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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:

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

**FINAL SUBMISSION:** Submit all application materials in one email to [waterplan.grants@state.co.us](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. In the subject line, please include the funding category and name of the project.



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Water Project Summary	
Name of Applicant	Colorado WaterWise
Name of Water Project	Update to the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado
CWP Grant Request Amount	\$150,192
Other Funding Sources: <u>Colorado River Water Conservation District</u>	\$50,000
Other Funding Sources: N/A	\$
Other Funding Sources: N/A	\$
Applicant Funding Contribution	\$21,178 (cash match) \$18,750 (in-kind match)
Total Project Cost	\$240,120



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Applicant & Grantee Information
Name of Grantee(s): Colorado WaterWise
Mailing Address: PO Box 40202, Denver, CO 80204-0202
FEIN: 84-1155433
Organization Contact: Katie Helm
Position/Title: Co-chair
Email: khelm@fountaincolorado.org
Phone: (719) 322-2029
Grant Management Contact: Courtney Black
Position/Title: Best Practices Guide Update Committee Chair, CWW Board of Directors
Email: cblack@intera.com
Phone: (720) 749-1902
Name of Applicant (if different than grantee): Not applicable; same as above
Mailing Address: Not applicable; same as above
Position/Title: Not applicable; same as above
Email: Not applicable; same as above
Phone: Not applicable; same as above
Description of Grantee/Applicant
Provide a brief description of the grantee's organization (100 words or less).



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Colorado WaterWise is a 501c(3) non-profit organization representing water stewards, innovators, and educators in Colorado. Our organization is founded on the principle that we know more and save more water together than we could working alone. Our mission is to address the State's water challenges by improving water efficiency through diverse community connections, innovative solutions, and valuable member resources. This update to the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado is a key project to advance our strategic goal of water conservation leadership – educating members and the water community on water conservation programs and practices.

#### 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.
X	<b>Non-governmental organizations (NGO):</b> Organization that is not part of the government and is non-profit in nature.
	<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)

X	Study
	Construction
	Other



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Category of Water Project (check the primary category that applies and include relevant tasks)	
	<p>Water Storage &amp; Supply - Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity, multi-beneficial projects, water sharing agreements, Alternative Transfer Methods, and those projects identified in basin implementation plans to address the water supply and demand gap.</p> <p><i>Applicable Exhibit A Task(s):</i></p> <p><b>Note:</b> For Water Sharing Agreements or ATM Projects - please include the <a href="#">supplemental application</a> available on the CWCB's website.</p>
X	<p>Conservation and Land Use Planning - Activities and projects that implement long-term strategies for conservation, land use, water efficiency, and drought planning.</p> <p><i>Applicable Exhibit A Task(s):</i></p> <ul style="list-style-type: none"><li>• Task 2: Project Discovery (Literature Review and Stakeholder Input on Best Practices for Municipal Conservation programs)</li><li>• Tasks 3 and 4: Analysis and Case Study Development (Selection of Best Practices and Case Studies to improve Colorado-based Municipal Conservation Programs)</li><li>• Task 5: Preparation, Publication, and Publicity of Guidebook (Ensuring the Guidebook and Case Studies are web-based, dynamic and interactive, and shared widely throughout the state as a key resource)</li></ul>
	<p>Engagement &amp; Innovation - Activities and projects that support water education, outreach, and innovation efforts.</p> <p><i>Applicable Exhibit A Task(s):</i></p>
	<p>Agricultural - Projects that provide technical assistance and improve agricultural efficiency.</p> <p><i>Applicable Exhibit A Task(s):</i></p>
	<p>Environmental &amp; Recreation - Projects that promote watershed health, environmental health, and recreation.</p> <p><i>Applicable Exhibit A Task(s):</i></p>



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	Other	Explain:
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### Location of Water Project

Please provide the general county and coordinates of the proposed project below in **decimal degrees**.

The Applicant shall also provide, in Exhibit C, a site map if applicable.

County/Counties	Applicable to all Colorado Counties
Latitude	Not applicable
Longitude	Not applicable

### Water Project Overview

Project summary including: a description of the project and what the CWP Grant funding will be used for specifically. Please see Exhibit A for a detailed scope of work.



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This project aims to update the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado. CWP grant funding will be coupled with Colorado WaterWise and Colorado River Water Conservation District funding to achieve four project objectives:

1. Refresh the guidebook to represent the current state of best practices, including new resources and case studies, as well as emerging practices and technologies.
2. Use diverse and representative stakeholder engagement to garner subject matter expertise and hear directly from water utilities about their needs.
3. Employ systems thinking to emphasize the connections between water conservation and other utility and government services, as well as broader energy and climate connections.
4. Innovate on the guidebook delivery to include an interactive website and case studies that are updated on a more frequent basis.

Municipal water conservation programs are necessary to achieve 400,000 ac-ft of municipal and industrial water conservation by 2050, as established by the 2015 Colorado Water Plan. Water providers need access to up-to-date information about the state of municipal conservation programs – best practices that lay out successful program strategies, implementation costs, water savings and other benefits, and case studies of providers that have already implemented successful programs.

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)
8,170 acre-feet/year	Efficiency Savings (indicate acre-feet/year OR dollars/year) <sup>1</sup>
	Area of Restored or Preserved Habitat (acres)

<sup>1</sup> Assumes the guidebook contributes to annualized water conservation savings estimated in the Colorado Water Plan.



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	Quantity of Water Shared through Alternative Transfer Mechanisms or water sharing agreement	
4,560,000	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

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

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

When the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado was published, it received hundreds of unique pageviews each year (2,802 in total) that demonstrate the demand for this type of best practices guidebook and accompanying case studies. While this is one metric for showing level of interest, that the best practices guidebook PDF could be downloaded and was almost certainly distributed to others. The number of people that viewed/used the 2010 best practices guidebook was likely substantially higher.

Year	Number of Unique Pageviews	Comments
2013	744	Guidebook first posted to Colorado WaterWise's website, as a public document
2014	525	
2015	485	
2016	429	
2017	291	
2018	296	



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2019	12	Guidebook moved behind the membership paywall on Colorado WaterWise's website
2020	20	

Colorado WaterWise saw a drop in guidebook usage over time as the guidebook aged and moved from a public document to a members-only benefit. Colorado WaterWise therefore assessed that a guidebook update was needed and that the guidebook and case studies should remain publicly accessible documents.

The 2010 best practices guidebook was written for water professionals including water providers, local governments, consultants, building managers, design engineers, irrigation professionals and others throughout Colorado. The updated guidebook will be targeted at an even broader audience. The web presentation will enable decision makers and Colorado citizens to benefit from the recommendations in the best practices guidebook along with water professionals.

By promoting effective municipal water conservation programs, this project is directly supportive of:

- The Colorado Water Plan goals to achieve 400,000 ac-ft of municipal and industrial conservation by 2050 and to achieve 75 percent of Coloradans living in communities that have incorporated water-saving actions into land-use planning (Colorado's Water Plan, Section 10.2, pg. 10-5).
- Reducing the gap between water supplies and demands in the municipal and industrial sector (Analysis and Technical Update to the Water Plan, Vol 1, Section 3: Revisiting the Gaps, pgs. xx-xxii).

Each major river basin in Colorado, through their Basin Implementation Plan (BIP), acknowledges the role and need for municipal efficiency and conservation in their basin:

- Arkansas BIP (Executive Summary, pgs. 4-8): Basin Needs: Conservation has often been limited to municipal customer demand management, but a more thoughtful approach includes efficiencies in all phases of municipal water delivery and may include regional collaborations with the environment and agriculture.
- Colorado BIP (Executive Summary, pg. 15): Theme: Conservation - Encourage a High Level of Basin wide Conservation across all uses.
- North Platte BIP (Executive Summary, pg. 2): Goal #8: Support the equitable statewide application of municipal water conservation.
- Rio Grande BIP (Chapter 4, pg. 67): Basin Needs: Due to the relatively minor water use represented by municipal users, there is little pressure for water conservation as a new water supply strategy. However, as municipal water rates increase to fund



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needed capital improvements and provide for augmentation supplies, the response to higher rates will tend to reduce water use.

- Gunnison BIP (Executive Summary, pg. 9): Goals:
  - Goal 1: Protect existing water uses in the Gunnison Basin – All projects are expected to help fulfill this goal, many with the intent to maintain current irrigated acreage. The projects include community outreach and conservation planning to enable communities to reduce municipal and industrial water consumption.
  - Goal 4: Identify and address municipal and industrial water shortages
- Yampa-White-Green BIP (Section 1: Goals and Measurable Outcomes, pg. 109): Goal: 1.2.6 Identify and address M&I water shortages. Adequate storage, along with strong municipal conservation measures, must be coordinated with drought plans to adequately address the situation.
- South Platte/Metro BIP (Executive Summary, pg. 5): Water providers in the South Platte Basin continue to seek expansion of their existing conservation programs for several reasons. Though these agencies have already implemented significant water conservation measures that are known nationally for their rigor, they plan to pursue even more aggressive conservation levels in the future.
- Southwest BIP (Executive Summary, pg. 2): The Roundtable supports the idea that on a statewide basis we all need to be more efficient with our water use and achieve high conservation. Recognizing that municipal demand is one of the driving forces behind agricultural dry-up and that outdoor urban irrigation is one of the highest consumptive uses of municipal water. The Roundtable agrees that before it will consider a new TMD [transmountain], outdoor irrigation by water providers using agricultural buy-up and dry-up and/or pursuing a TMD should meet the higher goal of 70/30 ratio of inside to outside use of municipal water by the year 2030.

This project will disseminate best practices for municipal conservation programs to the more than 2,000 public water systems in Colorado that are responsible for municipal water efficiency planning and implementation. Successful conservation programs achieve all of the needs expressed by the basin roundtables – confidence that the whole water management system is efficient, equity through each sector and region contributing to conservation and efficiency efforts, water affordability, and keeping water in the agricultural sector and local watersheds.

Effective conservation programs require awareness of water as a scarce resource, and behavior changes to use water more effectively. The Statewide Water Education Action Plan covers key concepts, including raising public awareness of water as a limited resource and changing behaviors (SWEAP, Executive Summary, pgs. 2-3).

Colorado WaterWise feels strongly that there is a gap in the market for this Best Practices Guidebook – a go-to resource for conservation practitioners who are looking to implement



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effective conservation programs. There have been many significant developments in water conservation within and beyond Colorado since the first edition of the guidebook. The 2022 update will account for these advancements and will provide updated guidance for managing the persistent constraints on water supplies, including climate change impacts, equitable water distribution, and a looming shortage on the Colorado River. In addition, this update will provide public water systems with new and improved methodologies on how to reach water efficiency and conservation goals, in tandem with other climate action and resilience initiatives.

This project meets the criteria set forth in the Water Plan Framework (CWP, pgs. 9-43 to 9-44) as follows:

- o **Demonstrates a commitment to collaboration** by engaging a diverse and representative stakeholder group in the guidebook update process, where diversity is used to mean a range of subject matter expertise, geographic locations, and provider sizes, available resources, and needs.
- o **Addresses an identified water gap** in the municipal and industrial sector by promoting municipal water conservation programs.
- o **Demonstrates sustainability** by promoting conservation best practices (environmental sustainability) and partnering with water utility and local government staff to use municipal conservation programs to protect water affordability (economic sustainability) and access (social sustainability).
- o **Establishes fiscal and technical feasibility** by showing the commitment of Colorado WaterWise through cash and in-kind matching funds; by pursuing additional grant funds from the Colorado River Water Conservation District; and by using feedback already gathered on the 2010 Guidebook to inform the quality and usability of the updated guidebook.

Conservation is one of the best tools available to ensure the State of Colorado has reliable water supplies to meet our future water demands. For comparison, the State of Texas is relying on conservation to provide enough water to serve 29% of new future demands (2022 State Water Plan, Water for Texas, Texas Water Development Board).

### 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.

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The update to the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado will draw upon the existing body of knowledge for effective municipal water conservation programs, intending to translate the latest research into actionable and practical program implementation guidance. Colorado WaterWise intends this Guidebook to go hand-in-hand with the development of municipal water efficiency plans and to serve as an asset/resource to improving water efficiency plans and projects under the State's Water Efficiency Planning and Implementation grants and Colorado Water Plan grants.

The updated guidebook will pull from and reference existing resources, including (but not limited to):

- o Municipal Water Efficiency Plan Guidance Document and Addendum to the 2012 Guidance Document: Best Practices for Implementing Water Conservation and Demand Management through Land Use Planning Efforts (Colorado Water Conservation Board)
- o G480-20 Water Conservation and Efficiency Program Operation and Management (American Water Works Association)
- o Residential End Uses of Water Survey and Commercial and Institutional Water Use Metrics (Water Research Foundation)
- o Integrating Water Efficiency into Land Use Planning in the Interior West: A Guidebook for Local Planners (Western Resource Advocates)

The updated guidebook is intended for water conservation professionals, will focus specifically on best practices for Colorado that consider the broad diversity of local conditions and constraints, and will provide current and dynamic case studies. The updated guidebook will also emphasize connections between water conservation and other utility and government functions, including water supplies, land use planning, development reviews, water quality, drought/water shortage response, energy efficiency, and climate action. Finally, the updated guidebook will address gaps identified by the State of Urban Conservation in Colorado: A Review of Public Systems (study publication forthcoming by Colorado WaterWise). This review identified a need to support smaller utilities that lack dedicated conservation staff and program budget for implementing conservation programs and standardizing tools and methodologies (such as for forecasting demands and estimating water savings).

#### 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)



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CWCB board meeting date; 5) Contract number or purchase order; 6) Percentage of other CWCB funding for your overall project.

**Previous:** A CWCB grant was used to develop the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado. Colorado WaterWise Council was the applicant. The total project value was \$105,800, with \$85,000 coming from a CWCB grant and \$20,800 coming from Colorado WaterWise. To the best of our knowledge, no roundtables were involved in the grant approval. We are not able to locate the contract number or CWCB board meeting date.

**Current:** None.

#### 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.

Not applicable

#### Submittal Checklist

X	I acknowledge the Grantee will be able to contract with CWCB using the <a href="#">Standard Contract</a> .
X	Statement of Work <sup>(1)</sup>
X	Budget & Schedule <sup>(1)</sup>
n/a	Engineer's statement of probable cost (projects over \$100,000)
X	Letters of Matching and/or Pending 3 <sup>rd</sup> Party Commitments <sup>(1)</sup>
n/a	Map (if applicable) <sup>(1)</sup>
X	Photos/Drawings/Reports
X	Letters of Support (Optional)
X	Certificate of Insurance (General, Auto, & Workers' Comp.) <sup>(2)</sup>
X	Certificate of Good Standing with Colorado Secretary of State <sup>(2)</sup>



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X	W-9 <sup>(2)</sup>
n/a	Independent Contractor Form <sup>(2)</sup> (If applicant is individual, not company/organization)
Water Sharing Agreements and Alternative Transfer Methods ONLY	
n/a	Water Sharing Agreements and Alternative Transfer Methods <a href="#">Supplemental Application</a> <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>	11/25/2021
<b>Name of Grantee:</b>	Colorado WaterWise
<b>Name of Water Project:</b>	Update to the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado
<b>Funding Source:</b>	CWP Conservation & Land Use Planning, Colorado WaterWise, Colorado River District
<b>Water Project Overview:</b>	
<p>The goal of this project is to update, redesign, and deliver an improved Colorado Best Practices Guidebook for Municipal Water Conservation. Colorado WaterWise published the guidebook in 2010, funded by a CWCB grant. This first edition has been a fundamental water conservation and efficiency resource for thousands of water professionals across the State. Yet, there have been many significant developments in water conservation within and beyond Colorado since the first edition. The 2022 update will account for these advancements and will provide updated guidance for managing the persistent constraints on water supplies, including climate change impacts, equitable water distribution, and a looming shortage on the Colorado River. In addition, this update will provide public water systems with new and improved methodologies on how to reach water efficiency and conservation goals, in tandem with other climate action and resilience initiatives.</p> <p>The revised and improved best practices guidebook will support the goals of the Colorado Water Plan by providing public water systems with methods, tools, and policy-ready language to improve municipal water efficiencies and conservation. In addition, this updated guidebook will be a key resource to help water systems construct their Water Efficiency Plans. The revised and updated best practices guidebook will reflect the diversity of knowledge and needs expressed by Colorado citizens, experts, and municipal water providers.</p> <p>Colorado WaterWise is a long-standing non-profit organization representing water stewards, innovators, and educators in Colorado. Our mission is to address the State's water challenges by improving water efficiency through diverse community connections, innovative solutions, and</p>	



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valuable member resources. This update to the 2010 Guidebook is a key project to advance our strategic goal of water conservation leadership – educating members and the water community on water conservation programs and practices.

In October 2021, Colorado WaterWise solicited competitive proposals and selected a highly experienced consulting team to execute the project. The consultant team includes WaterDM, the Brendle Group, and Terra Planning. The collective credentials and experience of the team spans all the Western states' water challenges, reaches across sectors and institutions, and equates to over 50 years of combined experience with innovative water conservation. The consultant team leads are thought leaders in the field, giving CWCB and Colorado WaterWise full confidence in receiving the highest quality deliverables within the scope of work specified in this grant application.

### **Colorado River District Community Funding Partnership Grant**

The Colorado River District's Community Funding Partnership was created in 2021 to fund multi-purpose water projects on the Western Slope in five project categories: productive agriculture, infrastructure, healthy rivers, watershed health and water quality, and **conservation and efficiency**. Funding for the program was approved by Western Colorado voters as part of ballot question 7A in November 2020 and are expected to amount to more than \$4 million per year. These funds provide a catalyst for projects that are priorities for residents in the District to receive matching funds from state, federal and private sources.

Colorado WaterWise and the project team intend to apply for a Community Funding Partnership Grant totaling \$50,000 to support the guidebook. The additional funding from the River District will be used to expand stakeholder outreach across the District's territory and to add substantial additional research and content focusing on small utilities, resort communities, rural providers. Additional case studies and examples are planned with a focus on utility scale practices such as conservation-oriented water rates for small utilities and water budget development under different climate conditions.

### **A Statewide Best Practices Guidebook for Municipal Water Conservation**

Together, Colorado WaterWise and the consultant team (collectively, the project team) are committed to a broadly inclusive stakeholder outreach process that includes a series of virtual and in-person meetings across Colorado.

The project will be organized as follows.

Courtney Black (INTERA, Colorado WaterWise Board of Directors) is managing the project for Colorado WaterWise and will be responsible for submitting progress reports and the final report to CWCB in accordance with the CWP reporting requirements. The Colorado WaterWise Board of Directors are responsible for making decisions and providing feedback. Colorado WaterWise





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has also formed an *ad hoc* Best Practices Guide Update Committee to provide day-to-day direction to the consultant team.

The core consultant team for updating the Best Practices Guidebook consists of:

- Peter Mayer, P.E., Principal, Water Demand Management, LLC (dba WaterDM)
- Amy Volckens, P.E., Senior Engineering Manager, Brendle Group
- Gretel Follingstad, PhD, Principal Resilience Planner, Terra Planning, LLC

### ***Project Organization***

**Consultant Team** – WaterDM, Brendle Group, Terra Planning

**Project Team** – Consultant team + Courtney Black, and the Colorado WaterWise BP Update Committee

**Project Oversight Team** – Project Team + Full Colorado WaterWise Board of Directors, CWCB, Colorado River District.

**Stakeholder Team** – Project Oversight Team + utility representatives, subject matter experts, basin roundtable members, irrigation industry, water professionals.

**Other team members** – web designer, Colorado WaterWise administrator

### ***Stakeholder Input***

Six stakeholder meetings are planned to solicit input for the guidebook. These meetings will involve a facilitated, interactive approach for soliciting and collecting stakeholder feedback on the current guidebook, as well as suggestions for revisions and case study input. General feedback on the current guidebook, ideas for improving it, and input on how to deliver an update have already been collected through the Colorado WaterWise Board of Directors, the *ad hoc* best practices Update committee formed by Colorado WaterWise, and through one stakeholder meeting held to inform this grant application. Future stakeholder engagement will address specific conservation topics plus improve the representativeness of stakeholder input in terms of geographic location and size of water system.

### ***Deliverables***

The final guidebook deliverable will be published on-line through an interactive website and as a highly visual, graphically rich PDF available for download as a full document or in sections. The website and guidebook will include relevant case studies and examples of the best practices in action. Given the direct alignment with Colorado Water Plan goals and CWCB programs, this

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project represents enormous value and benefits to the agency and the State of Colorado's water resilience.

### **Project Objectives:**

The purpose of this project is to thoroughly revise and update the 2010 Guidebook of Best Practices for Municipal Water Conservation in Colorado. The new guidebook will offer up-to-date best practices and relevant case studies that guide Colorado water systems toward improved water management and overall savings, directly contributing to the Colorado Water Plan goals. The project objectives include:

1. Refreshing the guidebook to represent the current state of best practices, including new resources and case studies, as well as emerging practices and technologies.
2. Using diverse and representative stakeholder engagement to garner subject matter expertise and hear directly from water utilities about their needs. Stakeholder engagement will be a broadly inclusive process that includes a series of virtual and in-person meetings across Colorado.
3. Employing systems thinking to emphasize the connections between water conservation and other utility and government services, as well as broader energy and climate connections. The guidebook will emphasize connections to Colorado Water Plan goals.
4. Innovating on the guidebook delivery to include an interactive website and case studies that are updated on a more frequent basis.

This project as proposed will be co-funded by CWCB, Colorado WaterWise, and the Colorado River District.

Work on the project is expected to commence in May 2022, with a publication date of December 2023.

## **Tasks**

### **Task 1 – Project Management, Meetings, Coordination**

Description of Task:



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Efficient project management and close coordination are essential to the success of the guidebook update. The consultant team will have regular meetings internally and with Colorado WaterWise and the Colorado River District as needed to ensure every aspect of the project is completed successfully. In addition to clear communication and regular meetings, project management will also utilize key software tools such as MS Teams for meeting agendas, notes, document sharing, video conferencing, and other task management items.

**Method/Procedure:**

WaterDM is the prime contractor for the project and will submit invoices and project reports to Colorado WaterWise. Peter Mayer will serve as the project manager and team facilitator for this project. Peter will prepare invoices and project updates and will serve as the primary point of contact for Colorado WaterWise. However, the whole project team of WaterDM, Brendle Group, and Terra Planning, together will be responsible for delivering an outstanding updated best practices guidebook.

The project team's project management approach to ensure that we deliver a high-quality engagement process and guidebook that meet budget and schedule constraints includes the following elements:

- A project kickoff meeting is used to align expectations between the consulting team and the client. This meeting will be used to confirm roles, responsibilities, and communication protocols, as well as to refine the overall project schedule.
- Project check-in meetings and email are used to ensure healthy progress and project communication.
- Quickbooks® software is used for time billing, project management, and accounting.
- Invoices are prepared and submitted to the client monthly.
- MS SharePoint or Teams is proposed for centralized document management and collaboration.
- QA/QC checks include technical reviews of data analyses and results. All deliverables are reviewed internally before distributing externally. Deliverable reviews include copy/technical edits as well as senior technical review.

**Deliverables:**

Progress reports, final grant report, monthly invoices

**Tasks**

**Task 2 – Project Discovery**



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Description of Task:

The project discovery task is intended to be the creative, brainstorming portion of the project that includes both technical and stakeholder elements:

- Technical
  - Review and assess existing best practices
  - Conduct an in-depth literature review
  - Identify areas for update and needs for new best practices
  - Identify connections among best practices
  - Develop an inventory of old and potential new best practices
  - Identify and research potential case studies
  - Align with Colorado Water Plan inputs and goals
- Stakeholders
  - Solicit stakeholders to represent specific subject areas, geographic locations, and types of water systems
  - Consult with the Colorado WaterWise Best Practices Guidebook Update committee
  - Incorporate stakeholder input into the project plan

Method/Procedure:

During this phase of the project the project team will research existing and new best practices. The information from this research will inform the content for proposed new best practices. The potential best practices will be presented at a series of stakeholder meetings both in-person and virtual to receive input from across Colorado.

**Task 2.1 – Inventory of Potential Best Practices**

The task will start with a thorough review of the existing best practices in the guidebook for gaps and update needs.

The fourteen best practices in the 2010 guidebook are:

1. Metering, conservation-oriented rates and tap fees, customer categorization within billing system.
2. Integrated resources planning, goal setting, and demand monitoring.
3. System water loss control.
4. Conservation coordinator.
5. Water waste ordinance.
6. Public information and education.
7. Landscape water budgets, information, and customer feedback.
8. Rules and regulations for landscape design and installation and certification of landscape professionals.
9. Water efficiency design, installation, and maintenance practices for new and existing landscapes.



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10. Irrigation efficiency evaluations.
11. Rules for new construction.
12. High-efficiency fixture and appliance replacement for all sectors.
13. Residential water surveys and evaluations targeted at high demand customers.
14. Specialized non-residential surveys, audits, and equipment efficiency improvements.

Each best practice will be reviewed to identify the areas for update, consolidation, improvement and addition to this current set of best practices. Next, research will be conducted to create an inventory of the potential additional best practices to add to the document. The next step will be to review and refine this inventory in consultation with the Colorado WaterWise Best Practices Guidebook Oversight committee. The project team and guidebook committee will develop the final annotated inventory of proposed new set of best practices. This annotated inventory will be shared with stakeholders so everyone participating in the process understands the potential range and scope of best practices.

### **Task 2.2 - Stakeholder Input**

The project team will seek input from stakeholders across Colorado to ensure the guidebook is as comprehensive as possible. The stakeholder outreach will be broadly inclusive to reach stakeholders from across Colorado. Stakeholder engagement will be used for three objectives: (1) gather information from subject matter experts, (2) solicit case studies, and (3) hear directly from conservation professionals about the guidebook content and delivery.

Stakeholder meetings will be held in person and virtually to accommodate participation from across the State. These meetings will be carefully structured to solicit feedback from stakeholder groups representative of the diversity in size, capacity and location of providers (rural, urban, peri-urban) across the state. The meetings will be structured based on the current guidebook and input for the update. There will be 6 meetings (3 in-person and 3 virtual), led by the consultant team (2 of 3 at each meeting). The aim is to coordinate these meetings with other regional convening events such as the basin roundtable meetings or conferences.

#### **Stakeholder Meeting Breakdown:**

- 1 virtual and 1 in-person on East slope (CRWCD region/Rio Grande and Arkansas valleys)
- 1 virtual and 1 in-person on West slope (Front Range/Denver Metro)
- 2 specialty topic meetings (either in-person or virtual) - topics will be determined by the pertinent needs of stakeholders such as, CII conservation, landscape water demand management, urban agricultural water use, integrated water and land use.

Participants will be asked to prepare feedback and input in advance as a 'homework' exercise meant to focus the meetings on specific stakeholder needs. This will help with documenting the

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set of stakeholder needs and facilitation of addressing those areas in the meetings. This approach is intended to increase both the modalities for participation and foster more informed discussions during the meetings. Part of the homework will include an inquiry for the identification of potential case studies.

The case studies for the guidebook will focus on the best practices and the variation of implementation across Colorado. The portfolio of case studies will be geographically inclusive and apply to different size and capacity utilities. The case study research process is detailed below, however the specific locations and practices will be determined through the stakeholder process and research on pressing issues (groundwater depletion, over appropriation, landscape ordinances), new technologies, innovative approaches and political wins for conservation. Priority will be to represent locations for case studies that are currently underrepresented in available water conservation literature and areas where environmental pressures create heightened need for conservation success.

### **Ideas for the Guidebook Update**

Using the information gathered from the pre-grant stakeholder meeting and brainstorm with Colorado WaterWise Board of Directors–Best Practices Update Committee, the consultant team has summarized a list of best practices for consideration in the updated guidebook:

1. Connect the Guidebook with local, regional, and state water management and conservation goals.
2. Emphasize scale of best practices to include variation in application and feasibility for different sizes and capacities of water providers.
3. Highlight best practices for providers across Colorado including small, medium, and large utilities and specific situations such as resort communities.
4. Create alignment and clustering of best practices that relate or depend on each other
5. Highlight best practices that are crosscutting with other community planning practices, sectors, and agencies. Offer tools for breaking down silos.
6. Create suite of land use planning and water management best practices and resources.
7. Expand cost-benefit rules of thumb to include (where appropriate) energy, climate, water quality, stormwater quality, and other co-benefits.
8. Explore more "formal" acceptance of the guidebook by CWCB (e.g., as an appendix to the State's Municipal Water Efficiency Planning guidelines).
9. Include direct links between best practices and potential funding sources that could help bridge budget barriers to achieve successful implementation.
10. Research and recommend new technologies, tools, and methods.
11. Include customer-side leak detection and alert systems (AMI and non-AMI).
12. Include utility-side water loss control.
13. Include water reuse and rainwater catchment.
14. Include indoor and outdoor water budgets for all water use classes that incentivize water conservation.



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15. Deliver the Guidebook in an alternative, online format offering condensed, engaging content.
16. Include a best practice to address municipally supplied agriculture.
17. Include case studies of statewide regulations in other states.
18. Include primers for emerging concepts. For example, explain different irrigation and landscape training and certification programs.

These ideas will be researched and refined and additional ideas from the stakeholder process will also be incorporated into the Guidebook Update.

### **Task 2.3 - Literature Review**

The best practices that are selected for the update will each require an in-depth literature review to bring it up to date. These literature reviews will include best practices and tools used in other locations, relevant to the needs of Colorado communities. The literature reviews will be fully cited and references will be available in the bibliography of the updated guidebook. In addition, the research team will prepare an easy-to-use annotated bibliography for best practices that are broadly covered by other studies, research and guidebooks and those that are highly relevant to Colorado communities.

### **Task 2.4 - Alignment with Planning Goals**

One of the most important elements of the new guidebook will be alignment with the goals and objectives of the Colorado Water Plan. The consultant team will carefully review the Colorado Water Plan (updated plan, if available) to identify the key areas of alignment between the best practices how those contribute to meeting the state's water conservation goals. The best practices that are directly related to the state water plan goals will be tagged in the new Guidebook. This will provide guidebook users clarity on that alignment and the potential for state water plan grant funding to bolster lower capacity providers in meeting conservation goals.

A similar effort will be executed for the Water Efficiency Plan (WEP) guidelines. The consultant team will highlight the best practices directly related to the Water Efficiency Plan guidelines, giving local communities a clear playbook for which best practices meet the Water Efficiency Plan requirements. Those best practices will also be tagged as WEP aligned or related in the updated guidebook.

Deliverable:

Best Practices Inventory, Literature Review Bibliography, Stakeholder Meeting Materials and Notes

## **Tasks**

### **Task 3 – Analysis and Case Study Development**

Last Updated: May 2021

**Description of Task:**

In this task the project team will take input from the Task 2 Project Discovery and will conduct the in-depth research and analysis necessary to produce the best practices guidebook and case studies. Key elements of this task include:

- Consultation with guidebook update committee
- Determination of final best practices and case studies
- Research and data collection
- Additional literature review and analysis

**Method/Procedure:**

**Task 3.1 - Selection of Best Practices and Case Studies**

The project team will consolidate the information gathered in Task 2, to prepare the recommended set of best practices and proposed case studies. The new set of best practices will likely include the majority of the original 14 found in the 2010 guidebook (with improvements) in addition to 2-3 additions (using the list in Task 2 as a starting point). Thus, it is anticipated that the update will include 14-16 best practices, but there is no fixed number or limit.

The guidebook update will include case studies and examples for the determined set of best practices. The best practice examples will be well researched and documented descriptions of conservation methods, tools, policies and programs. These examples will include the basic process for the best practice development, how it was implemented, how much water savings was achieved and the longevity and sustainability of the practice. Every best practice in the guide book will include at least one example of that practice at work. Full case studies will involve more in-depth research (described below in 3.3) on specific locations that are doing an exemplary job of implementing and maintaining the best practice.

The project team will present its recommendations for best practices and case studies to the Project Oversight Committee which includes the full Colorado WaterWise Board, CWCB, and the River District. The oversight committee will approve the final list of best practices and case studies to include in the guidebook. Final recommendations and changes from this group will be incorporated and the project will move into the research phase.

**Task 3.2 - Best Practice Research**

The project team will research each of the best practices selected for inclusion. For the best practices that are currently in the guide book, but need to be updated, the team will start with the literature review to bring the practice up to date. This will include canvassing for relevant current examples of the best practice. For the best practices that are currently not included in



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the guidebook, the consultant team will conduct an in-depth literature review in order to develop the best practice based in the latest knowledge and expertise on implementation of the practice.

The basic outline for each best practice in the guidebook will be:

- o Overview
  - o Background on why this is a best practice
- o Implementation
  - o Potential challenges and strategies for success
- o State planning requirements (if applicable)
- o Applicability across Colorado
  - o Size and capacity of utility
- o Water savings and other benefits
- o Costs and avoided costs (utility and customer perspective)
- o Examples (separate from case studies)
  - o Small, medium, and large utilities
  - o Different geographies across Colorado

In this task, the team will compile essential research about each of the best practices so that the guidebook can be updated appropriately. Different examples of best practice implementation will be researched to offer various perspectives for the range of providers. The research on examples may also inform the development of a case study. These brief examples are valuable for users of the guidebook to best understand the implementation of a best practice. This will be presented in brief narratives, tables and relevant data.

### **Task 3.3 - Case Study Research**

Each case study will be associated with specific best practices in the guidebook. This linkage is essential. The project team proposes to include 10-12 detailed case studies, however, if the stakeholder process results in the need for a larger portfolio of case studies, this can be increased. Case studies will be focused on Colorado water providers and outstanding examples from across the state that highlight different sizes and capacity levels of providers, including the west slope and small providers. The grant from the Colorado River District will be used to research and develop exceptional case studies from west slope and smaller providers in Colorado.

The best practice case study research will include direct contact with the case study community and water provider to capture a comprehensive narrative on that best practice at work. This will include reviewing the available (and provided) documentation of the history of the practice/program, in order to document the provider's process to reach full implementation. Interviews with the provider or utility and municipal staff will help document any issues or challenges confronted and how those were addressed; how the best practice helped the



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community achieve water savings goals; and what is done in terms of monitoring and evaluation of the program to maintain those successes.

The consultant team will conduct the research and outreach and prepare a draft of each case study using a standard format. Not all case studies will conform perfectly, but the goal will be to have a consistent level of detail and information across the case studies.

Deliverable:

Final list of best practices and case studies, guidebook outline, case study template

## Tasks

### Task 4 – Convergent Evaluation of Best Practices and Case Studies

Description of Task:

Key elements of this task include:

- Research and preparation of draft best practices including examples
- Development of case studies
- Internal review of best practices and case studies
- Consultation with guidebook update committee
- Consultation with stakeholders across Colorado

Method/Procedure:

#### Task 4.1 - Preparation of Draft Best Practices

In this task the team will prepare each best practice according to the elements described in Task 3.2.

Each best practice will include a fully updated description and analysis of scale and implementation. Examples of the best practices with images will be included where appropriate. Each best practice will be presented in a format that can be efficiently uploaded into the online platform developed in Task 5.2.1.

#### Task 4.2 - Preparation of Draft Case Studies

The project team will prepare 10 -12 case studies, as described above in Task 3.3. Each case study will be associated with at least one of the best practices in the guidebook. The case studies will include a detailed account of the processes involved in the best practice and how



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the provider or community implemented the best practice. Case studies will be between 2–6 pages in length with images, tables, data, and other supporting information.

#### **Task 4.3 - Assembly of the Best Practices Guidebook**

The draft best practices and case studies will be assembled into a final guidebook document for review by the Project Oversight Committee.

A proposed outline of the final best practices guidebook will include (but not limited to) the following components:

- o About Colorado WaterWise
- o Purpose of guidebook
- o Definition of “best practice”
- o What’s included in the guidebook and why?
- o Methods for Best Practice Selection
  - o Literature review
  - o Stakeholders
- o Uses of the best practices guidebook
- o Alignment with Colorado Water Plan goals
- o Funding for best practice implementation
- o Detailed best practice descriptions (14 -16 best practices are currently envisioned)
  - o Overview
  - o Implementation
  - o Water savings and other benefits
  - o Costs
  - o Examples and/or case studies
- o Detailed case studies of select best practices (10 -12 case studies are currently envisioned)
- o References
- o Appendices
  - o Literature Review
  - o Practices not selected for the guidebook
  - o Stakeholder process and metrics of involvement

The draft guidebook will be provided to the Project Oversight Committee (which includes Colorado WaterWise, CWCB, and the Colorado River District) for final peer review. Colorado WaterWise will assemble the review comments for the consultant team.

The consultant team will incorporate peer review comments and produce a final draft guidebook, ready for layout and production as a PDF and online.

Deliverable:



Last Updated: May 2021

Draft guidebook of best practices

## Tasks

### Task 5 – Preparation and Publication of Guidebook and Publicity

#### Description of Task:

This task involves the final editing and layout of the best practices guidebook. The final presentation of guidebook includes the creation of the guidebook web site, which will be integrated into the Colorado WaterWise site. This task also includes conference presentations and publicity for the guidebook.

#### Method/Procedure:

#### Task 5.1 - Preparation of Final Best Practices Guidebook

In this task, final edits will be incorporated, and the document/PDF version of the best practices guidebook will be completed. During this task the project team intends to transfer the guidebook content into InDesign for final layout.

Like the 2010 version, the best practices guidebook will be a high-quality, easily usable standalone document. The guidebook will be presented as one document as well as in sections that can be printed.

Final proof reading will be completed, and the PDF guidebook finalized.

#### Task 5.2 - Publication of the On-Line Best Practices Guidebook

The tasks to develop the online guidebook will use the same content as appears in the printed guidebook and potentially additional elements such as links to calculators, tools, and methods. This online presentation of the guidebook is an important/essential component of the final deliverable to create access to the broadest range of users.

The Colorado WaterWise administrative staff will work with the project team and web designer to review content and ensure it is properly translated to the website.

#### Task 5.2.1 - Design of the Online Best Practices Guidebook

The consultant team intends to work with a web designer selected by Colorado WaterWise to create an online platform for the best practices guidebook. Successful technical integration with the WaterWise website is fundamental to the success of the effort.

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The outline of the guidebook will be known well in advance and will take place concurrently with Task 5.1. Examples of other similar websites that Colorado WaterWise was enthusiastic about include the [Resilient Communities and Watersheds site](#) which includes case studies and similarly organized content as the best practices guidebook. The online platform for the guidebook is expected to use the same (or compatible) web design software and design concepts found in the current Colorado WaterWise website.

#### ***Task 5.2.2 - Production of Online Platform for the Best Practices Guidebook with Colorado WaterWise***

The project team and Colorado WaterWise staff will select a web consultant to create an online platform for all the content of the updated best practices guidebook. The content will be ready for the web platform. This is largely a technical design task to translate the final guidebook into online content. It may be necessary to obtain additional photos and graphical content for the online guidebook.

Once all the content for the guidebook is uploaded, the site will be proofed by the consultant team, Colorado WaterWise, and stakeholders to catch and resolve any issues or final edits.

The PDF version of the guidebook will be linked in the web platform and disseminated by Colorado WaterWise at a convenient and strategic time and place.

#### **Task 5.3 - Publicity**

This task also includes outreach during and after the completion of the guidebook to present and share information at webinars, conferences, and workshops across the state such as the Colorado WaterWise Annual Symposium, Colorado Water Congress, RMS AWWA, Water SHED. The project team will also prepare a press release announcing the guidebook and articles for publication.

Deliverable:

In this task the final project deliverables will be delivered.

1. Colorado Guidebook of Best Practices for Municipal Water Conservation and Case Studies – final PDF and PDFs of sections
2. Colorado Guidebook of Best Practices for Municipal Water Conservation and Case Studies – Online Platform
3. Supporting Documentation

Last Updated: May 2021

### Budget and Schedule

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

### Reporting Requirements

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

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

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

The CWCB will pay out the last 10% of the budget when the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

### Payment

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

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

Last Updated: May 2021

## Performance Measures

Performance measures for this contract shall include the following:

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



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit C

### Budget and Schedule

**Prepared Date: November 29, 2021**

**Name of Applicant: Colorado WaterWise**

**Name of Water Project: Update to the 2010 Guidebook of Best Practices for Municipal Water Conservation in**

**Project Start Date: May 2022**

**Project End Date: November 2023**

Task No.	Task Description	Task Start Date	Task End Date	Grant Funding Request	Match Funding	Total
1	Project Management, Meetings, Coordinati	May-22	Nov-23	\$ 15,204.80	\$ 7,155.20	\$22,360
2	Project Discovery	May-22	Nov-22	\$ 28,702.80	\$ 13,507.20	\$42,210
3	Analysis and Case Study Development	Aug-22	Mar-23	\$ 30,342.28	\$ 14,278.72	\$44,621
4	Convergent Evaluation of Best Practices and	Dec-22	Jun-23	\$ 34,201.96	\$ 16,095.04	\$50,297
5	Preparation and Publication of Guidebook a	Jun-23	Nov-23	\$ 41,739.76	\$ 19,642.24	\$61,382
	Other Direct Costs				\$ 500.00	\$500
<b>Total</b>				<b>\$150,192</b>	<b>\$71,178</b>	<b>\$221,370</b>





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November 17, 2021

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

**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**  
To Mr. Kevin Reidy and the Colorado Water Conservation Board

Aurora Water is very interested in advancing best practices for water conservation, efficiency, and demand management in Colorado. To this end we support the project launched by Colorado WaterWise to update the Guidebook of Best Practices for Municipal Water Efficiency.

Municipal water efficiency is essential for all Colorado water providers large and small alike. Aurora Water directly provides and support efforts to manage municipal water efficiently. Progressing municipal conservation is a collaborative, multi-stage effort which requires up to date tools incorporating the best solutions and the best practices guidebook is an important resource. The proposed collaboration between the CWCB and the Colorado River District will help ensure the guidebook address the needs and concerns of all types and sizes of water providers across the state including small rural providers, medium sized towns and cities, resort communities, and larger cities and suburbs.

This letter is to make clear Aurora Water's interest in supporting the Colorado WaterWise proposal to update the guidebook of best practices.

Sincerely,

Tim York, PLA  
Water Conservation Supervisor  
Aurora Water  
303.326.8819  
[tyork@auroragov.org](mailto:tyork@auroragov.org)

# CENTENNIAL

## WATER AND SANITATION DISTRICT

November 22, 2021

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

**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**

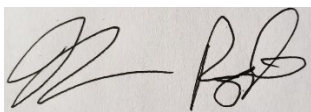
To Mr. Kevin Reidy and the Colorado Water Conservation Board

The Centennial Water and Sanitation District (CWSD) is very interested in advancing best practices for water conservation, efficiency, and demand management in Colorado. To this end we support the project launched by Colorado WaterWise to update the Guidebook of Best Practices for Municipal Water Efficiency.

Municipal water efficiency is essential for all Colorado water providers large and small alike. CWSD directly provides and support efforts to manage municipal water efficiently. Progressing municipal conservation is a collaborative, multi-stage effort which requires up to date tools incorporating the best solutions and the best practices guidebook is an important resource. The proposed collaboration between the CWCB and the Colorado River District will help ensure the guidebook address the needs and concerns of all types and sizes of water providers across the state including small rural providers, medium sized towns and cities, resort communities, and larger cities and suburbs.

As the Water Conservation and Efficiency Coordinator for CWSD I support the Colorado WaterWise proposal to update the guidebook of best practices.

Sincerely,



Thomas Riggle, MAS, QWEL, WWLP  
Water Conservation and Efficiency Coordinator  
Centennial Water and Sanitation District  
Office: 720-240-4918



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Highlands Ranch, Colorado 80129  
[www.highlandsranch.org](http://www.highlandsranch.org)

303-791-0430 Telephone  
303-791-0437 Engineering Fax  
303-791-3290 Financial Services Fax



Colorado Springs Utilities

*It's how we're all connected*

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

**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**

Colorado Springs Utilities supports an update to the Colorado WaterWise Guidebook of Best Practices for Municipal Water Efficiency. This guidebook is an important work for small and medium sized utilities, and in particular, an important overview of best solutions for all Colorado water providers.

We look forward to reviewing the cutting edge best practices this update will include, and in particular land and water use best practices. We hope this document reflects a balanced approach to west and east slope water efficiency needs and uses. We also strongly request that this plan carefully adopt regionally appropriate landscape solutions that align with Colorado's ecology, climate and values.

We look forward to actively participating in and contributing to this project through the robust stakeholder engagement process.

Sincerely,

M. Patrick Wells P.E.

General Manager, Water Resources and Demand Management  
Colorado Springs Utilities  
719-668-3839

1521 Hancock Expressway  
P.O. Box 1103, Mail Code 1825  
Colorado Springs, CO 80903

Phone 719.668.5300  
Fax 719.668.5541  
csu.org



PO Box 40202, Denver, CO 80204  
Coloradowaterwise.org  
admin@coloradowaterwise.org

November 30, 2021

Re: Update to the Guidebook of Best Practices for Municipal Conservation

To Whom It May Concern:

Colorado WaterWise would like to express our support for the Update to the Guidebook of Best Practices for Municipal Conservation application submitted to the Colorado Water Conservation Board for a Colorado Water Plan grant.

This project entails an update to the Guidebook of Best Practices for Municipal Water Conservation in Colorado developed in 2012. The 2012 Guidebook provides information on 14 Best Practices identified by a consortium of professionals with expertise in water conservation in 2011/2012. While these 14 Best Practices are still relevant, many new advances have been made. The updated Guidebook is to serve as a resource to water professionals including water providers, local governments, consultants, and others seeking water conservation information and be geared towards assisting the selection of the most sensible and cost-effective water conservation measures and programs to implement. While the Guidebook is generally written for a Colorado audience, it may also be of service to others.

Colorado WaterWise is committing \$21,178 of cash and \$18,750 of in-kind services. As the Applicant, Colorado WaterWise is aware of the obligation required for administering the contract. We plan on contracting with the consultant team consisting of WaterDM, Brendle Group and Terra Planning, LLC to complete the project. We look forward to working with the CWCB and State on this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Katie A. Helm", written in a cursive style.

Katie Helm  
Co-chair of Colorado WaterWise

November 2021

Colorado Water Conservation Board  
Attn: Kevin Reidy  
1313 Sherman St.  
Denver, CO 80203



**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**

To Mr. Kevin Reidy and the Colorado Water Conservation Board

The Sustainability & Water Conservation team at the Town of Erie is very interested in advancing best practices for water conservation, efficiency, and demand management in Colorado. We support the project launched by Colorado WaterWise to update the Guidebook of Best Practices for Municipal Water Efficiency.

The Town of Erie just finished its updates to our Water Efficiency Plan and Drought & Water Shortage Management Plan in 2021 and understand that municipal water efficiency is essential for all Colorado water providers large and small alike. The Town of Erie Public Works directly provides and support efforts to manage the Town's water efficiently. Progressing municipal conservation is a collaborative, multi-stage effort which requires up to date tools incorporating the best solutions and the best practices guidebook is an important resource. The proposed collaboration between the CWCB and Colorado WaterWise will help ensure the guidebook address the needs and concerns of all types and sizes of water providers across the state including small rural providers, medium sized towns and cities, resort communities, and larger cities and suburbs.

As a Sustainability Manager and Colorado WaterWise Board Member, I express support for the Colorado WaterWise proposal to update the guidebook of best practices. Thank you for your consideration and please contact Tyler Kesler, [tkesler@erieco.gov](mailto:tkesler@erieco.gov) with any questions or comments.

Sincerely,

Tyler Kesler

Tyler Kesler  
Sustainability Manager  
[tkesler@erieco.gov](mailto:tkesler@erieco.gov)



November 18, 2021

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

**Re: Updating the Guidebook of Best Practices for Municipal Conservation  
Letter of Support**

Mr. Reidy and Colorado Water Conservation Board:

The City of Fountain is very interested and active in advancing best practices for water conservation, efficiency and demand management. To this end we support the project launched by Colorado WaterWise to update the Guidebook of Best Practices for Municipal Water Efficiency.

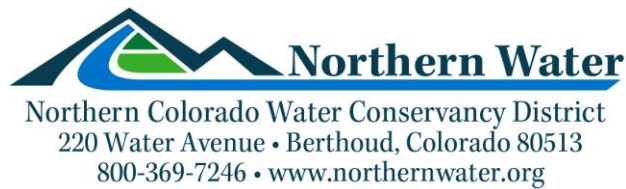
Municipal water efficiency is essential for all Colorado water providers large and small alike. The City of Fountain endeavors to and supports efforts to manage municipal water efficiently. Progressing municipal conservation is a collaborative, multi-stage effort which requires up to date tools incorporating the best practices and we have found the Best Practices Guidebook to be an important resource. The proposed collaboration between the CWCB and the Colorado River District will help ensure the guidebook addresses the needs and concerns of all types and sizes of water providers across the state including small rural providers, medium sized towns and cities, resort communities and larger cities and suburbs.

Please accept this letter as the City of Fountain's expression of support for the Colorado WaterWise proposal to update the guidebook of best practices.

Sincerely,



Dan Blankenship  
Utilities Director



November 29, 2021

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

**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**

Dear Kevin Reidy and the Colorado Water Conservation Board:

Northern Water is committed to advancing best practices for water conservation, efficiency and demand management in Colorado. While we invest in supporting these services in our district boundaries, Colorado benefits from comprehensive tools for use by all water providers. Northern Water supports Colorado WaterWise's intent to update the Guidebook of Best Practices for Municipal Conservation, which is ideal for managing this crucial resource.

Municipal water efficiency is essential for all Colorado water providers large and small. Progressing municipal conservation is a collaborative, multi-stage effort, which requires up-to-date tools incorporating the best solutions. The guidebook has been incredibly useful to municipalities as they undertake conservation. This update includes a proposed collaboration between the CWCB and the Colorado River District, which will help ensure the guidebook addresses needs and concerns of all types and sizes of water providers throughout the state.

This letter shows Northern Water's interest in supporting the Colorado WaterWise proposal to update the guidebook.

Sincerely,

DocuSigned by:  
*Frank Kinder*  
20C086DCF31746C...

Frank Kinder  
Water Efficiency and Sustainability Manager

November 18, 2021

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

**Re: Letter of Support for Updating the Guidebook of Best Practices for Municipal Conservation**

To: Mr. Kevin Reidy and the Colorado Water Conservation Board

The City of Thornton is very interested in advancing best practices for water conservation, efficiency, and demand management in Colorado. To this end, we support the project launched by Colorado WaterWise to update the Guidebook of Best Practices for Municipal Water Efficiency.

Municipal water efficiency is essential for all Colorado water providers large and small alike. Thornton directly provides and supports efforts to manage municipal water efficiently. Progressing municipal conservation is a collaborative, multi-stage effort, which requires up to date tools incorporating the best solutions, and the best practices guidebook is an important resource. The proposed collaboration between the CWCB and the Colorado River District will help ensure the guidebook addresses the needs and concerns of all types and sizes of water providers across the state including small rural providers, medium sized towns and cities, resort communities, and larger cities and suburbs.

This letter is to make clear the city of Thornton's interest in supporting the Colorado WaterWise proposal to update the guidebook of best practices.

Sincerely,



Laura Wing  
Water Resources Administrator  
City of Thornton