

**Water Supply Reserve Fund
Water Activity Summary Sheet
March 10-11, 2021
Consent Agenda Item 2(f)**

Applicant & Grantee: Independence Water and Sanitation District

Water Activity Name: Regulation 84 Edible Crop Irrigation Public Education and Outreach

Water Activity Purpose: Education & Outreach - Implementation

County: Adams, Arapahoe, Denver, Douglas El Paso, and Elbert

Drainage Basin: South Platte & Arkansas

Water Source: Reclaimed Water

Amount Requested: \$5,000 Metro Basin Account
\$5,000 South Platte Basin Account
\$15,000 Statewide Account
\$25,000 Total Request

Matching Funds: **Basin Account Match = \$10,000**

- 66.7% of statewide request (meets 10% min)

Applicant & 3rd Party Match = \$56,600 (\$40,600 cash & \$16,000 in-kind)

- 373% of the statewide request (meets 10% min)

Total Match (Basin request & Applicant Match) = \$66,600

- 440% of the statewide request (meets 50% min)

Staff Recommendation:
Staff recommends approval of up to \$5,000 from the Metro Basin Account, up to \$5,000 from the South Platte Basin Account and up to \$15,000 from the Statewide Account to help fund the project: Regulation 84 Edible Crop Irrigation Public Education and Outreach

Water Activity Summary: If approved, the applicants will use grant funds to develop materials, training guidance, a video, and other resources to help utilities educate potential customers on the safe and effective use of reclaimed water for edible crop irrigation.

The project will create educational and training guide templates for three user types (commercial, non-commercial, and residential). These templates will ensure that all the necessary components are included to comply with the Colorado Department of Public Health and Environment's (CDPHE) Regulation 84 and can be edited for the needs of individual end users. The templates will ensure that required content is in place and also provide recommended items that the end user may choose to retain, delete, or modify. Lastly, a video will be created that educates all users about safe irrigation practices using reclaimed water.

The process will engage utilities, end users, and CDPHE to help develop templates that meet the needs of all stakeholders. WSRF funds will be used to conduct stakeholder meetings, review other state's educational materials, create templates for review and comment, finalize the templates, create a video, and distribute them to potential users. Due to the nature of reclaimed water, the potential users are primarily within the Metro, South Platte, and Arkansas basins.

Discussion: This proposal meets the South Platte Basin Implementation Plan's goals of reducing water consumption rates and promoting water conservation and reuse. The proposal also will further advance Colorado's Water Plan conservation and reuse objectives.

Issues/Additional Needs: The applicant will need to submit their matching commitment letters prior to contracting. No other issues or additional needs have been identified.

Eligibility Requirements: The application meets requirements of all eligibility components.

Evaluation Criteria: Staff has determined this activity satisfies the Evaluation Criteria.

Funding Sources/Match	Cash	In-Kind	Total	Status
Independence Water & Sanitation District	\$8,000	\$0	\$8,000	Secured
CWCB Water Plan Grant	\$32,600	\$0	\$32,600	Pending
IWSD, Denver Water, Colorado Springs Utilities, CDPHE	\$0	\$16,000	\$16,000	Secured
Sub-Total Matching Funds	\$40,600	\$16,000	\$56,600	
WSRF Metro Basin Account	\$5,000	\$0	\$5,000	Secured
WSRF South Platte Basin Account	\$5,000	\$0	\$5,000	Secured
WSRF Statewide Account	\$15,000	\$0	\$15,000	
Sub Total	\$25,000	\$0	\$25,000	
Total Project Costs	\$65,600	\$16,000	\$81,600	

CWCB Project Manager: Ben Wade



Last Update: September 18, 2020

Colorado Water Conservation Board
Water Supply Reserve Fund Grant Application

Instructions
<p>All WSRF grant applications shall conform to the current 2020 WSRF Criteria and Guidelines.</p> <p>To receive funding from the WSRF, a proposed water activity must be recommended for approval by a Roundtable(s) AND the approved by the Colorado Water Conservation Board (CWCB). The process for roundtable consideration and recommendation is outlined in the 2020 WSRF Criteria and Guidelines. The CWCB meets bimonthly.</p> <p>If you have questions, please contact the WSRF Grant Program Manager (for all Roundtables) or your Roundtable Liaison:</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>Ben Wade ben.wade@state.co.us 303-866-3441 x3238 (office)</p> </div> <div style="text-align: center;"> <p>Sam Stein Sam.stein@state.co.us 303-866-3441 (office)</p> </div> </div>

WSRF Submittal Checklist (Required)
<p>YES X NO <input type="checkbox"/> This request was recommended for CWCB approval by the sponsoring roundtable.</p> <p>YES X NO <input type="checkbox"/> I have read and understand the 2020 WSRF Criteria and Guidelines.</p> <p>YES X NO <input type="checkbox"/> Grantee will be able to contract with CWCB using the Standard Contract.¹</p> <p style="text-align: center; margin-top: 20px;">Application Documents included:</p> <p>YES X NO <input type="checkbox"/> Exhibit A: Statement of Work² (<i>Word – see Template</i>)</p> <p>YES X NO <input type="checkbox"/> Exhibit B: Budget & Schedule² (<i>Excel Spreadsheet – see Template</i>)</p> <p>YES X NO <input type="checkbox"/> Letters of Matching and/or Pending 3rd Party Commitments²</p> <p>YES <input type="checkbox"/> NO X <input type="checkbox"/> Map²</p> <p>YES <input type="checkbox"/> NO X <input type="checkbox"/> Photos/Drawings/Reports</p> <p>YES X NO <input type="checkbox"/> Letters of Support</p> <p style="text-align: center; margin-top: 20px;">Contracting Documents³</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Detailed/Itemized Budget³ (<i>Excel Spreadsheet – see Template</i>)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Certificate of Insurance⁴ (<i>General, Auto, & Workers' Comp.</i>)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Certificate of Good Standing⁽⁴⁾</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> W-9 Form⁴</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Independent Contractor Form⁴ (<i>If applicant is individual, not company/organization</i>)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> Electronic Funds Transfer (ETF) Form⁴</p>

¹Click "Grant Agreements". For reference only/do not fill out or submit/required for contracting

² Required with application if applicable.

³ Additional documentation providing a Detailed/Itemized Budget maybe required for contracting. Applicants are encouraged to coordinate with the CWCB Project Manager to determine specifics.

⁴ Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.



Last Update: September 18, 2020

Schedule		
CWCB Meeting	Application Submittal Dates	Type of Request
January	October 1	Basin Account
March	December 1	Basin/Statewide Account/Water Plan Grant Match ¹
May	February 1	Basin Account
July	April 1	Basin Account
September	June 1	Basin/Statewide Account
November	August 1	Basin Account

¹ If either the basin or statewide match includes matching funds from a pending Water Plant Grant, both must be submitted by December 1st deadline for March Board meeting review.

Water Activity Summary		
Name of Applicant	Independence Water and Sanitation District	
Name of Water Activity	Regulation 84 Edible Crop Irrigation Public Education and Outreach	
Approving Roundtable(s)	Basin Account Request(s) ¹	
South Platte	\$5,000.00	
Metro	\$5,000.00	
Basin Account Request Subtotal	\$10,000.00	
Basin Account Request Subtotal Approved by Roundtable	\$10,000.00	
Statewide Account Request ⁽¹⁾	\$15,000.00	
Total WSRF Funds Requested (Basin & Statewide)	\$25,000.00	
Total Project Costs	\$81,600.00	

¹ Please indicate the amount recommended for approval by the Roundtable(s)

Grantee and Applicant Information	
Name of Grantee(s)	Independence Water and Sanitation District
Mailing Address	2370 Antelope Ridge Trail
FEIN	61-1866911
Grantee's Organization Contact ¹	Kurt Schlegel (Special District Solutions, Inc.)
Position/Title	Manager
Email	kurt@specialdistrictsolutions.com
Phone	303-662-1999 x 1
Grant Management Contact ²	Kurt Schlegel (Special District Solutions, Inc.)
Position/Title	Manager



Last Update: September 18, 2020

Grantee and Applicant Information	
Email	kurt@specialdistrictsolutions.com
Phone	303-662-1999 x 1
Name of Applicant (if different than grantee)	David Takeda, MSK Consulting, LLC
Mailing Address	7157 S. Andes Circle, Centennial, CO 80016
Position/Title	Owner
Email	dave@mskwater.com
Phone	303-903-0918

¹ Person with signatory authority

² Person responsible for creating reimbursement invoices (Invoice for Services) and corresponding with CWCB staff.

Description of Grantee
Provide a brief description of the grantee's organization (100 words or less).
The Independence Water and Sanitation District (District) is a Title 32 Special District that was established on September 7, 2017. The District is authorized to acquire, construct, finance, and maintain public water, sewer, and storm drainage improvements for the use and benefit of service users of the District's systems. The District has all of the powers of a water and sanitation district as set forth in Colorado Revised Statutes.

Type of Eligible Entity (check one)	
	Public (Government): 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.
x	Public (Districts): authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises
	Private Incorporated: mutual ditch companies, homeowners associations, corporations
	Private Individuals, Partnerships, and Sole Proprietors: are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
	Non-governmental organizations: broadly, any organization that is not part of the government
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes

Type of Water Activity (check one)	
	Study
x	Implementation

Category of Water Activity (check all that apply)	
	Nonconsumptive (Environmental)



Last Update: September 18, 2020

	Nonconsumptive (Recreational)	
	Agricultural	
	Municipal/Industrial	
	Needs Assessment	
x	Education & Outreach	
	Other	Explain:

Location of Water Activity

Please provide the general county and coordinates of the proposed activity below in **decimal degrees**.
 The Applicant shall also provide, in Exhibit C, a site map if applicable.

County/Countries	Denver, Elbert, Douglas, Arapahoe, El Paso, Adams
Latitude	n/a
Longitude	n/a

Water Activity Overview

Please provide a summary of the proposed water activity (200 words or less). Include a description of the activity and what the WSRF funding will be used for specifically (e.g. studies, permitting, construction). Provide a description of the water supply source to be utilized or the water body affected by the activity. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, area of habitat improvements. If this project addresses multiple purposes or spans multiple basins, please explain.

The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, and Schedule.

The project will develop materials, training guidance, a video, and other resources to help utilities educate potential customers on the safe and effective use of reclaimed water for edible crop irrigation. The project will create educational and training guide templates for three user types (commercial, non-commercial, and residential). These templates will ensure that all the necessary components are included to comply with CDPHE's Regulation 84 and can be edited for the needs of individual end users. The Templates will ensure that required content is in place, but also provide recommended items that the end user may choose to retain, delete, or modify. Furthermore, a video will be created that educates all users about safe irrigation practices using reclaimed water.

The process will engage utilities, end users, and CDPHE to help develop templates that meet the needs of all stakeholders. The WSRF funds will be used to conduct stakeholder meetings, review other state's educational materials, create templates for review and comment, finalize the templates, create a video, and distribute them to potential users. Due to the nature of reclaimed water, the potential users are primarily within the Metro, South Platte, and Arkansas basins.



Last Update: September 18, 2020

Measurable Results		
To catalog measurable results achieved with WSRF funds please provide any of the following values.		
	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)	
	Efficiency Savings (indicate acre-feet/year OR dollars/year)	
	Area of Restored or Preserved Habitat (acres)	
	Length of Pipe/Canal Built or Improved (linear feet)	
	Other	Explain:

Water Activity Justification
<p>Provide a description of how this water activity supports the goals of Colorado's Water Plan, the most recent Statewide Water Supply Initiative, and the respective roundtable Basin Implementation Plan and Education Action Plan ⁽¹⁾. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).</p> <p>For applications that include a request for funds from the Statewide Account, the proposed water activity shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan criteria for state support (CWP, Section 9.4, pp. 9-43 to 9-44;) (Also listed pp. 4-5 in 2020 WSRF Criteria and Guidelines).</p>



Last Update: September 18, 2020

Water Activity Justification

This project will have statewide impact with the vast majority of reuse occurring in the Metro, South Platte, and Arkansas Basins. The project will help address existing and future municipal and industrial (M&I) demands by making residential, non-commercial (such as school gardens), and commercial edible crop irrigation with municipal reuse water more accessible. This will help decrease demand for new supplies. The project will also help meet Colorado's Water Plan objective of achieving 400,000 acre-feet of municipal and industrial water conservation by 2050.

The primary focus of this project is education and outreach to implement additional reuse. It will start with educating members of three communities (agricultural, residential, and gardening) about the benefits of safe and effective reuse while promoting reuse as a conservation strategy.

This is a Conservation and Reuse and Education and Outreach project that will help meet the South Platte Basin Implementation Plan (BIP) Element #2 - "Maintain leadership in conservation and reuse and implement additional measures to reduce water consumption rates." The project helps to satisfy BIP Element #9 - "Facilitate effective South Platte communications and outreach programs that complement the State's overall program." Expanding reuse is in the Water Plan and this project will ease the burden of implementing edible crop irrigation. In addition, the project will help meet BIP Element #10 - "Research New Technologies and Strategies." Irrigation of edible crops with reuse water has previously been prohibited in Colorado. With its recent approval, this use requires a higher level of treatment, additional water quality monitoring, more oversight, and increased education for users. The project will fill the educational gap and inform users of the managerial and technical issues associated with reuse water.

This project will satisfy the Metro Roundtable's "Water Conservation and Efficiency" and "Education and Outreach" WSRF grant selection criteria. It will also assist the Roundtable to make progress on the key BIP element to advance "the ongoing leadership and advancement of conservation and reuse to efficiently use current and future water supplies in the basin."

The project will address the Arkansas Basin Roundtable's need to close the municipal supply gap by encouraging water conservation and water efficiency. It is consistent with the identified water saving measure of "water reuse systems" from Table 4.3.1 of the BIP.

¹ Access Basin Implementation Plans or Education Action Plans from Basin drop down menu.

Matching Requirements: Basin Account Requests

Basin (only) Account grant requests require a 25% match (cash and/or in-kind) from the Applicant or 3rd party and shall be accompanied by a **letter of commitment** as described in the [2020 WSRF Criteria and Guidelines](#) (submitted on the contributing entity's letterhead). Attach additional sheet if necessary.

Contributing Entity	Amount and Form of Match (note cash or in-kind)
Independence Water and Sanitation District	\$8,000 (cash)
Independence Water and Sanitation District, Denver Water, Colorado Springs Utilities, Colorado Department of Public Health and Environment	\$16,000 (in-kind)
CWCB Water Plan Grant Fund	\$32,600 (cash)
Total Match	\$56,600
If you requested a Waiver to the Basin Account matching requirements, indicate the percentage you wish waived.	



Last Update: September 18, 2020

Matching Requirements: Statewide Account Requests	
Statewide Account grant requests require a 50% match as described in the 2020 WSRF Criteria and Guidelines . At least of 10% of the required Statewide Account Grant request match shall be cash from Basin Account funds whether that is from one or multiple basins; and the remaining 40% of the required match may be provided from any source, including other grants, cash from the Basin Account, or any combination of cash, in-kind services, or in-kind materials.and shall be accompanied by a letter of commitment . Attach additional sheet if necessary.	
Contributing Entity	Amount and Form of Match (note cash or in-kind):
Independence Water and Sanitation District	\$8,000 (cash)
Independence Water and Sanitation District, Denver Water, Colorado Springs Utilities, Colorado Department of Public Health and Environment	\$16,000 (in-kind)
CWCB Water Plan Grant Fund	\$32,600 (cash)
Total Match	\$56,600
If you requested a Waiver to the Statewide Account matching, indicate % you wish waived. (Max 50% reduction of requirement).	

Related Studies
Please provide a list of any related studies, including if the water activity is complimentary to or assists in the implementation of other CWCB programs.
n/a

Previous CWCB Grants
List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order
n/a

Tax Payer Bill of Rights
The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.
n/a



Last Update: March 17, 2020

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<u>Colorado Water Conservation Board</u>	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	November 30, 2020
Water Activity Name:	Regulation 84 Edible Crop Irrigation Public Education and Outreach
Grant Recipient:	Independence Water and Sanitation District (District)
Funding Source:	Basin and Statewide
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for. (PLEASE DEFINE ALL ACRONYMS). <p>The project will develop materials, training guidance, a video, and other resources to help utilities educate potential customers on the safe and effective use of reclaimed water for edible crop irrigation. The project will create educational and training guide templates for three user types (commercial, non-commercial, and residential). These templates will ensure that all the necessary components are included to comply with CDPHE's Regulation 84 and can be edited for the needs of individual end users. The Templates will ensure that required content is in place, but also provide recommended items that the end user may choose to retain, delete, or modify. Furthermore, a video will be created that educates all users about safe irrigation practices using reclaimed water.</p> <p>The process will engage utilities, end users, and CDPHE to help develop templates that meet the needs of all stakeholders. The WSRF funds will be used to conduct stakeholder meetings, review other state's educational materials, create templates for review and comment, finalize the templates, and distribute them to potential users.</p>	
Objectives: (List the objectives of the project. (PLEASE DEFINE ACRONYMS). <p>In 2020, CDPHE's Regulation 84 added a new approved use – irrigation of edible crops with reclaimed water. This has never been allowed in Colorado and Regulation 84 required extensive public education and outreach for entities that implement edible crop irrigation. The educational requirements could be a burden for some utilities and users (commercial gardens, community gardens, and private residences). The overall objective of the project is to remove barriers (actual and perceived) regarding the use of reclaimed water irrigation. The intent is to develop templates for Educational Manuals and Training Guides that are reviewed and accepted by CDPHE. These templates will make it easier for utilities and users to implement reclaimed water irrigation for edible crops. In some cases, a utility or user may not have the expertise or experience to develop these Educational Manuals and Training Guides. If this lack of knowledge is perceived to be a significant barrier, then that utility or user may choose not to implement a reclaimed water irrigation program, thus continuing to rely on other water sources. At the completion of the project it will be easier to adopt, implement or expand a reclaimed water irrigation program. In turn, it will help preserve other water supplies and facilitate one of the goals of the Colorado Water Plan.</p>	



Last Update: March 17, 2020

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Ultimately, the project will encourage the use of reclaimed water as a viable source for irrigating edible crops in both in agricultural and municipal communities. By encouraging more use of reclaimed water, other water supplies can be preserved for Colorado's needs.

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 1 - Develop Public Education Requirements</u>
Description of Task:
The Regulation 84 requirements for edible crop irrigation are defined, but not fully developed. There is potential for different expectations amongst the Colorado Department of Public Health and Environment (CDPHE), the utilities, and users. The first step is to work with each party (individually and collectively) to facilitate communication about what is required for the public education components of Regulation 84.
Task 1 Method/Procedure:
<ul style="list-style-type: none">• MSK will conduct one meeting/conference call individually with CDPHE, participating utilities, and participating users to determine the expectations from each user type (commercial, non-commercial, and residential).• MSK will conduct one meeting/conference call with stakeholders of each user type (commercial, non-commercial, and residential) and CDPHE to develop a consensus of the required and desired components of the templates (educational manuals and training guides) and other educational materials.• MSK will summarize each user type's requirements.
Task 1 Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
A summary detailing the agreed upon requirements will be prepared for each user type's educational templates.
Task 1 CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The summary for each user type's educational templates will be submitted to CWCB.

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 2 – Prepare Educational Manual Templates</u>
Description of Task:
Prepare educational manual templates for each user type (commercial, non-commercial, residential), as described below:
<ul style="list-style-type: none">• <u>Commercial</u>: The template is for a user's On-site Manual and includes an explanation of reclaimed water, best management practices (BMP), and irrigation practices for safe and effective use. Templates will also be developed and provided for signage.



Last Update: March 17, 2020

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Tasks
<ul style="list-style-type: none">• <u>Non-commercial</u>: The template is for a user's On-site Manual and includes an explanation of reclaimed water, BMPs, and irrigation practices for safe and effective use. Templates will also be developed and provided for signage.• <u>Residential</u>: 1) A template for the utility's Educational Manual that is provided to the customer and informs the customer that reclaimed water is not potable, provides methods for safe usage of reclaimed water (hand washing, produce washing, etc.), and provides agronomic rates. 2) A template for the utility's verbal communication to each customer. The verbal communication template will include bullet points to include in a meeting, video, or website. 3) A template for the utility's Public Education Program that informs customers, workers, contractors, and inspectors about the need to prevent cross-connections, identification of reclaimed water service lines, BMPs, and safe practices.• <u>Educational Video</u>: Prepare an educational video for all user types that informs the public on the safe and effective practices for reclaimed water irrigation. It will educate the public on where reclaimed water originates, the treatment processes, regulatory protections, irrigation practices, and examples.
Task 2 Method/Procedure:
<ul style="list-style-type: none">• Based on the summaries of individual and group stakeholder meetings, MSK will develop draft educational manual templates for each user type. MSK's subconsultant, Ochotona, will assist with developing the templates.• MSK will distribute the draft templates to CDPHE, participating utilities, and participating users for comments. MSK will conduct a workshop to discuss the feedback.• MSK will prepare final draft template and distribute to the same entities for final comments.• MSK will incorporate final comments into final versions of the educational manual templates.
Task 2 Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
The deliverables for each user type are: 1) draft templates, 2) final draft templates, 3) final templates, and 4) educational video
Task 2 CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The deliverables for each user type are will be submitted to CWCB: 1) draft templates, 2) final draft templates, 3) final templates, and 4) educational video

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 3 – Prepare Training Guide Templates</u>
Description of Task:



Last Update: March 17, 2020

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Tasks
Prepare customer training templates for each user type (commercial, non-commercial, residential).
<ul style="list-style-type: none">• <u>Commercial</u>: The template is for a customer Training Manual and is intended for employees, on-site workers, contractors, and volunteers. The Training Manual will provide an explanation of reclaimed water, BMPs, and irrigation practices for safe and effective use.• <u>Non-commercial</u>: The template is for a customer Training Manual and is intended for employees, on-site workers, contractors, and volunteers. The Training Manual will provide an explanation of reclaimed water, BMPs, and irrigation practices for safe and effective use. Part of the Training Manual will be dedicated to instructing children on the rules for reclaimed water irrigation.• <u>Residential</u>: 1) The template is for a Training Manual to be given to contractors that perform work on the public irrigation systems (parks, open spaces, common areas) and residential systems. The Training Manual will provide an explanation of reclaimed water, BMPs, and irrigation practices for safe and effective use.
Task 3 Method/Procedure:
<ul style="list-style-type: none">• Based on the summaries of individual and group stakeholder meetings, MSK will develop draft training guide templates for each user type. MSK's subconsultant, Ochotona, will assist with developing the templates.• MSK will distribute the draft templates to CDPHE, participating utilities, and participating users for comments. MSK will conduct a workshop to discuss the feedback.• MSK will prepare a final draft template and distribute to the same entities for final comments.• MSK will incorporate final comments into final versions of the educational training templates.
Task 3 Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
The three deliverables for each user type are: 1) draft training guide templates, 2) final draft training guide templates, and 3) final training guide templates
Task 3 CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The three deliverables for each user type are will be submitted to the CWCB: 1) draft training guide templates, 2) final draft training guide templates, and 3) final training guide templates

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<u>Task 4 – Contract Administration</u>
Description of Task:



Last Update: March 17, 2020

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Tasks
<p>The District will administer the CWCB contract, deliverables, and coordination. Those tasks include:</p> <ul style="list-style-type: none">• MSK will prepare invoices and in-kind contributions and submit to the District for review.• The District will prepare reimbursement requests from CWCB.• MSK will prepare all project deliverables and the District will submit them to CWCB.• MSK will prepare and modify the project schedule. The District will track project progress.• The District will conduct monthly progress meetings/conference call to verify the schedule and deliverables are being satisfied.• The District will monitor the project budget.• The District and MSK will coordinate with CWCB staff.• MSK will prepare 50% and 75% Progress Reports. The District will submit to CWCB, Project Partners, and stakeholders.• MSK will prepare the Final Report. The District will submit to CWCB, Project Partners, and stakeholders.• MSK will prepare project close-out documents. The District will submit to CWCB, Project Partners, and stakeholders.
<p>Task 4 Method/Procedure:</p> <p>The District will conduct monthly project meetings with MSK. MSK will update the project schedule and invoicing summaries. MSK will prepare monthly progress reports that summarize work completed, next steps, and new issues.</p>
<p>Task 4 Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>Agreements, Notice to Proceed, Progress Reports, Reimbursement Requests, Final Report, and close-out documentation.</p>
<p>Task 4 CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>Agreements, Certification of Insurance, Notice to Proceed, 50% and 75% Progress Reports, Reimbursement Requests, Final Report, and close-out documentation.</p>

Budget and Schedule
<p>Exhibit B - 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. A separate excel formatted Budget is required for engineering costs to include rate and unit costs.</p>

Reporting Requirements
<p>Progress Reports: The grantee shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status of the tasks identified in the statement of work, including a description of any major issues that have occurred and any corrective action taken to address these issues. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.</p>
<p>Final Report: At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee's letterhead that:</p> <ul style="list-style-type: none">• 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.



Last Update: March 17, 2020

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Reporting Requirements

Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. 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.

The CWCB will pay the last 10% of the entire water activity 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 water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Performance Requirements

Performance measures for this contract shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the 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 the 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 Water Conservation Board

Water Supply Reserve Fund

EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date: November 30, 2020

Water Activity Name: Regulation 84 Edible Crop Irrigation Public Education and Outreach

Grantee Name: Independence Water and Sanitation District

Task No. ⁽¹⁾	Description	Start Date ⁽²⁾	End Date	Matching Funds (cash & in-kind) ⁽³⁾	WSRF Funds (Basin & Statewide combined) ⁽³⁾	Total
1	Develop Public Educ. Requirements (MSK)	NTP	NTP + 2 months	\$6,500	\$1,000	\$7,500
1	Develop Public Educ. Requirements (DUG)	NTP	NTP + 2 months	\$1,000		\$1,000
1	Develop Public Educ. Requirements (Ochotona)	NTP	NTP + 2 months	\$800		\$800
1	Develop Public Educ. Requirements (In-kind)	NTP	NTP + 2 months	\$4,500		\$4,500
1	Develop Public Educ. Requirements (Expenses)	NTP	NTP + 2 months	\$150		\$150
2	Prepare Public Educ. Templates (MSK)	NTP + 2 months	NTP + 5 months	\$10,500	\$5,000	\$15,500
2	Prepare Public Educ. Templates (DUG)	NTP + 2 months	NTP + 5 months	\$1,250		\$1,250
2	Prepare Public Educ. Templates (Ochotona)	NTP + 2 months	NTP + 5 months	\$1,800		\$1,800
2	Prepare Public Educ. Templates (Sakata)	NTP + 2 months	NTP + 5 months	\$200		\$200
2	Prepare Public Educ. Templates (In-kind)	NTP + 2 months	NTP + 5 months	\$6,000		\$6,000
2	Prepare Public Educ. Templates (Expenses)	NTP + 2 months	NTP + 5 months	\$150		\$150
2	Video	NTP + 2 months	NTP + 5 months	\$5,000	\$13,000	\$18,000
3	Prepare Training Templates (MSK)	NTP + 2 months	NTP + 5 months	\$6,500	\$6,000	\$12,500
3	Prepare Training Templates (DUG)	NTP + 2 months	NTP + 5 months	\$1,500		\$1,500
3	Prepare Training Templates (Ochotona)	NTP + 2 months	NTP + 5 months	\$1,800		\$1,800
3	Prepare Training Templates (Sakata)	NTP + 2 months	NTP + 5 months	\$200		\$200
3	Prepare Training Templates (In-kind)	NTP + 2 months	NTP + 5 months	\$4,250		\$4,250
3	Prepare Training Templates (Expenses)	NTP + 2 months	NTP + 5 months	\$150		\$150
4	Contract Administration (MSK)	NTP	NTP + 5 months	\$3,000		\$3,000
4	Contract Administration (In-kind)	NTP	NTP + 5 months	\$1,250		\$1,250
4	Contract Administration (Expenses)	NTP	NTP + 5 months	\$100		\$100
Total				\$56,600	\$25,000	\$81,600

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Round values up to the nearest hundred dollars.

• Additional documentation providing a Detailed/Itemized Budget may be required for contracting. Applicants are encouraged to coordinate with the CWCB Project Manager to determine specifics.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

• Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution

November 18, 2020

Mr. Ben Wade
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

RE: Metro Roundtable Support for WSRF Basin and Water Plan Grants for the Independence Water and Sanitation District's Regulation 84 Edible Crop Irrigation Public Education and Outreach Project

Dear Mr. Wade:

At the November 12, 2020 meeting, the Metro Roundtable approved a Metro WSRF Basin grant of \$5,000, support for a Statewide WSRF grant of \$15,000, and support for a Water Plan Grant for the Independence Water and Sanitation District's project titled "Regulation 84 Edible Crop Irrigation Public Education and Outreach". The project is intended to reduce barriers to expanding reuse irrigation in Colorado by creating educational and training templates for commercial, non-commercial, and residential users. These templates can be customized for the individual entity's specific needs and will satisfy the educational and training requirements stipulated in Regulation 84. Many of the edible crop irrigation users will be small farms, HOAs, and schools that do not have the expertise or resources to develop the educational and training materials. Without these documents, those users will not be allowed to irrigate with reclaimed water and will have to use other water supplies. The goal of this project is to facilitate the development of these manuals, ensure they are satisfactory to CDPHE, and to educate the public about the benefits of reclaimed water.

The Independence Water and Sanitation District's WSRF application meets the Metro Roundtable's WSRF Guidelines and WSRF Grant Program criteria. In addition, the Metro Roundtable believes the project meets the Water Plan Guidelines. The project will advance the South Platte Basin Implementation Plan's goals of reducing water consumption rates and promoting water conservation and reuse. Lastly, it will further advance Colorado's Water Plan conservation and reuse objectives.

Upon review and consideration of the Independence Water and Sanitation District's application, the Metro Roundtable unanimously voted to approve the full \$5,000 of Basin WSRF funds requested by the applicant, support for its \$15,000 Statewide WSRF application, and support for its Water Plan Grant application.

Sincerely,



Barbara Biggs, Chair
Metro Roundtable

November 23, 2020

Mr. Ben Wade
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

RE: South Platte Basin Roundtable Support for WSRF Statewide and Basin Grants for the Independence Water and Sanitation District's Regulation 84 Edible Crop Irrigation Public Education and Outreach Project

Dear Mr. Wade:

At the November 10, 2020 meeting, the South Platte Basin Roundtable unanimously recommended approval of a WSRF Basin grant of \$5,000 and support for a Statewide WSRF grant of \$15,000 for the Independence Water and Sanitation District's project titled "Regulation 84 Edible Crop Irrigation Public Education and Outreach". The project is intended to reduce barriers to expanding reuse irrigation in Colorado by creating educational and training templates for commercial, non-commercial, and residential users. These templates can be customized for the individual entity's specific needs and will satisfy the educational and training requirements stipulated in Regulation 84. Many of the edible crop irrigation users will be small farms, HOAs, and schools that do not have the expertise or resources to develop the educational and training materials. Without these documents, those users will not be allowed to irrigate with reclaimed water and will have to use other water supplies. The goal of this project is to facilitate the development of these manuals, ensure they are satisfactory to CDPHE, and to educate the public about the benefits of reclaimed water.

The Independence Water and Sanitation District's WSRF application meets the South Platte Basin Roundtable's WSRF Grant Program criteria. The project will advance the South Platte Basin Implementation Plan's goals of reducing water consumption rates and promoting water conservation and reuse. Lastly, it will further advance Colorado's Water Plan conservation and reuse objectives.

Upon review and consideration of the Independence Water and Sanitation District's application, the South Platte Basin Roundtable unanimously voted to approve the full \$5,000 of Basin WSRF funds requested by the applicant and support for its \$15,000 Statewide WSRF application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Garrett Varra", with a stylized flourish at the end.

Garrett Varra, Chair
South Platte Basin Roundtable



INDEPENDENCE WATER & SANITATION DISTRICT

c/o Special District Solutions, Inc.
2370 Antelope Ridge Trail
Parker, CO 80138
303-662-1999
www.IndependenceDistricts.com

February 23, 2021

Mr. Ben Wade
Colorado Department of Natural Resources
Water Supply Planning
1313 Sherman Street
Room 271
Denver, CO 80203

RE: Letter for Commitment for the Independence Water and Sanitation District's Regulation 84 Edible Crop Education and Outreach WSRF Grant Application

The Independence Water and Sanitation District (the "District") is pleased to submit a Letter of Commitment for the "Regulation 84 Edible Crop Irrigation Public Education and Outreach" grant application.

The District operates potable water, sanitary sewer, and irrigation water systems for a new residential development in Elbert County. The District will be the first utility in the state of Colorado to use reclaimed water for the irrigation of residential vegetable gardens. This practice will be implemented in accordance with Colorado Department of Health and Environment's (CDPHE) Regulation 84 and requires a significant amount of public education and outreach. If awarded, the grant will help develop educational materials to help ensure the safe and effective use of reclaimed water for gardeners and commercial growers.

The District is committing \$8,000.00 and in-kind support of up to 40 hours of labor. As the Applicant, the District is aware of the obligations required for administering the contract as well as being an active participant in the development of the educational materials.

We look forward to participating in the project and working with the project partners to expand the use of reclaimed water in our state.

Sincerely,

DocuSigned by:
A handwritten signature in blue ink that reads "Tim Craft".
F1B239AE26D84A0...

Timothy Craft
President of the Board



October 27, 2020

Re: Letter of Support for Independence Water and Sanitation District's grant entitled "Regulation 84 Edible Crop Irrigation PEO"

To Whom It May Concern:

Colorado Springs Utilities supports Independence Water and Sanitation District's (District) efforts to develop educational materials to support the adoption of residential crop irrigation under CDPHE Regulation 84.

Colorado Springs Utilities is an enterprise of the City of Colorado Springs, a Colorado home-rule city and municipal corporation. The enterprise is one of the largest four-service municipally owned utilities in the nation and provides electric, natural gas, water and wastewater services to the populous of approximately 465,195 people in the Colorado Springs area.

Once the named grant is awarded to the District, Colorado Springs Utilities will provide in-kind support, of labor, up to 24 hours, in the performance of feasible administrative tasks including but not limited to, meeting participation and proofreading developed educational/outreach materials.

I believe our support and commitment will significantly improve the developed educational materials for applicability to a wide variety of reclaimed water systems.

We look forward to playing a role and ensuring the success of this project.

Sincerely,

Aram Benyamir

Chief Executive Officer, Colorado Springs Utilities

121 S. Tejon Street
P.O. Box 1103 Mail Code 954
Colorado Springs
Colorado 80947-0954
Phone 719.448.8000
Fax 719.668.3825
csu.org

Grant Partnership Letter Pre-Approval Request Form



Today's Date:

2/5/2020

Date Letter Needed By:

2/19/2020

Partner Name:
(i.e. City, County, etc)

Denver Urban Gardens, Independence Water & Sanitation District

Grant Title:

Regulation 84 Edible Crop Irrigation PEO

Grant Project:

Since Regulation 84 recently added edible crop irrigation as an approved use, the Treaters will need to educate its customers about reclaimed water and safe irrigation practices. The project will develop templates for educational and training manuals for the three user categories: commercial, non-commercial, and residential. The scope includes meetings with Treaters, CDPHE, Users, and other stakeholders to determine the content of each template. In addition, a Public Education Program template will be developed for residential customers.

CSU Support

Cash:

Does CSU have
budgeted funds to
support?

☐

Yes

☒

No

In-kind (Force
Account Labor)

24 hours over 3-4 months.

Benefits to Utilities: Although Utilities has not adopted edible crop irrigation in the Water LESS as an approved non-potable (reclaimed) water use, participation in this project helps develop universal educational language and messaging on the safe use of reclaimed water. The templates developed will be available for Utilities' use and as described will be developed in a manner to allow entities to customize to meet individual needs. Additionally,

APPROVALS

Project Manager:

Project Manager Approval.
Submit to General Manager

General Manager:

General Manager Review.
Submit to Grant Coordinator.

Grant Coordinator:

dgriffin

Digitally signed by dgriffin
Date: 2020.02.07 13:37:39 -07'00'

Grant Coordinator Review.
Submit to Division Officer.

Division Officer:

dpadgett

Digitally signed by dpadgett
Date: 2020.02.07 13:15:56 -07'00'

Division Officer Review.
Submit to Chief Executive Officer.

Chief Executive Officer:

Chief Executive Officer Final
Approval. Send to Grant
Coordinator for processing.

November 19, 2020

RE: Letter for Support for the Independence Water and Sanitation District's Grant Application

To Whom It May Concern:

The Colorado Department of Public Health and Environment, Water Quality Control Division (division) is pleased to submit a Letter of Support for the Independence Water and Sanitation District's grant application for "Regulation 84 Edible Crop Irrigation Public Education and Outreach."

Colorado established regulatory requirements in Reclaimed Water Control Regulation 84 for the safe use of food crop irrigation with reclaimed water in 2019. Multiple requirements in Regulation 84 include robust public notification, education and training for safe use of reclaimed water for food crop irrigation. The division will be issuing permits and enforcing compliance with these regulatory requirements, and the educational/outreach materials that are developed in this project will help to ensure safe and appropriate use of reclaimed water. The educational/outreach materials from this project will benefit the division, the public, reclaimed water users and treaters and safe expansion of water reuse in Colorado.

The division will provide in-kind support of up to 24 hours of labor for meetings and input to help the project team develop educational/outreach materials for safe and effective edible crop irrigation with reclaimed water. The division's role will help ensure the project will meet the requirements of Regulation 84 and allow reclaimed water to be safely utilized in multiple reclaimed water systems.

We look forward to participating in the project and contributing to its success.

Sincerely,

Meg Parish, Water Quality Control Division

cc: Nicole Rowan and Brandi Honeycutt, Water Quality Control Division