

DO NOT BEGIN YOUR IRRIGATION CONTROLLER PROJECT UNTIL YOU RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE

HOW TO APPLY

• **The quickest and most secure way to submit is online at [ScottsdaleAZ.gov, search “rebates”](https://www.scottsdaleaz.gov/search/rebates)**

- A confirmation email is sent following an online submission. If no confirmation is received within 24 hours and the spam folder was checked, assume the application was not successfully submitted and reapply. Alternatively, this application form may be printed, completed, and mailed to:

Water Conservation Rebates
9312 N 94th St
Scottsdale, AZ 85258

- When a paper application is received, it is entered into the online application system and a confirmation email is sent to the applicant. If there was no city contact after four weeks, call 480-312-5650 to verify the paper application was received.
 - Submitted documentation is not returned.
- If this form is printed, scanned and emailed to WaterConservation@ScottsdaleAZ.gov it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, save the confirmation email as proof of application.

IMPORTANT INFORMATION

- Applications will be accepted starting May 6, 2024 with rebate fund disbursement starting July 1, 2024. Conservation will process complete applications on a first-come, first-serve basis, unless it is past the application deadline or funds are depleted.
 - Applications are complete when all required information is on an application form and documents are received, signed, and legible.
 - Applications are incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application. Upon submission of the missing information, the application is considered complete and eligible for processing.

- Once approved, rebates are applied as a credit to the active water account within two billing cycles. Rebate credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account or transferring an account to a tenant.

IMPORTANT DATES & EXTENSION

- **Controller purchases made before the rebate program began on May 6, 2024 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between May 6, 2024 and March 31, 2025 and the project **Completion and Notification Deadline is April 30, 2025**. Small projects (up to five controllers) must be completed by the deadline.
- For large projects (six or more controllers) an extension may be granted if a Notice to Proceed was issued and funds are available. To request a four-month extension, contact Conservation before **April 15, 2025**. An official extension approval will be sent to the email address listed on the application. One extension per property. Save the confirmation email.
- Verbal extensions are not valid. If you believe you received a verbal extension or have not received your approval emailed within two weeks from your submitted request, contact Conservation.
- If controllers are not purchased, applicants can reapply in the next rebate program year.

RENTAL PROPERTIES

- Applicants (current property owner or HOA board president) may designate a single appointee in writing (property manager, committee member, etc.) to act as a liaison with Conservation staff. The applicant or appointee is the official point of contact during the rebate process.
- Owners of multiple properties may apply for rebates for each property. However, rebates are property specific and applied as a credit to the active water account associated with the location where the installation occurred. If the owner does not live on-site or is not listed on the active water account, it is the owner's responsibility to coordinate inspections and rebate funds with the tenant(s).

TAX INFORMATION AND IRS FORM W-9

Applicants receiving more than \$600 for rebates in a calendar year must submit a [W-9 form](#). The W-9 must be received and dated in the same year the rebate credits are issued. An inaccurate or incomplete W-9 may result in an issued rebate being revoked. If a W-9 is required, Scottsdale will send 1099 forms to customers after December 31st each year. For more information on rebate credits, contact a tax professional.

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- Controller(s) must be WaterSense labeled and listed on the EPA's WaterSense [product search](#). Some irrigation controllers, such as Irritrol's Rain Dial R Series, require additional plug-in components to become WaterSense labeled. Check if additional components are required through the EPA's [product search](#).
 - Do not rely on store websites, packaging or product pictures for WaterSense eligibility. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email WaterConservation@ScottsdaleAZ.gov
 - Per the Irrigation Association's recommendation, sites with less than 40% irrigation efficiency are recommended to fix the irrigation issues before installing new irrigation controllers. Sites with less than 40% irrigation efficiency may be temporarily denied for an irrigation controller rebate until the irrigation inefficiencies are corrected.
 - Conservation staff strongly encourage the use of WaterSense labeled irrigation controllers that have a frequency adjustment function. This programming is the most compatible with our desert environment, soil type, and rainfall patterns.
 - The property must have internet access for its selected smart controller(s) when the controller is designed to receive weather data through the internet.

2. Apply for a rebate and submit required documents

- a. A map of the property with the location of all existing irrigation controllers and note which ones are being replaced. For help with this map, use Google Maps or email [Conservation](#) for an aerial view of your property.
- b. Documentation of selected WaterSense irrigation controllers (a written statement identifying the controller's make and model or website address to the manufacturer's specifications may suffice).

3. Conservation may request a pre-inspection meeting (on-site, phone, or virtually depending on project scope) using the email address or phone number listed on the application. Selected controller(s) eligibility, internet access, and the number of connected irrigation stations will be reviewed. Irrigation efficiency may also be evaluated.**4. Conservation will send a Notice to Proceed to the applicant** once the application and required documents are received and the pre-inspection is complete.**5. Begin the project and install the irrigation controllers.****6. Notify Conservation of project completion via email.** If up to five irrigation controllers were installed, attach a photo of each controller after installation. Altered or mis-represented photos will be considered fraudulent, and the rebate will be denied.**7. Conservation may request an on-site final inspection.** On-site inspections are required when six or more controllers are installed.

- From date of email notification, Conservation has up to three business weeks to schedule a final inspection.
- In-person inspections occur during normal business hours. An inspector will call the number provided on the application to arrange an on-site inspection.

8. Upload the invoice or receipt as proof of purchase and controller(s) cost using the **secure the link found in the Notice to Proceed** or email documents to [Conservation](#).

- a. Proof of payment may be an itemized invoice for project costs and proof of payment (e.g., canceled check). Altered or mis-represented invoices/receipts will be considered fraudulent, and the rebate will be denied.

– Receipt must show:

- A purchase date on or after May 6, 2024
- List the make and model or SKU
- The cost of each item (installation, tax, shipping etc. must be itemized separately)

- b. Submit the completed and signed [W-9](#)

9. The rebate is a credit applied to the active water account within two billing cycles. Rebate credits will stay on the account until they are depleted. Look for your rebate on your utility billing statement.

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ELIGIBILITY

- **Irrigation controller purchases made before the rebate program began on May 6, 2024 are ineligible.**
- Property must receive water from Scottsdale Water.
- Controller rebates are limited to 50 per property per rebate program year or up to the number existing on the property, whichever is less after June 30, 2016.
- Replacement controllers must be WaterSense labeled.
 - Rebates are not available for only the additional plug-in components (i.e. pairing a new component with an existing, older irrigation controller). To be eligible, all pieces, including the controller, must be purchased together.
 - All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- Other controller pieces not required for WaterSense labeling, such as an associated rain sensor or outdoor enclosure, are also eligible if purchased with the controller.
- New construction is ineligible.

REBATE AMOUNT

- Rebates are only for the controllers and controller pieces when purchased together (installation, parts, tax, shipping etc. excluded) with a maximum of \$400 per controller. Rebate amount is based on the number of connected stations for the controller:
 - 1-12 stations: up to \$250 per controller
 - 13-16 stations: up to \$350 per controller
 - 17 stations or above: up to \$400 per controller



[**CLICK HERE TO APPLY ONLINE**](#)

APPLY BETWEEN	COMPLETION & NOTIFICATION DEADLINE	REBATE AMOUNT PER UNIT	REQUIRED SERVICE	LIMIT PER YEAR	LIMIT PER PROPERTY	A PRE-INSPECTION & NOTICE TO PROCEED IS REQUIRED PRIOR TO PROJECT START	MAP INCLUDED?	A <u>W-9</u> MAY BE REQUIRED AT PROJECT COMPLETION
5/6/2024–3/31/2025	4/30/2025	COST, UP TO \$400	WATER	50	UP TO NUMBER ON PROPERTY	<input type="checkbox"/> ACKNOWLEDGED	<input type="checkbox"/> YES	<input type="checkbox"/> ACKNOWLEDGED
NAME ON ACCOUNT						SCOTTSDALE UTILITY NUMBER		
PROPERTY ADDRESS							ZIP	
CONTACT NAME						CONTACT TITLE		
CONTACT EMAIL						CONTACT PHONE		
<input type="checkbox"/> I HAVE READ AND UNDERSTAND THE PROGRAM DESCRIPTION AND REQUIREMENTS ON PAGES 1, 2 & 3. I UNDERSTAND PHOTOS MAY BE ACCEPTED IN PLACE OF AN INSPECTION; HOWEVER, I AGREE TO ALLOW ON-SITE INSPECTIONS AS REQUESTED.								
SIGNATURE:						DATE:		