Recirculating Hot Water Pump Rebate Application

DATE SUBMITTED:	
APPROVED ☐	REJECTED ☐
APPROVED BY:	
DATE:	

The City of St. Helena is offering rebates up to $100 for any Recirculating Hot Water Pump System. There is a maximum of one Recirculating Hot Water Pump rebate per household.

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 gallons of Rainwater will your system store?
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:			

SYSTEM INFORMATION

Please provide a brief description the recirculating hot water pump system.

HOW DID YOU HEAR ABOUT THE REBATE PROGRAM?

☐ Website	☐ Retail Store	☐ Bill Insert	☐ Newspaper
☐ Contractor	☐ Referral	☐ Building Department	☐ Other:

WHY DID YOU PARTICIAPTE IN THE WATER CONSERVATION REBATE PROGRAM(S)?

☐ Rebate Incentive	☐ Property Remodel	☐ Water Conservation Ordinance	☐ Other:
☐ To Conserve Water	☐ Property Sale	☐ Replace Broken Fixtures	

WOULD YOU LIKE ADDITIONAL INFORMATION ON OTHER REBATES?

☐ Rainwater Harvesting	☐ Clothes Washer	☐ Greywater	☐ Weather Based Irrigation Controller
☐ Other:	☐ Toilet	☐ Cash for Grass	☐ 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

Recirculating Hot Water Pump Rebate

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 request. 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. Please make copies for your records. Original receipts will not be returned.
18. The City will provide up to $100 for any Recirculating Hot Water Pump System.
19. There is a maximum of one Recirculating Hot Water Pump rebate per household.
20. 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	☐ Completed, signed and dated rebate application form ☐ Completed, signed and dated IRS W-9 form ☐ Building Permit (If applicable) ☐ Photograph(s) of pre **and** post installation ☐ Original proof of payment indicating itemized cost of hardware ☐ Rebate Permission Form from Property Owner or Account Holder (If applicable)
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 recirculating hot water pump system installed after May 24, 2016.

What proof of payment is accepted?	**For hardware purchased directly from a store or retailer:**
	• Original itemized cash register receipt or sales invoice with original credit card receipt indicating the make and model purchased
	  o The receipt shows the business name and total amount purchased
	  o The receipt indicates if it is cash, check or credit card payment
	
	For hardware purchased through a plumber or contractor:
	• Original invoice from the contractor, indicating hardware 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