



# MULTI-FAMILY, HOA & COMMERCIAL WATER MANAGEMENT AND EFFICIENCY TECHNOLOGY REBATE APPLICATION

JULY 1, 2022—MARCH 31, 2023 (OR UNTIL FUNDS DEplete)

**DO NOT BEGIN YOUR WATER MANAGEMENT AND MONITORING 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](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. Save this confirmation email as proof of application.
  - If the paper application is submitted less than one month before March 31, 2023, call 480-312-5650 to verify application receipt.
  - Required documentation is not returned.
- If this form is printed, scanned and emailed to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, the confirmation email is proof of application.

## IMPORTANT INFORMATION

- Application and rebate funds will be available on July 1, 2022. Conservation will process complete applications on a first-come, first-serve basis until application deadlines or rebate fund depletion.
  - Applications are complete when all information is on an application form and all required documents are attached, 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, unless it is past the application deadline or funds are depleted.
- 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

- **Technology purchases made before the rebate program begins on July 1, 2022 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between July 1, 2022 and March 31, 2023 and the project Completion and Notification Deadline is April 30, 2023.
- If funds are available and a Notice to Proceed was issued, an extension may be granted. To request a one-year extension, contact Conservation before April 30, 2023. An official extension will be emailed to the email address listed on the application. One extension per property. Keep a copy as proof of the extension.
- Verbal extensions are not valid. If you believe you received a verbal extension or have not received your emailed extension within two weeks from the request, contact Conservation.

## RENTAL PROPERTIES

- The applicant must be the current property owner or HOA board president. A tenant or a designated representative, such as a property manager or HOA subcommittee member, may apply for a rebate with written permission from the property owner or HOA board president.
- 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 removal 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 & W-9

- All technology rebates must submit a [W-9 form](#).
- The completed and signed W-9 form must be received before the rebate credit is applied to the active water account.
- Scottsdale will send 1099 forms to customers after December 31 each year. For more information on rebate credits, contact a tax professional.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.**

**APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV](https://www.scottsdaleaz.gov) SEARCH “REBATES”**

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## QUALIFYING PROJECT TECHNOLOGY LIST

Rebated equipment and projects must have a minimum life expectancy of five years. Below is a list of qualifying devices:

- 1. Remote read cooling tower controllers;** these should integrate with the property's building management system or show proof of real-time usage alert capabilities to appropriate caretaker(s).
- 2. Water and leak monitoring and detection hardware and associated technology.** May include hardware or software for a leak monitoring service but will not include on-going monitoring subscription fees or software costs.
- 3. Sub-meters and associated technology.** The size and number of qualifying submeters will be based on the scope of the project (e.g., number of residential units on the property or number of specialized water-using equipment such as cooling towers).
  - Sub-metering projects must have a monitoring component with real-time reads and usage alert capabilities.
  - Permanent (in-line) sub-meters must meet or exceed American Water Works Association (AWWA) and NSF International (NSF/ANSI 61) standards.
  - Scottsdale Water recommends customers interested in sub-meters interview sub-metering companies and/or find an appropriate software to read and manage the sub-metered network. Scottsdale does not have a recommended provider list.
- 4. Unlisted or other water management and efficiency technology** will be reviewed on a case-by-case basis, if they incorporate the following elements:
  - Must be a piece of technology or part of a technological system that is designed to track or monitor water use for a specific piece of equipment or unit that is part of a commercial facility.
  - Must incorporate a platform to view water consumption and usage alerts or the ability to tie into an existing building management or similar system as appropriate.

## REQUIREMENTS & STEPS

- Apply for a rebate and upload the required documents:
  - Written water conservation goal(s).
  - Scope of Work.
  - Selected hardware (which may include providing manufacturer's rated specifications; third-party case study for devices; or completing a water audit through Scottsdale's commercial audit program to determine project savings potential) and project life-expectancy.
  - Estimated project costs/bid.
- Conservation will request a pre-inspection meeting (on-site, phone, or virtually depending on project scope) using the email address listed on the application. Project must have reasonable water conservation/efficiency benefits and is subject to Conservation's approval.
- Once the application and required documents are received and the pre-inspection is complete, Conservation will send a Notice to Proceed to the applicant.
- Begin the project and install device(s).
- Notify Conservation at [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) of project completion.

*–Project completion is defined as having all water monitoring equipment (hardware and software, if applicable) installed and proof of real-time usage alert capabilities to appropriate caretaker(s).*
- Conservation may request a post-inspection of the installed devices and/or may request screenshots of building management system setup, device dashboards, or monitoring process (if applicable) to confirm devices are active.
- Email itemized invoice for project costs (installation, tax, shipping etc. must be itemized separately) and proof of payment (ex. canceled check) and completed and signed [W-9](#) to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov).

*–Altered or misrepresented receipts or invoices will be considered fraudulent and the rebate will be denied.*
- The rebate is a credit applied to the active water account after one or two billing cycles. It will stay on the active water account until all credits are depleted. Look for your rebate on your utility billing statement.



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## ELIGIBILITY & REBATE REQUIREMENTS

- **Technology purchases made before the program began on July 1, 2022 are ineligible.**
- Property must receive water services from Scottsdale Water.
- Project must have reasonable water conservation/efficiency benefits and is subject to Conservation’s approval.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- New construction is ineligible.

## REBATE AMOUNTS

There are two options for the water management and efficiency technology rebate and each property must choose one option. Beginning July 1, 2022, a property cannot exceed \$20,000 in water management and efficiency technology rebates.

### Option 1:

- Rebate is 50% of the actual cost of qualifying project (installation, tax, shipping etc. excluded), up to \$10,000.
- One water management and efficiency technology rebate per fiscal/rebate program year (July 1 – June 30).
- **Two** Option 1 rebates per property.
  - *If you are planning to purchase a residential-style water monitoring device or other small-scale solution equipment, you will still be limited to two total rebates regardless of rebated amount.*

### Option 2:

- Rebate is 50% of the actual cost of qualifying project (installation, tax, shipping etc. excluded), up to \$20,000.
- **One** Option 2 rebate per property.



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

COMPLETION & NOTIFICATION DEADLINE	REBATE LIMIT	REQUIRED SERVICE	DO YOU ACKNOWLEDGE YOU NEED A PRE-INSPECTION AND NOTICE TO PROCEED PRIOR TO STARTING YOUR PROJECT?	OPTION 1 OR OPTION 2	QUALIFYING PROJECT TECHNOLOGY SELECTION NUMBER	ESTIMATED PROJECT COST	<a href="#"><u>W-9</u></a> INCLUDED?
4/30/2023	\$20,000	WATER	<input type="checkbox"/> YES	OPTION:		\$	<input type="checkbox"/> YES

NAME ON ACCOUNT	SCOTTSDALE WATER ACCOUNT NUMBER
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PROPERTY ADDRESS	ZIP
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CONTACT NAME	CONTACT TITLE
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CONTACT EMAIL	CONTACT PHONE
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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 IN-PERSON INSPECTIONS AS REQUESTED.

SIGNATURE:

DATE:

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