



## 4.0 STEPS TO WATER EFFICIENCY PLANNING

This section introduces and provides detailed information on the CWCB recommended step-by-step process to develop effective water efficiency plans. This section should be used in conjunction with the Model Template in Section 6.0 to develop local water efficiency plans. Please note that the organization of the Section 4.0 subsections coincide with the Model Template.

According to C.R.S 37-60-126, all State approved plans should summarize the steps used for plan development. Figure 3 illustrates the recommended five-step process to develop water efficiency plans.

*C.R.S. 37-60-126  
Requirement: Steps  
provider used to  
develop its water  
efficiency plan.*

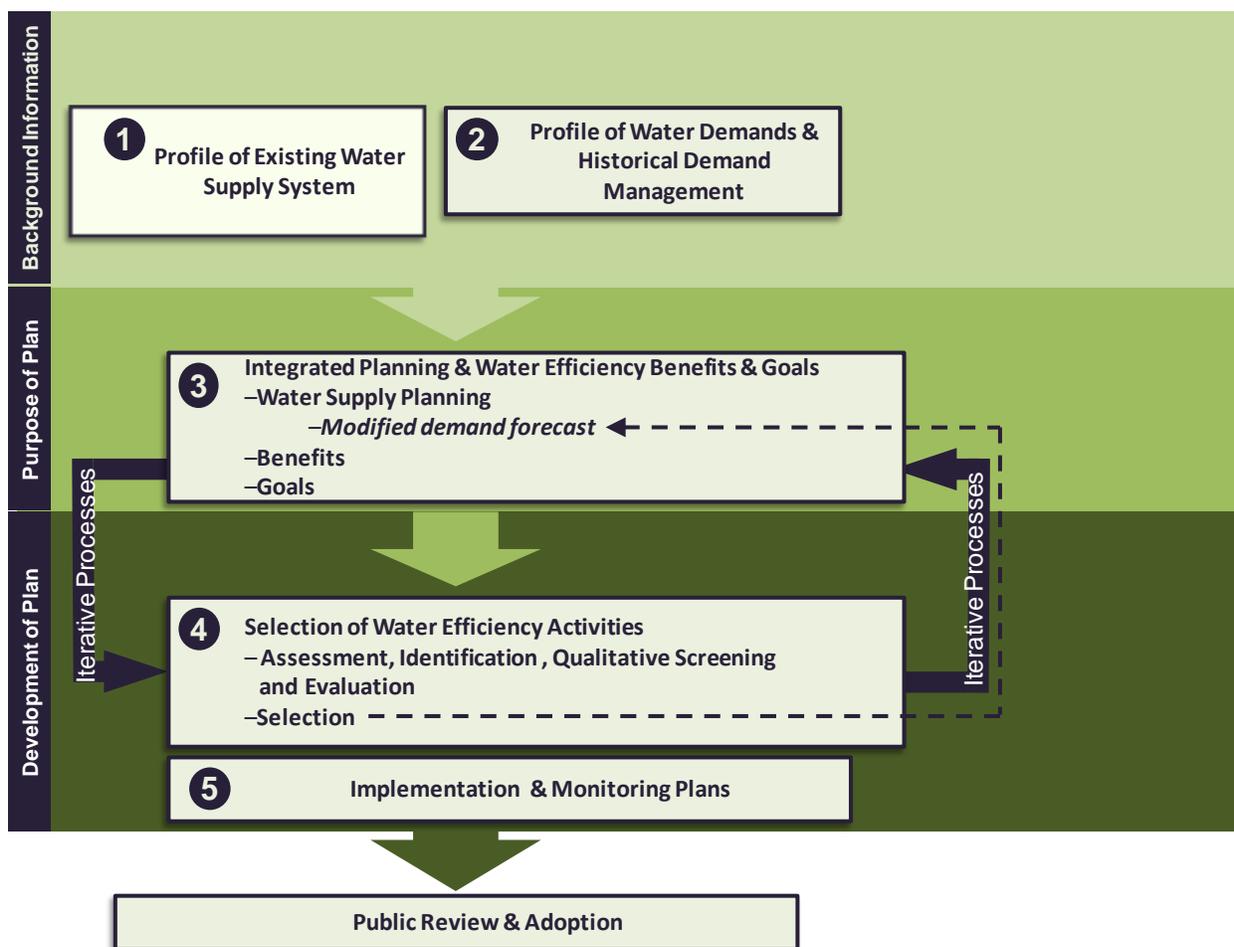


Figure 3 Five Steps to Municipal Water Efficiency Planning

The five steps consist of the following:

- *Step 1: Profile of Existing Water Supply System* – Collection and development of supply-side information and historical supply-side water efficiency activities.



- *Step 2: Profile of Water Demands and Historical Demand Management* – Collection and development of demand data and historical demand management activities.
- *Step 3: Integrated Planning and Water Efficiency Benefits and Goals* – Identification of how water efficiency will be incorporated into future water supply planning efforts and development of water efficiency benefits and goals.
- *Step 4: Selection of Water Efficiency Activities* – Assessment, identification, screening, and evaluation process to select and fully evaluate a portfolio of water efficiency activities for implementation.
- *Step 5: Implementation and Monitoring Plans* – Development of an implementation and monitoring plan.

Steps 1 and 2 entail the collection of supporting background supply- and demand-side information necessary for the development of an effective plan. This information is carried into Steps 3, 4, and 5. Step 3 focuses on the development of efficiency goals and outlines the benefits of the water efficiency plan. Steps 4 and 5 comprise the bulk of the plan development where the water efficiency activities are selected and implementation and monitoring plans are developed. The public review and local adoption of the water efficiency plan are not part of the five steps described above; however, they are a requirement for a State approved plan and are described more in depth in Guidance Document Section 4.6.

While Figure 3 presents these steps in sequential order, it is important to note that components of certain steps cannot be fully completed until information from latter steps is obtained. This iterative process is presented as arrows in Figure 3 and outlined below:

- *Steps 1 and 2* – Obtain background supply- and demand-side data in Steps 1 and 2.
- *Step 3* – Develop preliminary benefits and preliminary goals based on the identified benefits and information from Steps 1 and 2.
- *Step 4* – Develop screening criteria and evaluation factors based on the preliminary goals and information acquired in Steps 1 and 2, and develop a portfolio of water efficiency activities with estimated water savings. Revisit Step 3.
- *Step 3 Iteration* – Develop modified demands based on the water saving estimates developed in Step 4 and if applicable, identify potential modifications to facilities and water purchases.
- *Step 4 Iteration* – If necessary, return to Step 4 to finalize the water efficiency activity portfolio.
- *Step 3 Iteration* - Finalize the goals and benefits based on the final water efficiency activity portfolio and modified demands.

- *Step 5* – Develop the implementation and monitoring plans and address potential revenue changes.