Ben Wade  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dear Mr. Wade,

I was among the attendees at one of the "Tap Fee Workshops" sponsored by the Colorado Water Conservation Board in the fall of 2016. This workshop provided the opportunity to discuss some of the options and needs related to the design and administration of tap fees, and it was clear there is a need and desire for more in depth training on the calculation methodology to better achieve utility objectives, such as water conservation, equity, and transparency. I support the proposed *Tap Fee Design Workshop: Calculation Methodologies for Achieving Conservation & Utility Objectives*, as it will be a unique learning opportunity that is not available anywhere else. This workshop can help my community, as well as others across Colorado, to better integrate water considerations into new developments. This ultimately will also help to achieve the State's water conservation goal and help to advance the practice of integrating of water considerations into the land use planning process.

Thank you,

  
Bailey Leppek

*Design Engineer I*

SGM Inc.



## Rocky Mountain Section

Rocky Mountain Section  
American Water Works Association (RMSAWWA)  
8200 S. Quebec St., Ste. A3-264  
Centennial, CO 80112

Kevin Reidy  
Colorado Water Conservation Board  
1313 Sherman St  
Denver CO 80203

Dr. Mr. Reidy:

This letter is to confirm the in-kind contribution from volunteers of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) in support of the project entitled "Conservation-Oriented Tap Fees: Guide & Workshop," which was submitted for consideration to the Water Plan Grant Fund, within the Conservation and Land Use Planning area.

RMSAWWA, through the members of the Utility Management Committee, is committing to 25 hours of contributed time, valued at \$2,500.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Ann Guiberson".

**Ann Guiberson**  
Executive Director  
Rocky Mountain Section AWWA