

# City of Mesa Landscape Irrigation Equipment Incentives

Requirements and Rules for Non-Residential Customers



## WHO IS ELIGIBLE:

Commercial/business property, homeowners associations, multifamily properties, governmental customers, and schools that are City of Mesa water customers who use potable City of Mesa water to irrigate common area landscaping.

## STEP 1—BEFORE YOU START:

1. Funding for this incentive program is provided by a grant from the United States Bureau of Reclamation, Department of the Interior. The number of incentives awarded will depend on availability of funds. Incentives are awarded in the order that the applications are received on a first come, first served basis. When the funding has been fully awarded, the program will close. *This application, rules and guidelines are subject to change at any time.*
2. The applicant must be the owner of a non-residential property and a City of Mesa water customer. Authorized representative must supply City of Mesa with a corporate resolution or copy of board minutes to prove legal authority to act on behalf of the applicant organization. HOAs - board president is the authorized representative.
3. Contact City of Mesa before the project starts! The incentive is not retroactive prior to the approval date, and is not applicable to projects that take place without the approval of the City of Mesa.
4. Each applicant/property can receive a maximum of \$12,500 in incentives (including irrigation equipment and Grass-to-Xeriscape conversion) in one 12-month period of time. This total can include a maximum of two (2) Grass-to-Xeriscape grass conversion incentives.
5. Irrigation equipment incentive amounts are detailed in the following pages.
6. When planning your budget for this incentive, please note that sales tax, installation (with the exception of qualified installation for WaterSense controllers), programming costs, and any other fees are not eligible for incentive.
7. A complete water audit or irrigation system check up is recommended before pursuing any irrigation equipment updates.
8. Applicants are encouraged to support Mesa businesses.
9. Specific rules and regulations per each eligible item are listed on the application. Please read carefully to verify compliance.
10. Irrigation equipment incentives are not available to builders or for new construction.

## STEP 2—APPLICATION SUBMISSION:

1. Applicants must verify that incentives are requested only for equipment which meets the program requirements.
2. Applicants must purchase eligible equipment that totals a minimum qualifying amount of \$500.
3. Provide a plan or map of the property's landscape to indicate where new equipment will be installed. Use aerial photos if possible.
4. Submit a hard copy to City of Mesa—Environmental and Sustainability, ATTN: Becky Zusy; PO Box 1466; Mesa, AZ 85211 or email a scanned copy to [Becky.Zusy@mesaaz.gov](mailto:Becky.Zusy@mesaaz.gov). Complete all applicable parts of the application.
5. City of Mesa will notify applicants of the approval of their application.

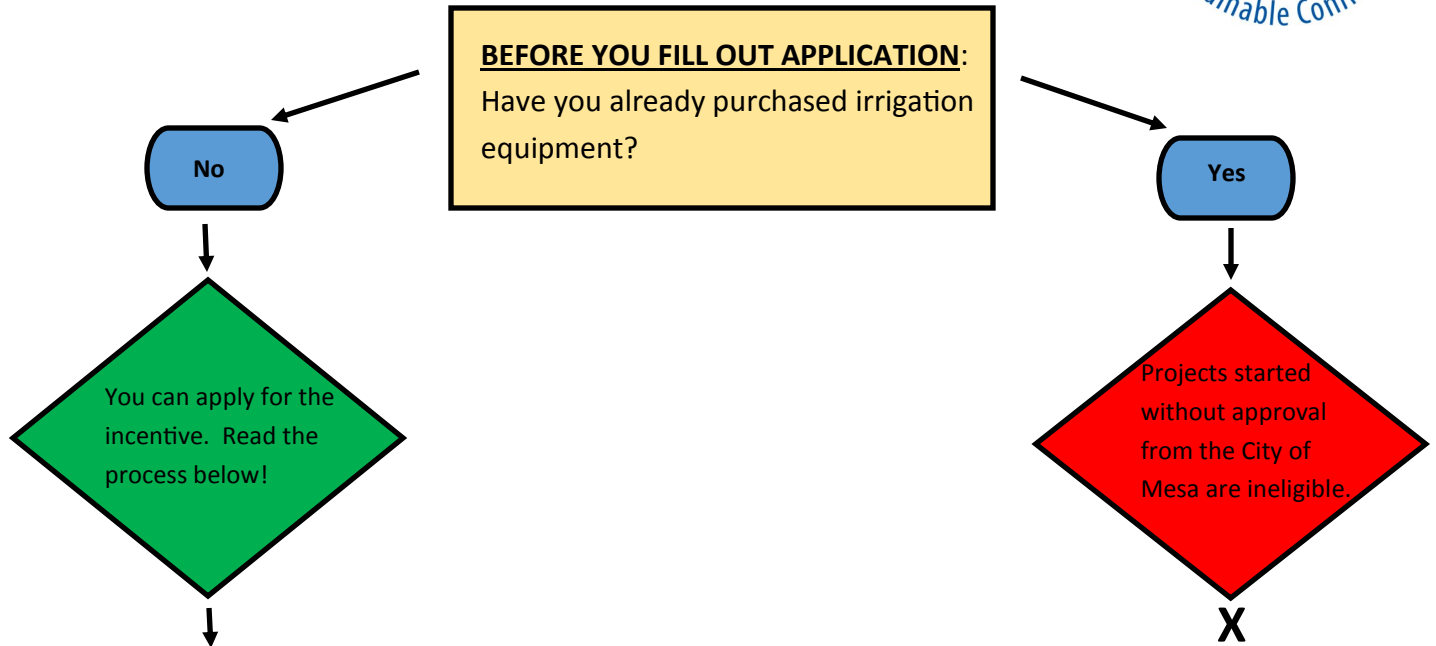
## STEP 3—IMPLEMENTATION AND COMPLETION OF THE PROJECT:

1. Applicant must install specified hardware per manufacturer's directions.
2. Irrigation equipment must be purchased and installed within 90 days of approval of application.
3. Some items may be considered electronic waste and should be disposed of properly. Old irrigation controllers can be returned to some irrigation stores for recycling or to City of Mesa Household Hazardous Waste events. See [www.mesaaz.gov](http://www.mesaaz.gov) for more information.
4. City of Mesa staff may inspect installed equipment. A representative for the applicant must be available for this inspection during regular business hours.

## STEP 4—RECEIVING THE INCENTIVE:

1. Submit "Final Form" to City of Mesa along with original receipts and W-9 form.
2. Original receipt(s) must include the name of the store or contractor, purchase date, price, make and model.
3. A signed W-9 form (available at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)) must be included with the submission of receipts. Consult your tax professional with any questions.
4. Receipts and W9 form must be submitted within 90 days of approval from City of Mesa.
5. Incentives are issued as a check to the applicant. Payment will not be issued until all of the requirements of the program have been satisfied.
6. Payment may take up to eight weeks to be issued.

## General Process for Irrigation Equipment Incentives for Non-Residential Customers



### STEP 1:

- Read all requirements and rules for the application and program. Further information regarding each step is detailed in the “Requirements and Rules .”

### STEP 2:

- Submit the “City of Mesa Landscape Irrigation Equipment Incentives—Application and Information for Non-Residential Customers” via hard copy to City of Mesa—Environmental and Sustainability, ATTN: Becky Zusy; PO Box 1466; Mesa, AZ 85211 OR email a scanned copy to [Becky.Zusy@mesaz.gov](mailto:Becky.Zusy@mesaz.gov).
- Include a plan or map of the landscape to indicate where new equipment will be installed.
- If your application is approved, you will receive notice from the City of Mesa.

### STEP 3:

- Once you receive approval from City of Mesa, purchase and install equipment **within 90 days of approval**.
- Inform City of Mesa by calling Becky Zusy at (480) 644-3058 or email at [Becky.Zusy@mesaz.gov](mailto:Becky.Zusy@mesaz.gov) that you have installed your approved equipment.
- City may schedule an inspection of your installed irrigation equipment onsite.

### STEP 4:

- Complete and submit the “Final Form” within 90 days of approval.
- Submit the above form, a completed W9 form, and all original receipts via hard copy to City of Mesa—Environmental and Sustainability, ATTN: Becky Zusy; PO Box 1466; Mesa, AZ 85211.
- Check will be issued once all requirements have been met.
- Check will take up to 8 weeks to be issued.



# STEP 2—City of Mesa Landscape Irrigation Equipment Incentives

## Application and Information for Non-Residential Customers



*This application, rules and guidelines are subject to change at any time. Separate application available for Grass-to-Xeriscape landscape conversion.*

\_\_\_\_\_  
Name of your organization  
(homeowner association, business, municipality/government, school, multifamily property, or other commercial customer)

\_\_\_\_\_  
Address of the property where installations will occur

\_\_\_\_\_  
Contact name E-mail

\_\_\_\_\_  
Preferred phone number Alternate phone

Check one  Owner  Property Manager  Landscape Contractor  Other \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

By signing below, you agree to comply with all incentive program Requirements and Rules. Your signature also indicates that:

- You agree and acknowledge that purchases made without City of Mesa approval will make your incentive application ineligible.
- You give permission for before/after photographs of your property to be used by the City of Mesa.
- You agree and acknowledge that City of Mesa reserves the right to visit the premises to verify existing conditions and to confirm that the work has been performed and equipment has been permanently installed.
- You agree and acknowledge that your water use data may be shared with third parties and with the United States Bureau of Reclamation for analysis and tracking.
- You agree and acknowledge and accept that this is a limited program subject to availability of funds, and that the City of Mesa is entitled to deny any application that does not meet program requirements.
- All work performed must comply with applicable state and local laws, ordinances and regulations.
- You agree and acknowledge that the City of Mesa holds no responsibility or liability for installation, operation, maintenance or ownership of any irrigation equipment purchased under the incentive program.
- You agree and acknowledge that the installation of irrigation equipment and landscape materials may not result in lower water bills.

\_\_\_\_\_  
Signature of authorized representative Date

\_\_\_\_\_  
Print name of authorized representative and title (property owner, manager, etc.) *\*HOAs - President of Board is authorized*

\_\_\_\_\_  
Address to which check should be mailed (in event of approved incentive award)

\_\_\_\_\_  
Name to which check should be issued (proof of ownership is required)

## STEP 2—Irrigation Equipment Incentive Options and Details



### Incentive 1. WaterSense Smart Controller

	Quantity	Unit Cost	Rate	Est. Incentive
WaterSense smart controller			50% of cost, up to \$400 each	

*New Controller Number 1*

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Manufacturer

Model Number

*New Controller Number 2*

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Manufacturer

Model Number

*Attach additional paper for additional controllers.*

#### WaterSense smart controller checklist

- I have verified that my intended purchase is on the EPA list of WaterSense labeled controllers at [www.epa.gov/WaterSense/products/controltech.html](http://www.epa.gov/WaterSense/products/controltech.html)
- I will install and program my controller per manufacturer's recommendations.
- I am replacing one or more existing conventional controllers.
- When I purchase the new controller, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- This technology does not compensate for a poorly designed irrigation system or one that is inefficient.
- Old controllers should be disposed of properly as electronic waste. Visit [mesarecycles.org](http://mesarecycles.org) for electronics recycling events in Mesa. Irrigation supply stores may also take the old controllers for recycling.
- Additional parts, shipping, and tax charges excluded from incentive amount. See Incentive 2 below for installation information.
- City permit required only if new controller requires a new dedicated circuit ([www.mesaaz.gov/business/development-services](http://www.mesaaz.gov/business/development-services)).

### Incentive 2. Qualified Installation on Smart Controller

	Quantity	Unit Cost	Rate	Est.
WaterSense smart controller installation by registered contractor			50% cost, up to \$150 each	

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Contractor's License Number with Arizona Registrar of Contractors

*Find at <http://www.azroc.gov/roc/contractorsearch.html>*

*Consider using a member of Arizona Landscape Contractors' Association, or a certified contractor through Irrigation Association or EPA WaterSense.*

#### Installation of smart controller checklist

- Smart controller Installation costs are only applicable for projects that are also receiving an incentive for smart controller purchases. (See Incentive 1 above.)
- The installer smart controller must be installed per manufacturer's directions and with accurate landscape information.
- I will get an invoice or receipt that includes the name of the registered contractor, installation date, and price per installation.
- Expenses for additional parts, shipping, tax and installation of other irrigation equipment are excluded from incentive amount.
- Contractor cannot be on federal exclusion list at [SAM.gov](http://SAM.gov).

## STEP 2—Irrigation Equipment Incentive Options and Details



### Incentive 3. High Efficiency Nozzles

	Quantity	Unit Cost	Rate	Est. Incentive
High efficiency nozzles			\$2/nozzle, minimum of 20	

\_\_\_\_\_  
 Manufacturer Model Number

\_\_\_\_\_  
 Manufacturer Model Number

*Attach additional paper for additional model types.*

#### High efficiency nozzles checklist

- I will install my high efficiency nozzles per manufacturer's recommendations.
- When I purchase the new high efficiency nozzles, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- Additional parts, shipping, tax and installation charges excluded from incentive amount.
- I am converting entire irrigation zones with high efficiency nozzles, not leaving conventional spray heads on the same zone.
- The high efficiency nozzles I purchased are on the list of qualifying models found at [mesaaz.gov/conservation](http://mesaaz.gov/conservation).

### Incentive 4. Pressure Regulating Body

	Quantity	Unit Cost	Rate	Est. Incentive
Pressure regulating body			50% of cost, up to \$4 each; minimum of 20	

\_\_\_\_\_  
 Manufacturer Model Number

*Attach additional paper for additional sensors.*

*EPA WaterSense will label sprinkler bodies sometime in the near future.*

#### Pressure regulating body (sprayhead, pressure regulating stem) checklist

- I will install and program my pressure regulating bodies per manufacturer's recommendations.
- When I purchase the new pressure regulating pieces, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- The pressure regulating body(ies) must be installed with compatible irrigation parts. See manufacturer's specifications.
- Additional parts, shipping, tax and installation charges excluded from incentive amount.
- The pressure regulating bodies I purchased are on the list of qualifying models found at [mesaaz.gov/conservation](http://mesaaz.gov/conservation).

## STEP 2—Irrigation Equipment Incentive Options and Details



### Incentive 5. Valve Pressure Regulator (Pressure Regulator)- Irrigation System Only

	Quantity	Unit Cost	Rate	Est. Incentive
Pressure reducing valve			50% of cost, up to \$100	

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Model Number

#### Valve pressure regulator checklist

- I will install and program my valve pressure regulator valve per manufacturer's recommendations.
- When I purchase the new pressure regulator, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- Additional parts, shipping, tax and installation charges are excluded from incentive amount.
- My pressure was at a high enough level, generally above 60 psi, to justify the installation of this product.
- I understand there are possible impacts to reducing water pressure, and that the City of Mesa is not responsible for any problems that might occur.

### Incentive 6. Smart Controller Flow Sensor

	Quantity	Unit Cost	Rate	Est. Incentive
Flow sensor			50% cost, up to \$400 each	

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Model Number

*It is the applicant's responsibility to verify that the flow sensor is compatible with the existing controller and existing irrigation system.*

#### Smart Controller flow sensor checklist

- I will install and program my flow sensor per manufacturer's recommendations.
- When I purchase the new flow sensor, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- The flow sensor must be installed with a compatible irrigation controller to qualify. See manufacturer's specifications. City of Mesa will verify compatibility before issuing incentive.
- Additional parts, shipping, tax and installation charges excluded from incentive amount.

### Incentive 7. Rain Sensor

	Quantity	Unit Cost	Rate	Est. Incentive
Rain sensor			50% of cost, up to \$100 each	

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Model Number

*Attach additional paper for additional sensors.*

#### Rain sensor checklist

- I will install and program my rain sensor per manufacturer's directions.
- When I purchase the new rain sensor, I will get an invoice or receipt that includes the name of the store or contractor, purchase date, price, and make and model of the equipment.
- Additional parts, shipping, tax and installation charges excluded from incentive amount.

**This Page For Office Use Only:**

Date application received: \_\_\_\_\_  Signed application \_\_\_\_\_  
 Verified property ownership via Assessor's Office \_\_\_\_\_  Received W9 \_\_\_\_\_  
 Included plan showing location of new equipment \_\_\_\_\_  Included receipt with complete information \_\_\_\_\_  
 Date of inspection onsite \_\_\_\_\_  Processed for payment \_\_\_\_\_  
 Date of approval notice \_\_\_\_\_  Date final form received \_\_\_\_\_  
 Property water account and premise code(s): \_\_\_\_\_  
 Applied for other incentives? \_\_\_\_\_ Date(s)? \_\_\_\_\_

Smart controller	Cost per unit	Verified WaterSense	Number of units	Total incentive for controllers
Installation smart controller	Cost per installation	Verified license number and SAM.gov.	Number of installations	Total incentive for installation
Flow sensor	Cost per unit	Verified compatibility	Number of units	Total incentive for flow sensor
High efficiency nozzles	Cost per nozzle	Verified on our qualified list	Number of units	Total incentive for nozzles
	\$2/unit incentive			
Pressure regulating body	Cost per unit	Verified on our qualified list	Number of units	Total incentive for regulating bodies
Valve pressure regulator	Cost per unit		Number of units	Total incentive for valve pressure regulator
Rain sensor	Cost per unit		Number of units	Total incentive for rain sensor
<b>TOTAL INCENTIVE FOR IRRIGATION EQUIPMENT</b>				



# STEP 4 FINAL FORM



## City of Mesa Landscape Irrigation Equipment Incentives for Non-Residential Customers

*DO NOT SUBMIT THIS FORM UNTIL YOU HAVE RECEIVED APPROVAL FROM CITY OF MESA TO MOVE FORWARD WITH YOUR EQUIPMENT PURCHASES.*

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Name of your organization  
(homeowner association, business, municipality/government, school, multifamily property, or other commercial customer)

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Address of the property where installations have occurred

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Contact name E-mail

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Preferred phone number Alternate phone

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Date of approval from City of Mesa Installation date

Please submit the following with this form:

1. Original receipt(s) for qualifying irrigation equipment.
2. Completed and signed W9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf))
3. Mail to:

City of Mesa—Environmental and Sustainability

ATTN: Becky Zusy

PO Box 1466

Mesa, AZ 85211