

Turf Rebate Application



OVERVIEW

To encourage customers to reduce outdoor water usage by converting to desert-friendly landscaping, Mission Springs Water District (MSWD) offers rebates of \$2 per square foot for turf replacement, up to \$3,000 for residential customers and \$10,000 for commercial customers.

Rebate Process

1. Submit an application to MSWD, along with all required documents
2. MSWD will conduct a pre-conversion inspection to ensure the project is eligible and confirm the amount of turf area that will be replaced.
3. MSWD will review planting list to ensure compliance with approved desert landscaping choices.
4. Once you receive an approval letter, you may complete your project.
5. Submit invoice form listing all expenses, along with copies of all receipts
6. MSWD will conduct a post-conversion inspection to ensure all program criteria have been met.
7. Your rebate will be issued.

APPLICANT INFORMATION & PROJECT DETAILS

Name		Installation address (if different)	
Mailing address		Project location (ex. Front yard, hotel entryway, etc.)	
Phone	Email	Square footage of turf to be removed	Total rebate requested
Preferred contact method: <input type="radio"/> US mail <input type="radio"/> Email <input type="radio"/> Phone		Turf is currently alive: <input type="radio"/> yes <input type="radio"/> no	
Type of property: <input type="radio"/> Residential (single family homes and 2 or 3-unit dwellings) / <input type="radio"/> Commercial (apartments, businesses and non-profits) / <input type="radio"/> Public (schools and government properties)			
If your property is under the jurisdiction of a homeowner's association, have you received HOA approval? <input type="radio"/> yes <input type="radio"/> no			
Brief project description (ex. Removing turf in front yard and replacing with decorative rock, succulents and climate-friendly trees):			

Document Checklist

- | | | |
|--|--|---|
| <input type="radio"/> Signed program agreement | <input type="radio"/> Completed W-9 | <input type="radio"/> Plant list & quantity |
| <input type="radio"/> Rebate Application | <input type="radio"/> Sketch of project area | |

Authorization

I certify that the information in this application is true and correct. I have read, understand and agree to the Terms and Conditions and Eligibility Requirements of the program.

Customer Name

Signature/Date

Turf Rebate Program Agreement



This agreement is entered into this _____ day of _____, 20____ by the Mission Springs Water District (“MSWD”) and _____ (“Customer”), who agrees to the following on behalf of himself/herself and his/her principal(s), co-owners and successors in interest.

- A. Customer is the owner of the property at the address (“Customer’s Property”), [Account number 26-_____]]. Water service at this address is provided by MSWD.
- B. MSWD offers a “Turf Rebate” program which provides a financial incentive to customers who qualify to remove grass and replace it with water use efficient landscaping.
- C. In order to ensure that this use of public funding contributes to water conservation efforts for years to come, MSWD has an interest in ensuring that these landscapes remain water use efficient.

Now, therefore, MSWD and Customer agree to the following:

- 1. Customer has agreed to the program’s Terms, Conditions and Eligibility as indicated on the program application.
- 2. Customer agrees to leave the water efficient landscape installed on Customer’s Property in place following receipt of MSWD’s rebate to Customer pursuant to the program.
- 3. Customer may make changes to the converted landscape (such as replacing or moving plants, changing mulch materials, or even undertaking a complete redesign), provided Customer does not install irrigated or synthetic lawn or grass, spray irrigation systems, ponds or other bodies of water or water features in any portion of the converted area.
- 4. Customer will reimburse the full amount of the rebate to MSWD if the approved landscaping is removed and not replaced with water use efficient landscaping allowed under the program.
- 5. Customer agrees to allow MSWD or a representative of the District to inspect the property at a mutually agreed upon time within the first year of use if the District deems an inspection necessary to verify program compliance or to collect data related to program.
- 6. Regular maintenance and additional (subsequent) landscaping are the responsibility of the Customer.
- 7. Customer agrees to allow MSWD to contact Customer for research purposes regarding the landscaping.
- 8. Customer agrees to allow MSWD to track their water use for research purposes. No property owner’s name shall be released in association with water use information unless required by law.
- 9. Customer agrees to allow MSWD to place a cloud on the account indicating that this agreement is in force and is transferable.
- 10. Project site photos may be used by MSWD to illustrate transitions to water-efficient landscaping. Address and/or property owner information will not be linked to photos.
- 11. This agreement shall be binding upon and inure to the benefit of heirs, successors and assigns of the parties. Upon transfer of Customer’s Property to another party, Customer covenants to provide the successor in interest with a copy of this agreement.

Customer Name	Mission Springs Water District
Signature	Signature
Date	Date



A photograph of a diverse collection of cacti and succulents. In the foreground, several barrel cacti (cholla) and a large, round, ribbed cactus are prominent. To the right, there's a large, variegated agave-like plant. The plants are set in a bed of orange pebbles. In the background, more plants are housed in wooden planters, including a tall, columnar cactus and a large, leafy succulent. The overall scene is a lush, colorful display of desert flora.

MSWD account number:[illegible]

** Water demand/plant size - Visit watersmartplants.com/ms and click on the "Advanced" section to search for your plant. The description will detail the plant's water demand and size at maturity.



MSWD
Mission Springs Water District

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Turf Rebate Program Terms and Conditions



The following constitute conditions of MSWD's Turf Rebate Program:

- Upon successful completion, participant will receive a rebate of \$2 for each square foot of turf removed. There is a cap of \$3,000 for residential and \$10,000 for commercial projects.
- Participant (Property owner) must be present for the pre-inspection.
- Participant must provide a list of plantings (trees, shrubs, ground-cover) that covers at least 50% of the turf replacement area at maturity. An approved permeable material must be applied to the remaining areas. *For ideas and a desert-friendly plant guide, please visit watersmartplants.com/ms*
- Participant must provide original itemized sales receipts and invoices at the post-inspection visit or mail them to MSWD.
- The participant agrees to leave the water efficient landscape in place according to their contract with MSWD. Accounts will be flagged in MSWD's database in accordance with this stipulation.
- The participant will reimburse MSWD if the desert-friendly landscaping is removed.
- Funding for the program is limited. Funds, when available, will be distributed towards qualified projects until funds are exhausted. MSWD may appropriate funds for the turf rebate program from time to time but is not obligated to continually fund the program.
- Participant agrees to allow MSWD or a representative of the District to inspect the property at a mutually agreed upon time within the first year of use if the District deems an inspection necessary to verify program compliance or to collect data related to program.
- Regular maintenance and additional (subsequent) landscaping are the responsibility of the participant.
- Participant allows MSWD to contact them for research purposes regarding the landscaping.
- Participant agrees to allow MSWD to track their water use for research purposes. No property owner's name shall be released in association with water use information unless required by law.
- Project site photos may be used by MSWD to illustrate transitions to water-efficient landscaping. Address and/or property owner information will not be linked to photos.
- All participants must comply with state and local landscape ordinances.
- This program is subject to change without prior notification.
- MSWD is not responsible for individual/onsite environmental compliance/mitigation enhancement requirements.
- Rebate amount will not exceed total project cost.

Eligibility

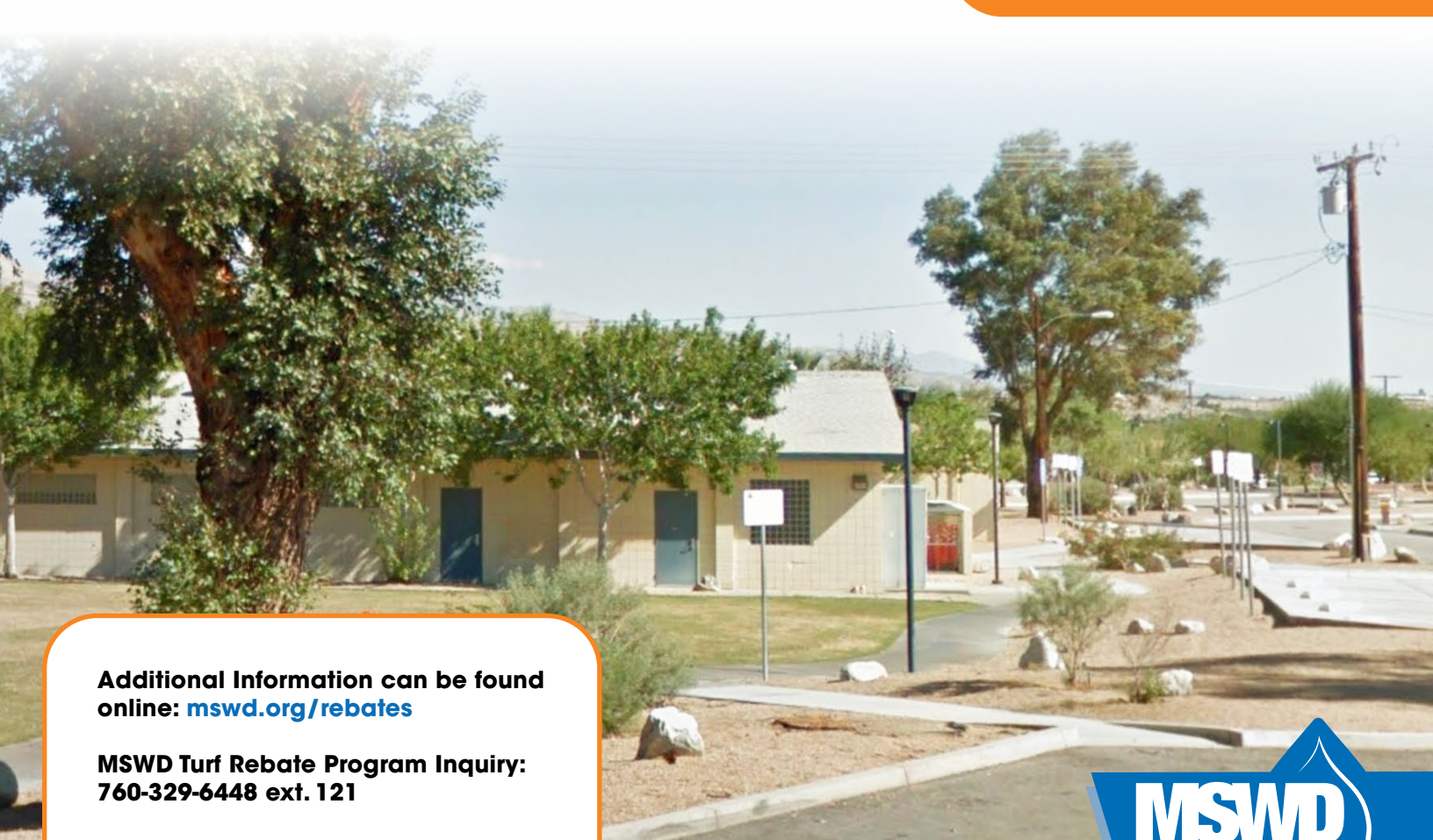
The following constitutes eligibility requirements for participation in MSWD's Turf Rebate Program:

1. All applicants must be the legal owners of the installation site.
2. All participants must be MSWD water customers and the property must be located within the MSWD service area.
3. Applicants must complete and execute the Turf Rebate Program Application.
4. MSWD customers must be in good standing¹ with the District.
5. Eligibility is subject to MSWD approval based on pre-inspection and project preferences.
6. Rebate is subject to post-inspection.
7. Upon approval of funding, applicant must agree to the terms and conditions of the Turf Rebate Funding Contract.

¹ Account is current, no District collection liens on the property.

Landscape Eligibility

1. Existing turf in the project area must be living and irrigated using an in-ground irrigation system.
2. Property owner must replace existing high water turf grass (and/or significant groundcover plant materials that are similar in water demand) with water wise landscaping. (For examples, see "Our Mission: Conservation—Desert Friendly Plant Guide" at watersmartplants.com/ms.)
3. Converted areas must be permeable to air and water (replacement with non-permeable hardscape or artificial turf is not eligible for funding).
4. Property owner must install a "Smart" irrigation controller(s) to ensure irrigation efficiency.
5. The new area must be on a separate irrigation valve from existing remaining turf, if any.
6. A low-flow irrigation system must be installed in the conversion area.
7. The conversion area must have enough plants to ensure a minimum of 50% living plant cover at maturity.
8. The landscape (other than the plantings) must be covered with materials that are permeable to air and water such as: rock, bark, or ungrouted pavers.
9. Permeable weed barriers are required. Plastic weed barriers are prohibited.



Additional Information can be found online: mswd.org/rebates

MSWD Turf Rebate Program Inquiry:
760-329-6448 ext. 121

MSWD Turf Rebate Program Guidelines

HOW TO APPLY FOR AND RECEIVE A TURF REBATE FROM MISSION SPRINGS WATER DISTRICT:

1. Submit an application to MSWD.
2. MSWD will conduct a pre-conversion inspection to ensure the project is eligible and confirm the amount of turf area to be replaced.
3. MSWD will review the submitted planting list to ensure compliance with approved desert landscaping choices.
4. Complete your project.
5. MSWD will conduct a post-conversion inspection to ensure all program criteria have been met.
6. Your rebate will be issued within 30 days.



STEP ONE: SUBMIT AN APPLICATION

Applications are available online at:
mswd.org/rebates

Please review the following participation criteria before submitting an application:

- The program is open to MSWD customers only.
- The applicant must be the owner of the property.
- The applicant must be in good standing with the District.
- Participation is contingent on meeting eligibility criteria, passing inspections and submission of all required materials.
- Planting list must be approved.
- A completed application is required.



STEP TWO: COMPLETE A PRE-CONVERSION INSPECTION

MSWD will conduct an inspection to ensure the project is eligible and measure the turf area that will be replaced. General eligibility requirements include:

- 1. The property owner must be present for the pre-inspection.
- 2. The existing turf in the conversion area must be living and irrigated using an in-ground irrigation system.

Additional Eligibility Requirements for Residential Property Owners:

- 1. The residential program is for single-family homes only.
- 2. Homeowners are eligible to submit one project per year.
- 3. Homeowners may receive up to a \$3,000 rebate per project.

Additional Eligibility Requirements for Commercial Property Owners:

- 1. For-profit and non-profit businesses and multi-family housing properties may participate in the commercial program.
- 2. Customers may submit multiple projects per year.
- 3. Projects will be evaluated based on the project's water-saving potential and the project preferences listed below. Rebates will be granted accordingly.
- 4. Commercial property owners may receive a rebate of up to \$10,000 per project.

Additional Eligibility Requirements for Public and Municipal Properties:

- 1. Projects will be evaluated based on the project's water-saving potential and the project preferences listed below. Rebates will be granted accordingly.
- 2. Public and municipal properties will be considered on a case-by-case basis.
- 3. Properties may receive a rebate of up to \$10,000 per project and submit multiple projects per year.



Project Preferences

Projects that meet the project preferences will be given priority for rebate funding. If a project does not meet the project preferences, it may not qualify for a rebate. The purpose of the project preferences is to ensure that MSWD funds projects with the most water-saving potential to make the best use of the program's limited budget. For example, a project that engages the community and resolves an irrigation problem will be considered more valuable than a project that is hidden from public view.

Project preferences include:

- Visibility to the public
- Community engagement
- Homeowner support
- Resolves difficulty with existing turf and/or irrigation
- Corrects hazards created by existing turf and/or irrigation
- Remedies regulatory infractions created by existing turf and/or irrigation

If approved, MSWD will send a Notice to Proceed and a contract to the applicant. The property owner must sign the contract and return it to MSWD to ensure eligibility for any rebate.



STEP THREE: COMPLETE YOUR PROJECT

Upon receiving the approval letter and returning the completed contract, turf replacement work can begin. Property owners will have up to 4 months from their pre-conversion inspection date to notify MSWD of their completed project. Extensions may be granted if significant effort is being made to complete the project. MSWD's Turf Rebate Program project requirements include:

Landscape Requirements:

1. Replace existing grass with water-wise landscaping (visit watersmartplants.com/ms for ideas).
2. Participants must plant enough desert plants to cover half of the conversion area once the plants are full-grown. Each plant will be measured using the estimated square footage the plant will reach at full maturity.
3. Tamarisk trees and other non-native plantings are prohibited in the conversion area.
4. The landscape area must be covered with mulch that is permeable to air and water. Some examples include rock, bark, or un-grouted pavers. Rebates will not be issued for non-permeable hardscape areas, such as grouted patios.
5. Permeable weed barriers are required. Plastic weed barriers are prohibited.

Irrigation System Requirements:

1. The new area must be on a separate irrigation valve from any existing remaining turf.
2. A low-flow irrigation system must be installed in the conversion area. Drip emitters must not exceed 2.0 gallons per hour.
3. A pressure regulator and filter are required to prevent damage to the low-flow irrigation system.
4. Customers must install a Smart Irrigation Controller.

Proof-of-Purchase Requirements:

1. Save all of your project receipts and provide them to the MSWD representative conducting your post-conversion inspection.
2. Contact MSWD when your project is complete and ready for inspection. Mail your sales receipts or invoices to MSWD.

For additional information on transforming your turf to desert landscape, see our Turf Rebate Program FAQs.

STEP FOUR: COMPLETE A POST-CONVERSION INSPECTION

Before a rebate can be issued, you will need to contact MSWD when your project is complete. We will conduct a post-conversion inspection to ensure all program criteria have been met. Once the inspection is complete, applicants must sign a contract stating they will maintain the landscaping to assure the water savings from the project will be sustained.

Receipts for all materials and labor must be submitted to MSWD.

STEP FIVE: YOUR REBATE WILL BE ISSUED

Once all post-conversion inspection requirements are met, you will receive your rebate.

- Property owners will receive a \$2 for each square foot of turf removed.
- Rebates for residential projects may not exceed \$3,000.
- Rebates for commercial projects may not exceed \$10,000.
- Rebate amounts are subject to a post-conversion inspection.

For more information on MSWD's Turf Rebate Program, visit mswd.org/rebates.



Frequently Asked Questions

About MSWD's Turf Rebate Program

Mission Springs Water District (MSWD) offers a Turf Rebate Program which aims to reduce water use by encouraging customers to convert their water-guzzling grass into beautiful desert landscape and paying them to do so. Here are the most frequently asked questions about MSWD's Turf Rebate Program:

Who is eligible?

Applicants must be MSWD customers within MSWD's service boundaries. All applicants must be the property owners of the site and be in good standing with the District. Existing turf must be living. Bare earth areas with no sign of turf are not eligible.

How much is the rebate?

The rebate is \$2 for each square foot of turf removed; up to \$3,000 for residential properties and up to \$10,000 for commercial properties per project (commercial properties may submit multiple projects per year). Public property will be handled on a case-by-case basis.

Where can I find examples of desert friendly planting?

Examples of desert friendly plants can be found at watersmartplants.com/ms. There you can access "MSWD Mission: Conservation-Desert Friendly Plant Guide" and more, including links to landscaping ideas.

HOW TO PARTICIPATE IN MSWD'S TURF REBATE PROGRAM

What steps do I need to follow to participate in the program?

1. Submit an application and other required paperwork to MSWD.
2. MSWD will conduct a pre-conversion inspection to ensure the project is eligible. The property owner is required to execute a program agreement and submit a planting list prior to starting work.
3. Applicants should not begin projects until the "Notice to Proceed" letter is received, as any work performed before approval is not eligible for a rebate.
4. MSWD will review the planting list to ensure compliance with approved desert landscaping choices.
5. Once you receive approval, complete your project within 4 months.
6. Submit expense invoice and original receipts to MSWD.
7. MSWD will conduct a post-conversion inspection to make sure the criteria have been met.
8. A rebate check will be issued to the owner by MSWD.



How do I apply?

Applicants may apply by contacting the District to obtain an application at **760-329-6448 Ext. 121**.

What will happen at my pre-conversion inspection?

At the pre-conversion inspection, an MSWD representative will confirm the address and MSWD meter number. The property owner, or designee, must be present for the pre-conversion inspection. All terms and conditions of the program will be reviewed. A Project Agreement must be executed by the property owner, and planting list approved by MSWD, prior to a Notice to Proceed being issued.

Once approved, how much time do I have to complete the conversion?

Once you are approved to do the conversion, you will have 4 months to notify MSWD that the project is completed. Extensions may be granted if significant effort is being made to complete the project. Funding for this program is limited. Projects not completed in a timely manner could miss the funding window.

What will happen at my post-conversion inspection?

After the conversion is complete, there will be a post-conversion inspection. A MSWD representative will again visit the site and inspect the work to ensure that it has been completed according to the customer's application, MSWD's terms and conditions, and the approved planting list. Mail all final paperwork, including the expense invoice form, to MSWD.

Why do I have to sign an agreement stating that I will keep my landscaping or pay back the rebate?

Program participants must sign a contract stating they will maintain the water-wise landscaping project to assure the water savings from the project will be sustained in perpetuity, producing a permanent community benefit. Future changes to the landscape may be made (such as replacing or moving plants, changing mulch materials, or even undertaking a complete redesign), provided there is no addition or reintroduction of irrigated lawn or grass, spray irrigation systems, ponds, or other water features, in any portion of the converted area.



Fifty percent of the conversion area must have plant coverage. What does this mean?

The 50 percent plant coverage requirement means that you must plant enough desert plants to cover half of the conversion area once the plants are fully grown. (Go to the "MSWD Mission: Conservation-Desert Friendly Plant Guide" for information about plant sizes at watersmartplants.com/ms.)

Plants use water too. Why do I have to have living plants?

The intent of the program is to reduce water consumption and runoff by replacing water-consuming turf with attractive desert landscape.

What are the irrigation system requirements?

There are three irrigation requirements that conversion areas must include: a Smart Irrigation Controller, a low-flow irrigation system, and a pressure regulator and filter. Program participants must install a low-flow irrigation system in the conversion area, and the conversion area must be on a separate irrigation valve from any remaining turf. To prevent damage to a low-flow irrigation system, participants must also install a pressure regulator and filter, which can be purchased at a local home supply store.

I'm replacing my grass with synthetic turf. Do I qualify?

Synthetic turf cannot be included in the project area and does not qualify.

I'm pulling out my grass and putting down a patio. Do I qualify?

Replacing turf with hardscape cannot be included in the project area and does not qualify.

I already removed my grass. Can I get a rebate now?

MSWD will not provide rebates for any work completed before a customer receives the "Notice to Proceed" letter."

