

Water Smart Business Grant Application Checklist

The purpose of the application checklist is to help guide applicants step by step through the process. There are general instructions for all projects and also project-specific instructions. Please follow the instructions for only the project type being proposed in your application.

The overall steps to the application process are as follows:

1. Download the Grant Application form, the Water Use Calculation spreadsheet, and reference the Guide to the program before you begin the written and online submission process.
2. Contact the necessary businesses (for quotes) or Town departments (irrigation assessment) to gather necessary information for the application.
3. Gather water-use information from the Water Meter Portal.
4. Complete the downloaded application form and Water Use Calculation document.
5. Complete the online submission form, and attach all the necessary documentation, including the application form.
6. The Town will be in contact with all applicants regarding awarding of grant funds after mid-April.

A. Contact Information

Depending on how your organization is structured this section could be straightforward or need some thought. The contact person(s) should be a) the project manager, and b) an individual with signing authority who can approve changes to a building/landscape, or a business co-owner/partner.

B. Organization Description:

In what capacity does your business/organization operate within Okotoks? What is the key motivator to complete this project (Conserve water? Save money? Social value?)?

C. Project Proposal:

Sections 2 & 3

Does the proposed project description include details about the water saving measures that are being put in place?

If you need more room for the project description that what is provided on the application form, please use a Word document for the description and attach to the submission form as an additional document.

Examples:

- How large is the area of grass that is being replaced with a xeriscape and how will you be retrofitting the irrigation system?
- What type of older/high water using fixtures are being replaced and what are they being replaced with?

- What type of irrigation equipment will be replaced and what type and brand of water efficient equipment will it be replaced with?
- How will the project capture rain or storm water? Where will it be re-used in the landscape?

What is the project timeline, including any major milestones? Will the project be complete prior to October 31, 2022?

Are there any obstacles that could impede completion of this project?

Who will be installing the project? Is this a DIY project or will it be contracted out?

Are you applying on behalf of a condominium association/board? If yes, the board must provide a letter of approval for the project, including a contact number to confirm.

Project Specific Information and Water Calculations

See Appendix A for further instructions on doing your water calculations.

Outdoor projects:

In the project description, in addition to describing the project, also indicate how much water your organization uses annually. To do this, use the provided Water Use Calculator spreadsheet (Outdoor Projects tab) to calculate the last 2-3 years of water use and attach it to your application:

- Use the Water Meter Portal to calculate water use. (See Appendix A)

In the project description, indicate the projected water use (daily or annually depending on the equipment specs) of the fixtures or equipment you are installing. See below for project specific calculation guidance and use the Water Use Calculator spreadsheet.

Xeriscape

Note: If the grant is awarded, a landscape architect must be used to develop the landscape plan.

Before submitting your application, schedule an irrigation assessment with the Town of Okotoks by emailing or calling [Environment & Sustainability](#).

Indicate on the landscape plan how the irrigation system will be scaled-down or re-configured as a result of the new landscape. (e.g. Place x's over rotors that can be taken out, and use lines to indicate where, if any, drip lines will be placed. Will the irrigation system be taken out completely?)

Include a general landscape plan based on the real property report or the development permit and indicate the exact area to be landscaped, including a measurement for the area (e.g. 908 m²) and where drought-tolerant plants/shrubs/trees will be added. If the grant is awarded to your

project, the landscape architect will provide a detailed landscape plan to be approved by Town administration.

Use the Water Use Calculator spreadsheet (Outdoor Projects tab and Xeriscape Project tab) to calculate current annual water use, summer/winter water use, and to calculate potential water savings after the xeriscape is installed.

Irrigation Upgrades

Before submitting your application, schedule an irrigation assessment with the Town of Okotoks by emailing [Environment & Sustainability](#).

In the project description, indicate the changes to be made to the system, including which components will be upgraded and what equipment will be installed.

In the project description, indicate the [CSA](#) and [WaterSense](#) (if applicable) certification of the equipment to be installed.

Use the Water Use Calculation spreadsheet (Outdoor Projects tab and Irrigation Water Fixture tab) to:

Calculate current annual water use & summer/winter water use.

List the new equipment's water use specifications to help the Town estimate potential water use after project install.

Include a screenshot or photo showing that the chosen replacement equipment is WaterSense certified and CSA-approved.

List the type and quantity of older equipment being upgraded. The Town of Okotoks must confirm that the current equipment is high water use/not WaterSense. Please include photos of the old equipment in the Supporting Documents section of the online submission form. Please do your best to find the model number of the current system being used. If it cannot be found, please estimate when the system was installed or last replaced.

Rainwater/Storm Water Collection and Reuse

Provide proof of project approval from the [Government of Alberta](#). Attach this to the Supporting Documents section of the online submission form.

Specify the scope of the project, and provide any specifications.

Using the development permit landscape plan, indicate the location of water capture equipment/landscape on the property and show the projected flow of water into the capture system. Attach this to the Supporting Documents section of the online submission form.

Using the Water Use Calculation spreadsheet (Outdoor Projects tab), calculate current annual water use and summer/winter water use. Attach this to the Supporting Documents section of the online submission form.

Indoor projects:

In the project description, describe the scope of the project (what will you be replacing, and where), indicating how the new fixtures will save water.

Provide photos of the fixtures/systems being replaced. Attach this to the Supporting Documents section of the online submission form.

In the project description, indicate that the fixtures are [CSA](#) and [WaterSense](#) (where applicable) certified.

In the project description, indicate how much water your organization uses annually. To do this calculation, use the provided Water Use Calculator spreadsheet (Indoor Projects tab) to calculate the last 2-3 years of water use and attach it to your application:

Use the Water Meter Portal to calculate water use (See Appendix A).

To support the project description, you will attach the Water Use Calculator, which will provide the Town with a list of the old and new fixtures/equipment, including any specifications indicating how much water they each use. (e.g. Litres/flush, litres/minute, etc.).

Using the Water Use Calculator spreadsheet (Indoor Fixture Water Calculation tab):

For both the old and new fixtures, provide a list of the type and quantity of fixtures being replaced and include any specifications indicating how much water they each use. (e.g. For toilets, it's lpf (litres per flush) or gpf (gallons per flush), for faucets it is litres/gallons per minute). For fixtures being replaced, the information may or may not be printed somewhere on the body of the fixture. If the information cannot be found, then list the brand of the fixture on the spreadsheet. If you happen to know the year of install, please include that as well.

Input the number and type of fixtures you will be installing (column A & B).

Input the unit measurement of the amount of water each fixture is said to use according to the specifications (Column C). This could be a measurement of lpf (litres per flush), lpm (litres per minute), etc. It's acceptable if the measurement is in gallons. For fixtures being replaced, if this measurement can't be found then please input the year of install in this field, if it is known.

Input the water amount used per unit measurement indicated by the specs (Column D). (e.g. 5 if it uses 5 litres per minute)

In column E indicate, on average, how many people are in your facility on a daily basis and would have access to use the new fixtures.

Attach the spreadsheet to the Supporting Documents section of the online submission form.

Sections 4 & 5

Letter of approval: For any project being applied for on behalf of a condominium building, a school, a non-profit, or when the building is not owned by the business, then a governing board or building owner must provide a letter of approval for the project. Note that if this letter is necessary but not included in the application, then it will be disqualified.

Rain/Storm water Reuse: Include proof of approval from the Government of Alberta for the project.

D. Project Financial Information

Please list all of the expenses that are anticipated for this project, including the fixtures and/or equipment to be purchased, labour costs, materials costs, etc. Reference the FAQ's on the website to ensure you list only the eligible expenses.

Attach any itemized quotes for [eligible expenses](#) to the online submission form, and list the eligible expenses in section D of the application form. Attach quotes to the Supporting Documents section of the online submission form.

In section D, list details of all expected eligible expenses for the project not being fulfilled by a third party (e.g. Items you will purchase directly).

In section D, under the expense list, include any other funding sources associated with the project. If there are none, simply state 'Not Applicable'.

E. Supporting Documents

Indicate on the application which supporting documents you will be uploading to the online submission form; ensure you have all the right ones for the project type.

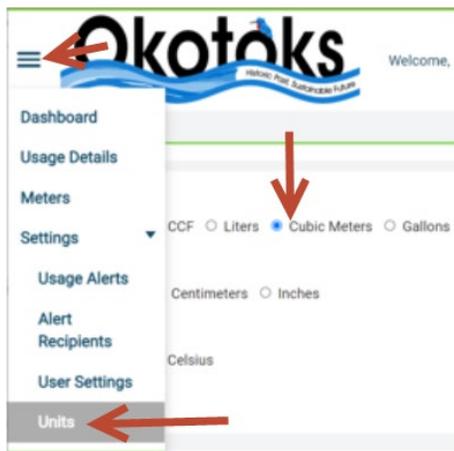
Appendix A – Sample Utility Bill & Water Meter Portal Use

To calculate water use over the last 2 years, please use the data from your Water Meter Portal account (see below).

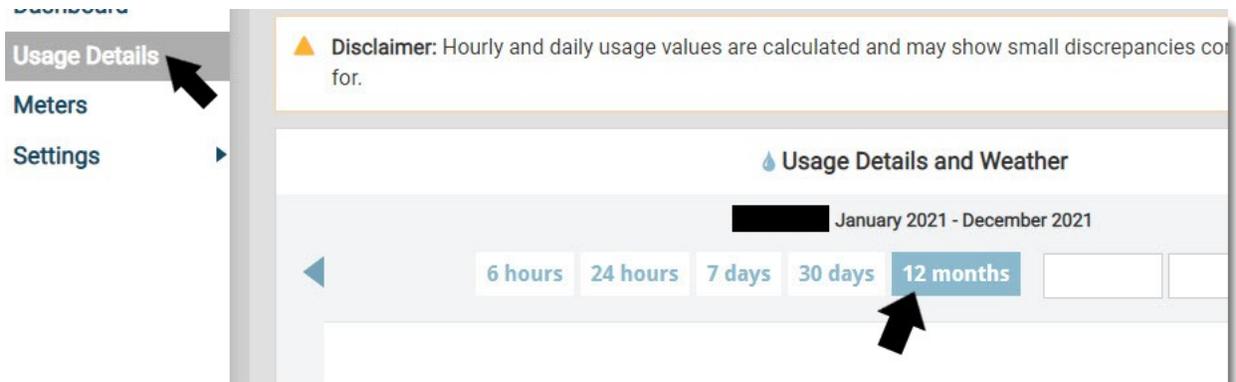
Water Meter Portal Data

Step 1: Have the organization’s utility account number handy and sign up to the [Okotoks Water Meter Portal](#). Already have an account? Just sign in to get going!

Step 2: Adjust the settings to CM (cubic meters).



Step 3: Click on *Usage Details*, then *12 months*.



Step 4: Create a monthly water use report by clicking on the 3 horizontal lines and choosing 'Download data as XLS'.



Step 5: Click on the left arrow by the time increments to move to the previous year's data



Step 6: Repeat step 4 and create another monthly water use report (for 2020) by clicking on the 3 horizontal lines and choosing 'Download data as XLS'. If the data is available, do this again for 2019. If historic water data is not available for the applying organization, please [contact the Town of Okotoks](#).

Step 7: Copy the annual data from each spreadsheet in the Water Calculations sheet in the appropriate columns and rows. The report that is generated will start in the current billing month. Please be aware of this when entering data in the Water Use Calculator spreadsheet as it starts in January.



Category	Rainfall	Maximum Temperature
Jan	14.17	2.00
Feb	13.86	5.40
Mar	16.08	6.30
Apr	15.20	16.50
May	16.24	22.50
Jun	16.66	24.80
Jul	14.65	28.90
Aug	15.92	31.10
Sep	17.36	29.80
Oct	17.04	24.40
Nov	13.58	14.70
Dec	14.38	8.00



Month	Water Use (L)	Total Summer Water Use	Total Winter Water Use	Summer Water Use Increase (Total CM)	Total Annual Use
2019 Jan	14.17	2019			
2019 Feb	13.86				
2019 Mar	16.08				
2019 Apr	15.20				
2019 May	16.24				
2019 Jun	16.66				
2019 July	14.65	97.871	87.278	10.593	185.149
2019 Aug	15.92				
2019 Sept	17.36				
2019 Oct	17.04				
2019 Nov	13.58				
2019 Dec	14.38				

Did you know that you can let up leak alerts in your Portal account! How would they be helpful?

When you set alerts up as slightly higher than your average water use for the day/month/billing period, you will receive an email when the water use goes above that threshold.

This can help:

- Detect any continuous leaks such as a tap left running for a long time, a malfunctioning toilet, or a leaking irrigation system.
- Your organization can closely monitor your water use trends so that deviations from the 'norm' can be detected and dealt with. This will save money!

Set the usage alerts at a rate that is higher than your average consumption (highlighted below). Make sure you 'enable' the alerts that you want to use by clicking on the box, then press on the Save button.