



NORWOOD WATER COMMISSION INFRASTRUCTURE FUND POLICY

PURPOSE: *The Norwood Water Infrastructure Fund is a community donation established by the Norwood Water Commission (NWC) for projects lined out in the 2020 Norwood Water Master Plan that address our existing residential, commercial, fire mitigation, school, and civic water demands while preparing for future growth. NWC capital improvement projects cannot be solely funded by water rate increases. Although federal and state grants and loans are currently being reviewed for approval, these programs alone are costly, oftentimes requiring matching funds and/or future debt service. The NWC needs your help as we build resiliency to keep this region sustainable into the future!*

We may update the following policy from time to time to reflect changes in our practices or legal obligations. When we update the policy, we will post the updated version on our website with the effective date of the revision. We encourage all donors to review this policy periodically.

Donation Transparency Policy:

The NWC is committed to full transparency regarding how your donations are used. We believe that all donors have the right to know how their contributions are making an impact. Here's how we ensure transparency:

1. **Donation Use:** 100% of your donation will be allocated directly to program costs, covering both project implementation and operational requirements necessary for completion.
2. **Annual Financial Reports:** We publish a detailed annual report combined with the Town of Norwood, available on our website, which includes our financial statements, fundraising expenses, and the impact your donation has made.
3. **Accountability:** We undergo independent audits every year to ensure that we are using funds efficiently. Our audit results are available on our website.
4. **Communication with Donors:** We keep donors informed through quarterly updates showing use of funds and project progress. Donors will also receive personalized thank-you letters acknowledging their support.
5. **Public Access:** All of our financial documents are publicly available on our website for anyone to access.

Privacy and Data Protection Policy:

We retain your personal information only for as long as necessary to fulfill the purposes for which it was collected, comply with legal obligations, resolve disputes, and enforce agreements. If you wish to request that your data be deleted sooner, please contact us.

Donor Rights

You have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal information we have collected about you.
- **Right to Correct:** You may update or correct your information if it is inaccurate or incomplete.
- **Right to Delete:** You can request the deletion of your personal data, subject to applicable legal retention requirements.
- **Right to Withdraw Consent:** If you have given consent for us to use your personal data for certain purposes (e.g., marketing), you can withdraw that consent at any time.



- **Right to Object:** You may object to the processing of your data for certain purposes, including marketing or profiling.

To exercise any of these rights, please contact us at office@norwoodtown.com or by using the contact details at the end of this policy.

Information We Collect

We may collect the following types of information when you make a donation:

- **Personal Information:** Name, address, email address, phone number, and other contact details.
- **Payment Information:** Credit card numbers, bank account details, or other payment methods (processed securely by third-party payment processors).
- **Donation Information:** Amount donated, date and time of the donation, and campaign/project you're donating to.
- **Optional Information:** Any additional information you choose to provide, such as a message or specific request related to your donation.

How We Use Your Information

We collect and use your information for the following purposes:

- **Processing Donations:** To process your donation and issue a receipt.
- **Communication:** To send you donation receipts, updates about our projects, and other related communications.
- **Improving Our Services:** To improve our fundraising activities, website, and user experience.
- **Legal Requirements:** To comply with applicable laws and regulations, such as issuing tax-deductible receipts and fulfilling reporting obligations.

Tax Deductibility Policy: (Note: This section needs to be reviewed carefully by our attorney)

Eligibility for Tax Deduction

Donations to NWC may be tax-deductible under federal and Colorado state tax laws if they meet the IRS Regulations. A tax-deductible letter will be provided upon receipt of your donation.

Enterprise Zone Contribution Tax Credit: The NWC is in an Enterprise Zone, allowing up to a 25% state tax credit for cash donations to approved economic development projects.

Monetary Donations: Cash, check, credit card, or electronic funds transfer donations are deductible up to applicable IRS limits.

Donor Recognition and Acknowledgment Policy:

The NWC values and appreciates its donors and is committed to recognizing their contributions in a meaningful way while respecting donor privacy and preferences. Recognition and acknowledgment practices include:

- **Acknowledgment Letters:** All donors will receive a formal acknowledgment letter detailing their contribution and its impact.
- **Public Recognition:** Donors may be recognized in newsletters, annual reports, websites, and social media, unless anonymity is requested.



- **Special Events:** Major donors may be invited to appreciation events, special briefings, or donor recognition programs.
- **Naming Opportunities:** Significant contributions may be eligible for naming rights to programs, spaces, or initiatives, as determined by NWC.
- **Donor Privacy:** Donors who wish to remain anonymous can request that their contributions not be publicly recognized.

Conflict of Interest Policy:

To ensure transparency and maintain public trust, the NWC has established the following conflict of interest guidelines related to your donations:

- **Personal Gain Prohibition:** No individual associated with NWC, including board members, employees, or volunteers, may use their position to receive personal benefits from donations.
- **Disclosure Requirements:** Any potential conflicts of interest, such as donations from entities seeking to influence organizational decisions, must be disclosed to the board of directors and properly documented.
- **Gift Acceptance Policy:** The organization reserves the right to decline donations that may create a conflict of interest or compromise its integrity and mission.
- **Periodic Review:** This policy will be reviewed periodically to address any emerging risks or ethical considerations.

Use of Donations Policy:

All donations received by the NWC will be used in accordance with the organization's mission. The fund will remain active until no water infrastructure projects are needed or necessary.

The following guidelines apply:

- **Unrestricted Donations:** General donations without specific restrictions will be allocated to areas of greatest need, as determined by the organization.
- **Fund Allocation:** The organization ensures that a significant portion of all donations goes directly toward programs and services, with a minimal percentage allocated to administrative and operational costs.
- **Refund Policy:** Donations are generally non-refundable. However, in cases of errors in processing or other extenuating circumstances, refund requests will be reviewed on a case-by-case basis if the donor notifies the Norwood Water Commission within 30 days of the error.
- **Approval of Use of Funds by Norwood Water Commission:** All donations will be reviewed and considered for project applicability at a regularly scheduled NWC board meeting. These meetings are publicly noticed. Donors will be notified when their donation will be placed on the agenda for consideration.
- **Access to Funds:** The NWC's Board Chair, Administrator, Public Works Director and Billing Secretary will have access to this NWC Infrastructure Fund.
- **Administering Funds:** After approval by the NWC board, the board chair and another signer will both be required to administer the funds directly to the applicable party per the Procurement Policies established by the organization.



NORWOOD WATER COMMISSION PRIORITY PROJECTS INCLUDE *(but not limited to):*

- **Redundant Transmission Waterline:** This project is currently on-going and needs landowner access, environmental assessment, engineering, trenching, bedding, and piping. It will provide water delivery, new water taps, and adequate pressure for fire mitigation while allowing for the repair of our current sole main line. Most small to large municipal water systems incorporate some version of a redundant line to avoid water shut offs to businesses, schools and homes during fire suppression, line breaks, and routine maintenance.
- **Reservoir Three**
- **Improvements to Existing Distribution Waterline Systems**
- **Water Treatment Plant Expansion and Future Overhaul**
- **Second Drainage Source and Point of Diversion**

Access and Administration of Funds:

- **Access to Funds:** Norwood Water Commission's Board Chair, Administrator, and Billing Secretary will have access to this NWC Infrastructure Fund.
- **Administering Funds:** After approval by the Norwood Water Commission board, the board chair and one other signer will both be required to administer the funds directly to the applicable party per the Procurement Policies established by the organization.

How to make donations to our Infrastructure Fund:

Online: **Put link here**

In Person: Norwood Town Hall
1670 Naturita Street
Norwood, CO 81423

Mail: Norwood Town Hall – Norwood Infrastructure Fund
PO Box 528
Norwood, CO 81423

You can also call us at 970-327-4288 with any additional questions you may have.

We appreciate your generous donation. Your support is crucial to our mission and significantly impacts the lives of those we help.