



Cash for Grass Rebate Application

DATE SUBMITTED: _____
 APPROVED REJECTED
 APPROVED BY: _____
 DATE: _____

This program is also referred to as Water Efficient Landscape. The City of St. Helena is offering rebates up to \$1.50 per square foot of turf grass that is replaced with drip-irrigated, low water use plants, or permeable hardscape. Artificial turf is not eligible for rebate. The maximum rebate for each residential property is \$750 and \$2500 for each commercial property.



*****Site visit is required before and after work is completed*****

IMPORTANT: PLEASE READ THE PROGRAM RULES AND REBATE GUIDELINES BEFORE SUBMITTING YOUR APPLICATION

ACCOUNT INFORMATION			
Name on Water Account	Daytime Phone Number	Account Number	
Property/Installation Address	City	Email	
Type of Property (E.G. Single-Family House, Multi-Family, Commercial etc.)		How many square feet of grass are you removing?	
What is the total estimated water savings for one year?	Year Property Built	Year Property was Purchased	
APPLICANT INFORMATION: * Must match the name and address on required W-9 form. ** Rebate check will be sent only to the W-9 contact. If W-9 name and address is the same as account name and address, note "same as above" under applicant information.			
First Name*	Last Name*		
** Address (as noted on applicant's W-9)	City	State	Zip Code
If Applicant Information is different from Account Information please indicate why:			
LANDSCAPING INFORMATION			
Do you irrigate with well water? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Provide a description the turf replacement plan, include plant list specifying water needs of each plant species. (Use additional pages as needed) Water needs of plants can be found at: http://ucanr.edu/sites/WUCOLS/Plant_Search/ or http://www.napa.watersavingplants.com/			
HOW DID YOU HEAR ABOUT THE REBATE PROGRAM?			
<input type="checkbox"/> Website	<input type="checkbox"/> Retail Store	<input type="checkbox"/> Bill Insert	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Contractor	<input type="checkbox"/> Referral	<input type="checkbox"/> Building Department	<input type="checkbox"/> Other:
WHY DID YOU PARTICIAPTE IN THE WATER CONSERVATION REBATE PROGRAM(S)?			
<input type="checkbox"/> Rebate Incentive	<input type="checkbox"/> Property Remodel	<input type="checkbox"/> Water Conservation Ordinance	<input type="checkbox"/> Other:
<input type="checkbox"/> To Conserve Water	<input type="checkbox"/> Property Sale	<input type="checkbox"/> Replace Broken Fixtures	
WOULD YOU LIKE ADDITIONAL INFORMATION ON OTHER REBATES?			
<input type="checkbox"/> Rainwater Harvesting	<input type="checkbox"/> Clothes Washer	<input type="checkbox"/> Greywater	<input type="checkbox"/> Weather Based Irrigation Controller
<input type="checkbox"/> Recirculating Hot Water Pump	<input type="checkbox"/> Toilet	<input type="checkbox"/> Other:	<input type="checkbox"/> FREE Water Conservation Tool Kit
PLEASE SUBMIT APPLICATIONS TO:		QUESTIONS?	
Email: water@cityofsthelena.org		Email: water@cityofsthelena.org Website: www.cityofsthelena.org/water Phone: 707-968-2635	

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PROGRAM RULES

1. Rebates will be provided on a first come, first service basis and funding is limited. Rebates are not guaranteed. Water Use Efficiency programs may change or be canceled at any time. Check the website for current programs and rebate amounts.
2. Rebates will not exceed the cost of the materials and required permits. Labor is not included in the rebate amount.
3. Only current St. Helena municipal water customers in good standing with no delinquent charges are eligible for rebates. The approved water use efficiency rebate must be installed at the City of St. Helena service address and must be installed prior to rebate is issued. A separate application must be submitted for each metered address and each rebate program.
4. Account holders with service addresses outside the City of St. Helena may be eligible for rebates and should contact the Water Conservation division before submitting an application.
5. Fixtures, hardware or landscaping installed as part of new construction are not eligible for rebate. Retrofits required by developers as mitigation measures are not eligible.
6. An **IRS W-9 form** must be completed by all applicants to receive a rebate. The Social Security or Tax ID number requested in the Rebate application process is in compliance with exemptions to the Federal Privacy Act of 1974, 42 UCS 405 (c) (2)(c). The Internal Revenue Service requires rebate program participants receiving \$600 or more in rebates to be issued an IRS Form 1099 unless exemptions apply. Social Security numbers provided as part of the application process are held in confidence under terms of the Privacy Act and are not divulged or otherwise conveyed to individuals or organizations outside the Rebate Program.
7. To receive a rebate applicants must submit the appropriate rebate application, original proof of purchase and photos of pre and post installation as well as **anticipated water savings**. Rebate application must be complete and is subject to verification, including all necessary documentation, specific to the rebate program. Originals will not be returned.
8. The proof of payment submitted must indicate the itemized cost. Receipts and/or invoices that do not include the itemized cost will be rejected.
9. Participants' information may become public information, in accordance to applicable local, state and federal laws.
10. Applicant must own the property or obtain authorization for participation in the Program from the property owner. Applicant must be the account holder or obtain authorization for participation in the Program from the account holder. (See Attached Form)
11. In cases where the person applying for the rebate pays the water bill at the address of the retrofit, the rebate shall be issued as credit applied to the water service account. In cases where the person applying for the rebate does not pay the water bill at the address (mobile home, HOA, etc.) of the retrofit, the rebate may be issued as a cash payment with account holder's written consent.
12. Properties may be subject to a pre-purchase and/or post-purchase inspection by City Staff. The City reserves the right to verify the installation. Failure to allow an inspection within 30 days of request will result in refusal of rebate. The City has, with prior written notification, the option to inspect the work performed in this program for a period of twelve months from the date of the rebate was issued. If property is selected for inspection and the property owner refuses that inspection, the property owner will be billed for the total amount of the rebate.
13. City Staff does not remove or install any fixtures, hardware or landscaping under the water use efficiency rebate program.
14. Fixtures, hardware or landscaping that are rebated through another water agency program are not eligible to receive a City of St. Helena rebate.
15. Once a fixture, hardware or landscaping is replaced under the St. Helena Rebate Program or the St. Helena Water Neutrality Policy it is ineligible for future rebates.
16. Rebate application and W-9 must be completed and returned with the original **proof of payment** within 60 days of purchase.
17. The City will provide up to \$1.50 per square foot of turf grass that is replaced with drip-irrigated, low water use plants, or permeable hardscape.
18. Please make copies for your records. Original receipts will not be returned.
19. **Artificial turf is not eligible for rebate. Grass irrigated with well water is not eligible.**
20. The maximum rebate for each residential property is \$750 and \$2500 for each commercial property.
21. At the pre-inspection, lawns must be green, regularly mowed, irrigated and well taken care of (dead lawns or lawns already removed at the time of the pre-inspection are not eligible for rebate).
22. A replacement plan is required, along with a list of plants if the area is to be re-landscaped. Lawn must be replaced with low water-use plants or permeable landscape surfaces (mulch, decomposed granite, etc.). Solid plastic sheeting is not permitted.
23. If you install a drip system for new plant material, drip valves must include a pressure regulator and filter. Overhead irrigation is unacceptable.
24. Installation must occur on May 24, 2016 or after to qualify.

SIGNATURE

I certify that I have read, understand and agree to the terms and conditions of this rebate program. The undersigned expressly agrees that the City of St. Helena may inspect all qualifying water conservation installations; that installation of water conservation retrofits may not result in lower water bills; and that the City of St. Helena does not warrant any hardware or installation to be free of defects, the quality of workmanship, or the suitability of the premises for installation. The undersigned further agrees to defend, indemnify and hold harmless the City of St. Helena, their directors, officers, and employees, against all loss, damage, expense, claims, suits and liability, including attorneys' fees resulting from the loss, destruction or damage to property arising out of or in any way connected with the hardware or installation. Furthermore, I certify that I have permission and/or authority to make water use efficiency upgrades to the above mentioned property.

Signature

Print Name

Date

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CHECKLIST

Please read before submitting your application. Applications with missing or incomplete information will be rejected.

Checklist	<ul style="list-style-type: none"> <input type="checkbox"/> Completed, signed and dated rebate application form <input type="checkbox"/> Completed, signed and dated IRS W-9 form <input type="checkbox"/> Building Permit (If applicable) <input type="checkbox"/> Photograph(s) of pre and post installation <input type="checkbox"/> Original proof of payment indicating itemized cost of hardware and landscaping materials <input type="checkbox"/> Rebate Permission Form from Property Owner or Account Holder (If applicable) <input type="checkbox"/> Turf replacement plan, including plant list
Who can qualify for a rebate?	Rebates are available to any property that receives potable water from the City of St. Helena.
What qualifies for a rebate?	Any turf replacement installed after May 24, 2016, meeting the requirements of this program.
What proof of payment is accepted?	<p>For hardware and/or landscaping purchased directly from a store or retailer:</p> <ul style="list-style-type: none"> • Original itemized cash register receipt or sales invoice with original credit card receipt indicating the make/model or landscaping materials purchased <ul style="list-style-type: none"> ○ The receipt shows the business name and total amount purchased ○ The receipt indicates if it is cash, check or credit card payment <p>For hardware or landscaping materials purchased through a contractor:</p> <ul style="list-style-type: none"> • Original invoice from the contractor, indicating hardware and/or landscaping materials purchased • Payment has been made in full and zero (\$0) balance remains; invoice should be stamped or noted "Paid in Full" • Type of payment made (cash, check or credit card) • If issued by the contractor, the original cash register or credit card receipt is to be submitted along with invoice.
Questions?	jtuell@cityofsthelena.org or 707-968-2635