



COACHELLA VALLEY WATER DISTRICT

GOLF COURSE TURF CONVERSION REBATE PROGRAM APPLICATION

ABOUT THE PROGRAM

The Coachella Valley Water District (CVWD) established the Landscape Water Management Program for the purpose of water conservation and to eliminate nuisance water, overspray, and run-off. CVWD is offering a rebate for eligible Golf Course customers who convert green or golden-brown lawns (with full thatch attached) to desert friendly landscaping with a minimum of 25% plant canopy at maturity. Project areas may include golf course, common areas, parkways, front yards, and other areas watered by a golf irrigation water source. The Golf Course Landscape Rebate Program pays an incentive of \$2.00 per square foot of turf removed, up to a maximum of 100,000 square feet, which equates to a maximum of \$200,000.00 for new landscape conversion projects. Multiple projects are allowed. Each project requires a separate application.

All projects must be pre-approved before work begins. Customers must receive written pre-approval from CVWD before starting project conversion. If the customer begins or completes their project before applying and receiving pre-approval, the project is no longer eligible for a rebate. **No retroactive rebates will be approved.** Eligible projects are funded on a first-come, first-served basis. There is no guarantee that funds will be available.

The Golf Turf Conversion Rebate Program receives its funding from the U.S. Bureau of Reclamation through the Water and Energy Efficiency Grants (WEEG) Program. As a condition of this grant, applicants are required to contribute a cost share of 50% of the total cost. To fulfill this obligation, each applicant must submit a **Letter of Commitment**, affirming their commitment to contributing at least 50% towards the overall expenses associated with their proposed project.

Applications may be submitted to CVWD in person, by email, or by delivery as listed below. Once CVWD has received the complete application, the application will be reviewed, and the applicant will be contacted for a pre-site inspection. Do not begin the Project before receiving written pre-approval from CVWD.

Please confirm your application includes all of the following. Your application will not be processed until it is complete.

1. Initial each section of the Terms and Conditions, complete and sign the application
2. Provide a Project landscape plan/sketch that meets listed requirements.
3. If you are not the account holder, you must provide a letter designating or authorizing who may submit on behalf of the customer
4. If the project is within the HOA, the HOA must receive written authorization from the Golf Course
5. Complete, sign, and return the Internal Revenue Service W-9 Form. The W-9 can be submitted to CVWD in person, by postal mail, by fax to (760) 837-5848, or by email.
6. Commitment Letter

Coachella Valley Water District Offices- In person delivery only:

CVWD Water Management
75-525 Hovley Lane East
Palm Desert, CA
Phone: (760) 398-2651

CVWD Water Management
51-501 Tyler Street
Coachella, CA

Email address only:

WaterConservation@cvwd.org

Mailing Address Only:

CVWD Water Management
P.O. Box 1058
Coachella, CA 92236



COACHELLA VALLEY WATER DISTRICT GOLF COURSE TURF CONVERSION REBATE PROGRAM APPLICATION

TERMS AND CONDITIONS

ELIGIBILITY

All Golf Course Turf Conversion Rebate Projects must be pre-approved before work begins. Customers must have a green or golden-brown lawn (with full thatch attached) at the pre-site inspection. If you begin or complete your Project before applying and receiving written pre-approval from CVWD, your Project is not eligible for a rebate. **No retroactive rebates will be approved.** Eligible projects are funded on a first-come, first-served basis. There is no guarantee that funds will be available. Eligible areas are defined as the area that contains existing turf to be removed, and where the required program features will be installed. The project conversion area must be a minimum of 500 square feet. Applicants will receive a rebate incentive of \$2.00 per square foot, up to a maximum of \$200,000.00, for completed and approved landscape conversion projects. Applicants are required to contribute a cost share of 50% of the total cost, as a condition of the Water and Energy Efficiency Grants (WEEG) Program.

ELIGIBILITY CRITERIA

1. Applicant must be a Golf Course within CVWD's service area. Only non-domestic water customers (well, recycled, and canal water) are eligible for this program. Area of turf must be irrigated by the golf course water source. Verification of water source will be verified at pre-site inspection.
2. Applicant must be the owner of the property site or be a designated representative with written authorization to represent the property owner.
3. If the project is within the HOA, the HOA must receive written authorization from the Golf Course.
4. Applicant's account must be in good standing.
5. Project areas must have a green or golden-brown lawn and fully functioning irrigation system run by a working irrigation controller.

CUSTOMER INITIALS _____

CONDITIONS

1. Applicant must:
 - Complete and sign Golf Course Rebate Program application prior to starting project. Be sure to initial each page of the terms and conditions.
 - Complete and sign an Internal Revenue Service W-9 Form. The federal tax code treats landscape rebates as taxable income.
 - Submit a Landscape Plan for all Project areas to be converted. Include a minimum of 25% plant canopy at maturity for each area to be converted, with the 25% plant canopy distributed throughout the converted area.
 - Approximate square footage for each Project area
 - Plant list and quantities with locations on the plan; trees and shrubs placed on a separate zone; delineated area of upgrade locations; and valve locations
2. Applicant agrees to schedule and allow CVWD representative(s) onto the property for the Pre-site and Post-Conversion Inspections.
3. Receive written pre-approval before starting Project conversion. Notification will be sent to the email address on the application or by USPS if none is provided.
4. Receiving pre-approval is solely an estimate and does not guarantee a rebate. Rebate amounts are subject to change and will be determined by verification at the Post-Conversion Inspection using field and aerial measurements.
5. **Applicant must begin the Project conversion per the CVWD approved plan, within 60 days after written approval is given and achieve project completion within 180 days. If progress is not being made, CVWD may rescind approval to make funds available for pending projects.**
6. Completed Project will include a minimum of a 25% plant canopy as per the approved Plan.
7. Artificial turf projects are acceptable up to a maximum of 25,000 square feet, which equates to a maximum \$50,000.
8. Applicant agrees to contribute a cost share of 50% of the total cost and provide a Commitment Letter, as a condition of the WEEG Program.



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CONDITIONS (continued)

9. Drip irrigation systems may incorporate subsurface/in-line drip tubing and non-adjustable, pressure compensating bubblers and emitters. Hand watering, adjustable bubblers and emitters are not allowed.
10. No mixed zones are permitted. A mixed zone has different types of irrigation on the same zone. Mixed zones do not qualify for a rebate.
11. Applicant must provide a smart irrigation controller for all retrofitted landscapes. CVWD may approve exceptions if it is not feasible to install a smart irrigation controller.
12. If a synthetic ground cover is installed, only permeable landscape weed cloth or similar covering is acceptable. Plastic sheeting is not allowed as a ground cover.
13. Turf/grass projects removed and replaced with concrete or other non-permeable hardscape, or replaced with all stone, gravel, pavers or decomposed granite are not eligible for a rebate.
14. Turf removed and replaced with turf-looking grasses (e.g., Kurapia) are not eligible for a rebate.
15. All bare or exposed soil must be covered with a 2-3" layer of mulch (acceptable mulch includes compost, bark, wood chip, decomposed granite, and river rock).
16. If the Applicant fails the Post-Conversion Inspection, CVWD will attempt to allow the Applicant to make changes to the Project to comply with the Program and be eligible for the rebate. CVWD will conduct one (1) additional Post-Conversion inspection within 30 days of the failed inspection. CVWD will not provide more than two (2) inspections for failure to follow Program guidelines.
17. After the Project conversion is completed, approved, and verified, a rebate check will be mailed to the applicant's billing or mailing address associated with the applicant's account within 90 days.
18. The converted Project areas must remain in compliance with all Program conditions for a period of at least five (5) years from the date of Post-Conversion approval.

CUSTOMER INITIALS _____

RELEASE OF CLAIMS AND INDEMNIFICATION

By applying for or participating in any component of CVWD's Programs, personal information listed on your application may be subject to disclosure to any government agency or member of the public who requests it pursuant to the California Public Records Act.

Neither CVWD, nor its contractors or agents, makes any representation or warranty regarding the contracted services or products that you may select for your Project under the Program. Removal of turf and installation of water efficient devices and plants does not guarantee reduced water use. Any and all claims or causes of action you may have in connection with any defect or failure of performance of any contracted service or installed product or device provided to you for your Project may only be pursued with the contractor you hired or the appropriate manufacturer/distributor. By participating in the Golf Course Turf Conversion Rebate Program and accepting the rebates provided, you thereby release CVWD, its contractors and agents, from any and all claims and causes of action that may arise out of your removal of turf from your property and/or the purchase, installation, and/or use of water efficient devices and plants in connection with the Golf Course Turf Conversion Rebate Program. CVWD and its representative will take photos of landscapes being renovated through the Program and may use pre and post conversion photos for reproduction or promotional purposes. Identification location features, such as address numbers, will not be included in any promotional materials. CVWD is responsible for operating and enforcing the Terms and Conditions of the Program. CVWD also reserves the right to modify the Terms and Conditions at any time. As the Program participant, you are responsible for ensuring that your Project complies with all applicable Federal, State, County, local laws, CVWD rules and regulations, as well as applicable CC&Rs and/or HOA restrictions. Quality of work and appearance of the converted area are the responsibility of the participant. Further, you agree to indemnify, defend, and hold harmless the CVWD, its directors, officers, employees, contractors, and agents, from all liability and claims of any kind arising out of, or related to, your removal of turf and purchase, installation, and use of water efficient devices and plants in connection with this Program.

CUSTOMER INITIALS _____



COACHELLA VALLEY WATER DISTRICT GOLF COURSE TURF CONVERSION REBATE PROGRAM APPLICATION

HOW TO APPLY

1. Read the Program’s Terms and Conditions. You must meet the eligibility requirements to participate.
2. Submit application with W-9 Form, Site plan, and letter of authorization (if needed) and Commitment Letter to CVWD. Applications are processed in the order they are received. Incomplete applications will not be processed until all required information is received.

ACCOUNT/CUSTOMER INFORMATION		
Account/Property Owner Name		
Owner’s Authorized Agent		
Mailing Address		
City	Zip	
Email Address		
Daytime Phone No.	Mobile Phone No.	
SITE CONTACT INFORMATION (if applicable)		
Customer Account Name (if different)		
Site Address (if different)		
City	Zip	
Account Number (s)/ RAC# / Well# / NPW account #		
(If HOA receiving water from Golf Course, provide Golf Course account number)		
TURF REMOVAL REQUEST		
Approximate total square footage of turf area to be removed _____		
*Maximum Project size is 100,000 square feet. Multiple Projects are allowed. Each project requires a separate application.		
How did you hear about the program?		
<input type="checkbox"/> Agency Website <input type="checkbox"/> Hi-Lo GCSA <input type="checkbox"/> Golf & Water Task Force <input type="checkbox"/> Social Media <input type="checkbox"/> CVWD Presentation <input type="checkbox"/> Customer Service Representative <input type="checkbox"/> Community Event <input type="checkbox"/> Other: _____		
ACKNOWLEDGEMENT AND SIGNATURE		
<i>I certify that I understand the Program requirements as outlined in the Terms and Conditions, and to the best of my knowledge, the information provided is true and accurate. I further attest that I am the customer of record, or duly authorized agent with authority to execute this Application.</i>		
Account Owner/Authorized Agent Signature	Date	
Printed Name		
THIS SECTION FOR OFFICE USE ONLY		
Date app received _____	Date app approved _____	Final date _____
Staff _____	By _____	By _____
W-9 received Y / N	Rebate ID# WEEG-23 _____	Total SF approved _____
Plans received Y / N		Rebate amount _____



COACHELLA VALLEY WATER DISTRICT GOLF COURSE TURF CONVERSION REBATE PROGRAM APPLICATION

This page is not required. It is ONLY used if the property owner is designating another individual to represent their interests and act on their behalf for this rebate.

DESIGNATION LETTER

Date: _____

Account/Property Owner Name: _____

Service Address: _____

Account Number (s)/ RAC# / Well# / NPW account # _____

Account/Property Owner Phone Number: _____

TO: CVWD

I, _____, hereby authorize _____ to represent
Account/Property Owner Name Contractor's Name

my interests in the located at the address above for purposes of the Golf Course Turf Conversion Rebate Program. Please consider this written authorization to represent our permission for said contractor to provide landscape property design and/or apply to participate in the Golf Course Turf Conversion Rebate Program. All work completed by or on behalf of a residential property owner shall be completed in conformance with all laws, rules, and regulations of all governing bodies and agencies having jurisdiction over the work, including but not limited to Federal, State, County, Local, HOA, and CVWD rules and regulations.

Applicant or designated representative has read and agrees to the terms and conditions as indicated by initialing the agreement. Incomplete applications will not be accepted by the Coachella Valley Water District.

Contractor Name: _____

Lead Contact Name: _____

Address: _____ City: _____

Email Address: _____

Property Owner/Customer's Signature

Date: _____

Request for Taxpayer Identification Number and Certification

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

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	Coachella Valley Water District P.O. Box 1058 Coachella, CA 92236
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.

Social security number	
[] [] [] []	- [] [] - [] [] [] [] [] []
or	
Employer identification number	
[] [] [] []	- [] [] [] [] [] [] [] [] [] []

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

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they