

**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, 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](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, 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**

- Technology purchases and installations made before the rebate begins 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.**
- If funds are available and a Notice to Proceed was issued, an extension may be granted. 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 email within two weeks from your submitted request, contact Conservation.
- If the technology was 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 unless the applicant gives written direction for a different appointee.
- 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 31<sup>st</sup> each year. For more information on rebate credits, contact a tax professional.

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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).
  - a. Sub-metering projects must have a centralized monitoring component with real-time reads and usage alert capabilities. Systems that rely on occasional or non-automated monitoring are not eligible (e.g., manual-reads).
  - b. Permanent (in-line) sub-meters must meet or exceed American Water Works Association (AWWA) and NSF International (NSF/ANSI 61) standards.
  - c. 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. **Irrigation control system with controller, master valve, and flow sensor.** Controller must have automated leak shut-off capabilities, flow monitoring, alerts, and associated technology.
5. **Unlisted/other water management and efficiency technology** may qualify, if it incorporates the following elements:
  - a. 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.
  - b. 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.

**APPLICATION PROCESS & REQUIREMENTS**

1. Apply for a rebate and upload the required documents:
  - a. Written water conservation goal(s).
  - b. Scope of Work.
  - c. Selected hardware (which may include providing manufacturer's rated specifications; third-party case study that includes estimated water savings for devices; or completing a water audit through Scottsdale's commercial audit program to determine project savings potential) and project life-expectancy.
  - d. Estimated project costs/bid.
2. 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.
3. Once the application and required documents are received and the pre-inspection is complete, Conservation will send a Notice to Proceed (NtP) to the applicant.
4. Begin the project and install device(s).
5. 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).*
6. 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.
7. Use the secure link in the NtP to upload an **itemized invoice** for project hardware costs (minus taxes), **proof of payment (ex. canceled check)**, and a **completed and signed W-9** to Conservation. Altered or mis-represented receipts or invoices will be considered fraudulent, and the rebate will be denied.
8. The approved rebate is a credit applied to the active water account within two billing cycles. Rebate credits stay on the account until 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 May 6, 2024 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**

Rebate Option 1 and 2 are mutually exclusive, select the best option for the property. A property can receive up to \$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) and 25% of labor, up to \$10,000.
- One water management and efficiency technology rebate per fiscal/rebate program year per property.
- Allows up to **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 rebates regardless of rebate amount.*

**Option 2:**

- Rebate is 50% of the actual cost of qualifying project and 25% of labor (installation, tax, shipping etc. excluded), up to \$20,000.
- **One** Option 2 rebate per property.



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

| APPLY BETWEEN    | COMPLETION & NOTIFICATION DEADLINE | REBATE LIMIT | REQUIRED SERVICE | ACKNOWLEDGE A PRE-INSPECTION & NOTICE TO PROCEED IS REQUIRED PRIOR TO PROJECT START | OPTION 1 OR OPTION 2 | QUALIFYING PROJECT TECHNOLOGY SELECTION NUMBER (1-5) | ESTIMATED PROJECT COST | ACKNOWLEDGE A W-9 IS REQUIRED AT PROJECT COMPLETION? |
|------------------|------------------------------------|--------------|------------------|---|----------------------|--|------------------------|--|
| 5/6/24—3/31/25   | 4/30/25                            | \$20,000     | WATER            | <input type="checkbox"/> ACKNOWLEDGED   | OPTION:              |  | \$                     | <input type="checkbox"/> ACKNOWLEDGED                |
| NAME ON ACCOUNT  |                                    |              |                  |   |                      | SCOTTSDALE UTILITY ACCOUNT NUMBER                    |                        |  |
| PROPERTY ADDRESS |                                    |              |                  |   |                      |  |                        | ZIP  |
| CONTACT NAME     |                                    |              |                  |   |                      | CONTACT TITLE  |                        |  |
| CONTACT EMAIL    |                                    |              |                  |   |                      | CONTACT PHONE  |                        |  |

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