

City of Bend Utilities

Public Advisory Group



CITY OF BEND

Location: Hybrid Meeting

In-person: City of Bend Utilities Department, Deschutes Conference Room,
62975 Boyd Acres Road

Online: [Microsoft Teams Meeting Link](#)

Date: Wednesday, April 3, 2024

Time: 11am-12:30pm

Speakers: Dan Denning, City of Bend Water Conservation Program Manager
Elisabeth O'Keefe, City of Bend Stormwater Program Manager
Aubrie Koenig, Consor Facilitator

Meeting Agenda

Purpose: Gather feedback on turf removal and WaterWise communities program priorities and approach. Get input on focus areas for stormwater illicit discharge downtown business outreach.

1. Introduction – 10 mins

- a. March meeting reflections/takeaways

2. Water Conservation Program – 35 mins, Dan Denning

- a. Overview of turf removal and WaterWise communities pilot programs (see attached program promotion and application materials)
- b. Feedback on resource priorities to support program success

c. Focus questions:

- i. How would you rate the pilot program applications for overall clarity and ease of understanding? What if any hurdles would you expect for participants?
- ii. Where would you suggest the City prioritize offering program participants support (application assistance, technical/design assistance, maintenance education, etc.)?
- iii. Which outreach channels do you feel will be most effective for these programs (multi-media promotions, yard signs for participants, etc.)?

3. Stormwater Management Illicit Discharge Education – 25 mins, Elisabeth O'Keefe

- a. Overview of illicit discharges
- b. Discussion of 2024 business outreach program



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c. Focus questions:

- i. What ideas do you have to help encourage business participation in the certification program?
- ii. What may prevent businesses from participating?
- iii. If you were an auto or landscape business owner, would you find this program valuable to your business?

4. UPAG Discussion – 15 mins

- a. Open forum

5. Summary and Closing – 5 mins

- a. Next meeting: May 1, 2024
- b. Closing remarks and adjourn

UPAG Meeting Roadmap *draft*



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<p>May 1, 2024 11am-12:30pm</p> <p>Hybrid: in-person at City Boyd Acres site or virtual on Teams</p>	<p>MAY 2024 UPAG MEETING: Stormwater Master Plan & Groundwater Protectiveness</p> <ul style="list-style-type: none">• Stormwater: discuss stormwater issues screening and project prioritization methodology• Groundwater: share summary of newly updated Groundwater Protectiveness Demonstration Report and discuss potential updates to UIC/drywell standards based on outcome <p><i>Outcome: Feedback on master plan prioritization criteria. Input on potential changes to UIC location and design standards.</i></p>
<p>June 5, 2024 11am-12:30pm</p>	<p>JUNE 2024 UPAG Meeting: In-person Newport Avenue Stormwater Tour</p>
<p>July-August, 2024</p>	<p>Summer break!</p> <p><i>Subcommittee July and August meetings:</i></p> <ul style="list-style-type: none">• <i>Stormwater Master Plan</i>• <i>Erosion Control Standards and Permitting</i>



Accessible Meeting Information

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats, or any other accommodations are available upon advance request. Please contact Lori Faha at lfaha@bendoregon.gov or (541) 317-3025; Relay Users Dial 7-1-1. Providing, at least, 3 days' notice prior to the event will help ensure availability.

Turf Removal Rebate



Save water, money and time by upgrading to a high desert landscape.

Must be a City of Bend water customer to participate.

The City of Bend is offering a Turf Removal Rebate to convert thirsty lawns into a low-water use landscape which provides a colorful, biodiverse and waterwise alternative to traditional lawns. These alternatives can also lower your utility bills and reduce maintenance requirements.

**\$3 sq/ft
up to \$3,000
maximum**

BYE LAWN... HIGH DESERT!

Turf Removal Rebate Frequently Asked Questions

How much water can I save?

- Water savings will vary based on prior water use, but savings average 23% for a typical converted area based on past projects. Reducing the plant water need and increasing irrigation efficiency can yield substantial savings.

Who is eligible?

- City of Bend residential customers, with an active water account, are eligible for the turf removal rebate. Customers with a sewer only account are not eligible.
- Customers must also have a healthy, currently irrigated turf area to qualify; non-living, unmaintained, or previously removed turf is not eligible.

What are lawn replacement requirements?

- Existing lawns will need to be replaced with low-water use plantings with 50% coverage at maturity which is about 10 plants per 100 sq/ft.
- Additionally, the existing sprinkler system will need to be upgraded to support new plantings with efficient irrigation such as drip or high-efficiency nozzles.
- Review the program terms and conditions for the full list of requirements and available resources at www.waterwisetips.org.

How do I participate?

This program is offered from April 1st - October 31st:

- A completed application must be submitted prior to starting work on your project; the application package is available online at www.waterwisetips.org.
- Once your application package is received, a pre-construction consultation is scheduled. During the consultation you'll receive helpful information to guide your project, and notice to proceed with construction.
- Once notified, complete your project within 90 days and before the end of irrigation season, October 31st.
- A follow-up evaluation is scheduled to verify the project meets program requirements and give final approval to receive your rebate.

How will I receive my rebate?

- Participants with a completed project that has received final approval will be mailed a check within 60 days of approval.

- 541-317-3000, ext. 2
- conservation@bendoregon.gov
- WaterWiseTips.org



Accommodation Information for People with Disabilities
To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Utility Staff at conservation@bendoregon.gov, 541-317-3000, ext. 2; Relay Users Dial 7-1-1.



TURF REMOVAL REBATE PROGRAM APPLICATION



Bye lawn, high desert! The Turf Removal Rebate offered to convert thirsty lawns into a low-water use landscape. Low-water use landscapes provide a colorful, biodiverse, pollinator-friendly, and waterwise alternative to traditional lawns.

Submission

Email: conservation@bendoregon.gov

Mail or Drop Off: City of Bend Utility Department
Attn. Water Conservation
62975 NE Boyd Acres Rd
Bend, OR 97701

Account Information

Account Name	<input type="text"/>	Account Number	<input type="text"/>
Account Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>		

Applicant Information

Applicant Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>		

Check One: Owner Tenant Property Manager Contractor Other: _____

Project Plan

Please sketch the proposed project area using the provided sheet included with the application. The proposed project plan must include the general, irrigation, and planting elements outlined below and should be clearly indicated on the provided plan.

- General:
 - Project size in sq/ft
 - Project dimensions
 - Number of project zones
 - Existing sprinklers
 - Irrigation zone labels
 - Existing trees
 - Directional arrow
- Irrigation:
 - Current irrigation type
 - Proposed irrigation type
 - Proposed irrigation layout
- Planting:
 - Proposed planting layout
 - Proposed plant water use
 - Anticipated plant species

Tax Notice

Is your proposed project equal to or greater than 200 sq/ft?

Yes: Submit the W-9 tax form

Approx. Sqft

No: Disregard the W-9 form

All rebates that total \$600 or more in a tax year require the submission of a W-9 tax form prior to rebate application approval. All personal information provided on within the W-9 form will be kept confidential. Following the submission of a W-9, a 1099 will be issued to the applicant in accordance with Internal Revenue Service (IRS) requirements.

Eligibility

- Applicants may only apply once per year
- Applicant must own the property or have owner authorized letter to be eligible
- Applicant must be a City of Bend water utility account holder; the applicant's utility account must be in good standing
- Applicant must submit a complete application form; incomplete applications could be denied and returned to applicant, or result in a delay of the issued reservation number
- The City may contact Applicant by phone or email to verify information provided in the application and/or to schedule an inspection
- Property must have an operational and dedicated irrigation system complete with a backflow; no hose end, hose bib, or manual set ups are eligible
- Eligible projects are subject to available funds; after successful application completion, a reservation number will be granted during the approval to proceed which will solidify holding of funds
- City of Bend reserves the right to modify or terminate the program at any time

Terms and Conditions

- Effective start date of the program is April 1st and ends October 31st; all approved projects must be completed by October 31st to accommodate the end of irrigation season
- Participate in a *Project Consultation* with a City of Bend representative prior to any work or turf removal; all consultations shall occur during regular business hours
- Project must be completed within the required time period of 90 days from the project approval date; extensions may be granted with notification to City of Bend prior to the end of the irrigation season, October 31st
- Participate in a *Follow Up Evaluation* with a City of Bend representative after project is completed; all inspection shall occur during regular business hours
- All receipts and invoices must be itemized and submitted at the completion of the project before rebate is issued Applicants are required to complete and sign an Internal Revenue Service W-9 form for rebates \$600 or greater before rebate can be applied or issued
- The rebate will \$3 per sq/ft of removed turf; the maximum rebate amount is \$3,000
- Rebate will be administered through a check to applicant within 60 days of final approval
- With participant permission, staff may be allowed to take photos of landscapes prior to, during, and after being renovated; additionally, photos and water consumption history may be used for reproduction or promotional purposes
- Completed projects must be maintained and remain in compliance with all program terms and conditions for a period of five (5) years following receipt of the rebate

Requirements

- The irrigation system must be in good working order, free of leaks and malfunctions
Irrigation conversion must be applied to the entire irrigation zone(s), may not result in a mixed hydrozone
- Right of way trees must be protected, remain healthy, and cannot be removed as part of the project
Impervious surface added within the project area does not qualify for the rebate (ex. plastic, concrete, asphalt, etc.)
- To ensure water savings are achieved, all converted landscapes and irrigation hardware upgrades must be maintained for a period of at least five (5) years; if this requirement is violated, the applicant may be required to refund all or a portion of the rebate
- The system shall have no run-off, overspray or other water waste as defined by Bend Code 14.20.30
- The system shall not contribute illicit discharge (ex. pollutants, sediment, and garbage) to a stormwater system as defined by Bend Code 16.20.010
- Avoid the use of herbicides in the project site and adjacent stormwater infrastructure
- Projects must result in water savings which will be measured after construction and plant establishment; an estimated water reduction will be calculated during the project consultation
- All equipment in a single zone must match, no mixed sprinkler equipment on the same zone (i.e drip/spray)

- Existing areas to be converted must contain 75% or more healthy turf stand; non-living or unmaintained turf will not qualify
- Only projects removing turf/grass qualify for a rebate; removal of existing hard surfaces or shrubs/plantings do not qualify
- Suggested methods of turf removal include mechanical sod removal (sod cutter) and sheet mulching; sheet mulching is not acceptable in the Right of Way
- The converted area must be completely covered by a 3" layer of mulch permeable to both air and water; common mulch materials include rock and organic mulch
- Turf cannot be replaced with artificial turf or left with bare soil
- Converted area may not include any live lawn and invasive plant species
- Converted area must include a sufficient number of qualifying water efficient plants to ensure at least 50% plant coverage at maturity (approximately 10 plants per 100 Sq/ft)
- Plantings are encouraged to be a low or very low water use plant (as referenced by the OSU Extension [Water Wise Gardening in Central Oregon](#) publication)
- Establishing plant cover from seed is ineligible
- Pervious pathways (ex. decomposed granite, gravel, ungrouted flagstones, stone slabs) will qualify if the overall plant density meets the total plant coverage requirement
- New plantings in the converted areas must be irrigated with drip irrigation
- If the converted area is greater than 8ft wide, high efficiency irrigation with a precipitation rate equal to or less than 1 in/hr may be used if the following conditions are met: does not produce runoff or overspray of any kind and must have a Distribution Uniformity (DU) of 70% or greater

Agreement

I certify, to the best of my knowledge, that all the information provided on this application is true. By signing I agree to all the program terms and eligibility requirements listed above. Failure to comply with program terms will result in forfeiture of any rebate funds distributed through this program.

If the applicant is different from the property owner, please provide the property owner signature below.

Applicant Signature		Print Name		Date	
*Owner Signature		Print Name		Date	

Questions? Reach out to us at conservation@bendoregon.gov



GENERAL

- Include existing sprinklers
- Include existing trees
- Include irrigation zone labels
- Include directional arrow
- Include project dimensions

• Number of Project Zone(s)

• Project Size in Sq. Ft.

IRRIGATION

• Current Irrigation Type:

- Rotor - Overhead
- Spray - Overhead
- Drip

Proposed Irrigation Layout

• Proposed Irrigation Type:

- High-Efficiency Rotary
*Width must be >8'
- Drip
 - In-Line
 - Point Source

PLANTING

Proposed Planting Layout

*Approximately 10 plants per every 100 sq. ft.

• Proposed Water Use: Very Low Low Medium

• Anticipated Species (shrub, grass, perennial)

- | | |
|---------|---------|
| A _____ | F _____ |
| B _____ | G _____ |
| C _____ | H _____ |
| D _____ | I _____ |
| E _____ | J _____ |



WaterWise Communities

Must be a City of Bend water customer to participate.

A site-specific pathway for homeowner associations, community associations, and commercial properties to reduce water consumption while maintaining healthy and efficient landscapes. The WaterWise Communities program provides resources to participants to help them achieve their water-savings goals.

Offering a 50% match of project cost, up to \$10,000.

Projects are unique to each landscape and can include:



Landscape Conversions



System Efficiency Upgrades



Water Saving Upgrades

Projects Include:

- ✓ Landscape Evaluation
- ✓ Irrigation Evaluation
- ✓ Project Support from City of Bend

Benefits:

- Water-Efficient Landscapes
- Community Recognition
- Improved Site Value
- Reduced Water Use & Utility Costs
- Lower Maintenance Requirements

WaterWise Communities Frequently Asked Questions

How much water can I save?

- Water savings vary based on existing landscape plant type and water use. Site improvements can sustain water savings year-over-year with a regular maintenance program.
- Previous pilot projects have realized up to 23% savings for **landscape conversions** and 21% savings for **system efficiency & water saving upgrades**.

Who is eligible?

- City of Bend commercial customers, with an active water account, are eligible for the program. This includes Homeowner's Associations, Community Associations, multi-family, and commercial properties. Customers with a sewer only account are not eligible.
- Customers must also have at least 1,000 sq/ft of living landscape area with functioning irrigation to qualify; non-living or unmaintained landscape areas do not qualify.

What are the program requirements?

Program requirements are based on the proposed project type.

- **Landscape conversions** require the existing lawn will be replaced with low water use plantings with 50% coverage at maturity which is about 10 plants per 100 sq/ft. Additionally, the existing sprinkler system will need to be upgraded to support new plantings with efficient irrigation such as drip or high-efficiency nozzles.
- **System efficiency & water savings upgrades** require existing irrigation system upgrades to high-efficiency irrigation or upgrades to smart irrigation controllers or site management technology upgrades.
- Review the program terms and conditions for the full list of requirements and available resources at www.waterwisetips.org.

How do I participate?

This program is offered from April 1st - October 31st:

- Submit a completed application prior to starting work on your project; the application package is available online at www.waterwisetips.org.
- Schedule a pre-construction consultation with stakeholders, including the landscape contractor.
- Sign a grant agreement with the City of Bend to receive notice to proceed.
- Complete the project within 90 days and before the end of irrigation season, October 31st.
- Schedule a follow-up evaluation to ensure program requirements have been met and receive final project approval.
- *Participating communities will receive recognition from the City of Bend for their newly updated landscapes!*

How will I receive my rebate?

- Participants with a completed project that has received final approval will be mailed a check within 60 days of approval.

- 541-317-3000, ext. 2
- conservation@bendoregon.gov
- WaterWiseTips.org



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WATERWISE COMMUNITIES PROGRAM APPLICATION



A site-specific pathway for homeowner associations, community associations, and commercial properties to reduce water consumption while maintaining healthy and efficient landscapes.

Submission

Email: conservation@bendoregon.gov

Mail or Drop Off: City of Bend Utility Department
Attn. Water Conservation
62975 NE Boyd Acres Rd
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Applicant Information

Applicant Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>		

Check One: HOA Board Member Property Manager Contractor Other: _____

Property Type

Homeowner Association Community Association Commercial Property Other: _____

Project Type

Projects are unique to each landscape- provide a brief description of the project below and check the type of project proposed.

Landscape Conversions System Efficiency Upgrades Water Saving Upgrades

Project Plan

Please sketch the proposed project area using the provided sheet included with the application. The proposed project plan must include the general, irrigation, and planting elements outlined below and should be clearly indicated on the provided plan. Additionally, the minimum project size to participate in the program is 1,000 sq/ft.

Total Proposed Project Area sq/ft

- General:
 - Project size in sq/ft
 - Project dimensions
 - Number of project zones
 - Existing sprinklers
 - Irrigation zone labels
 - Existing trees
 - Directional arrow
- Irrigation:
 - Current irrigation type
 - Proposed irrigation type
 - Proposed irrigation layout
- Planting:
 - Proposed planting layout
 - Proposed plant water use
 - Anticipated plant species

Tax Notice

All rebates that total \$600 or more in a tax year require the submission of a W-9 tax form prior to rebate application approval. All personal information provided on within the W-9 form will be kept confidential. Following the submission of a W-9, a 1099 will be issued to the applicant in accordance with Internal Revenue Service (IRS) requirements.

A completed W-9 tax form is included with my application

Program Terms

A. PURPOSE –

The Water Wise Communities Program (“Program”) offers grants to qualifying City of Bend water customers toward certain projects that result in more sustainable landscapes and reductions in water consumption. Among other benefits, the Program offers an expedited pathway to realizing water savings and cost reductions on conversion projects. The Program implements the 2021 Water Management and Conservation Plan by

addressing the demands that seasonal outdoor water use has on the municipal water system. The Program will help fund eligible Homeowner Association (HOA), multifamily residential, or commercial customers to make landscaping improvements that reduce water consumption through the (1) replacement of turf grass with climate-appropriate or native plantings and (2) upgrade the irrigation to low-flow, high efficiency, systems.

B. ELIGIBILITY-

Program requirements- Applicants must meet each of the follow criteria to be eligible for funding under this Program:

- HOA, commercial, multi-family, or public landscapes with active City of Bend potable irrigation water service accounts in good standing.
- At least 1,000 sq. ft. of landscaped area proposed to be updated through the project.
- Areas of *living* turfgrass and served by a *functioning*, operational irrigation system. Sites with temporary, hose-end or other non-dedicated irrigation systems are not eligible.
- Proposed projects must be designed to save water and maintain at least 50% plant cover when completed.
- Projects may not have been initiated prior to submission. Projects started prior to receiving approval and a notice to proceed from City of Bend staff will not be eligible.
- Applicant must have all necessary permissions from the associated community board or property owner *prior* to applying. Applicants that do not have authority to complete a project on the proposed site are not eligible for funding.
- Projects propose to replace turf with low water use xeric, or native plantings, convert existing irrigation systems to low flow / high efficiency irrigation such as drip irrigation or High Efficiency nozzles and/or upgrade to smart irrigation controllers and site management technology.
- Projects adding new landscape area or irrigation, where it previously did not exist, will not be eligible for reimbursement. The conversion of areas previously composed of concrete, decking, pavers, patios, non-irrigated landscape, native areas or plant material other than living turfgrass are not eligible.
-

C. PROGRAM TERMS AND CONDITIONS –

The following terms and conditions will apply to the Program:

- “*Projects*” means the area of the landscape where existing turf will be removed and irrigation system upgraded.
- “*Sites*” means the property at which potable water, delivered by the City of Bend Utility Department, provides irrigation to the landscape.
- Other areas of a site may be renovated simultaneously, but only the project area is eligible for funding.
- Applicants must sign a grant agreement on a form provided by the City of Bend prior to beginning the Project.
- Funding is limited. Projects will be reviewed in the order in which complete applications are received.
- Applications will be accepted until funds are expended or Program term ends. Project funds cover 50% of total project costs up to \$10,000.
- One project application may be submitted, per calendar year, per site.
- Term of the program is April- October of each calendar year. Projects must be completed the same year the application is submitted. If unforeseen circumstances prevent project from being completed within program timeline, notice must be given to City of Bend Staff or risk forfeiture of rebate.

- Complete applications will initially be provided a reservation number, however, a reservation number does *not* guarantee approval or participation in the program. Project approval and grant funding are contingent upon a successful pre-evaluation and selection process.
 - A pre-inspection of the landscape and irrigation system must be performed prior to project approval, through the City of Bend Large Landscape Program, to calculate water saving potential and determine project eligibility and selection for grant funding.
 - Selected projects will receive grant agreement paperwork to be completed by authorized parties. A Notice to Proceed with the project will be sent by the City of Bend Water Conservation staff.
 - Participants must complete their projects within 90 days of the “Notice to Proceed”, an extension of 30 days be approved by the City of Bend Conservation program if notice is provided by applicant at least 10 days prior to termination of the 90 day period. Notification of project delays or complications, which extends project completion past the deadline, must be received by City of Bend staff 30 days prior to deadline or forfeit grant funding.
 - Pre and post inspections must be scheduled by the recipient with City of Bend Water Conservation staff who will verify that the conversion project follows the terms and conditions of the program.
 - The City of Bend reserves the right to deny a project application, for reasons at their discretion.
 - Monthly progress reports may be required by the City of Bend Water Conservation staff during the project progression.
- Applicant shall comply with all applicable codes, policies, covenants, laws and restrictions.

D. SITE REQUIREMENTS-

- Areas which have already been converted or have started construction are not eligible.
- The following materials are not eligible for funding, any converted areas composed of the following will *not* be eligible for reimbursement:
 - Artificial/synthetic turf
 - Impervious hardscape: concrete, asphalt, pavers on concrete base or installed with grout and mortar.
 - Plastic sheeting as a weed barrier or ground cover
 - Painted, dyed or rubber mulch.
- Finished projects must contain a density of at least 50% low water use climate appropriate plants (reference the City of Bends approved right of way plant resources at Waterwisetips.org) within the converted area. Projects may include pervious surfaces including decomposed granite, clean gravel (no fines), ungrouted pavers/flagstone may be approved as long as plant density is still met.
- Projects must address an entire irrigation zone, completed projects may not result in mixed hydrozones (plantings with different water needs), or mixed irrigation types on the same zone.
- Irrigation upgrades must result in a verified Distribution Uniformity of 70% or greater as determined through a Distribution Uniformity test performed at the post inspection, and shall have zero runoff, overspray or other water wastes as defined in Bend Code 14.20.3.
- For projects within the ROW (Right of Way), new designs must adhere to the City of Bends Engineering Document Chp. 12 Landscape Architecture and Irrigation systems Standards and Specifications.
- Existing trees may not be removed and must be protected, completed projects must include dedicated irrigation to provide adequate water to trees.
- Bare ground must be covered with at least 3” mulch, permeable to air and water, organic woody or decorative rock type mulch is acceptable.
- The converted areas must remain in compliance with program conditions for a period of five (5) years. This includes plant density, irrigation components, groundcover materials, any grading, drainage or storm water features. If violated, forfeiture of funding may be required.

E. APPLICATION REQUIREMENTS- Applicants must submit a completed application package which includes:

- A completed Water Wise Communities application. Applications should be submitted to the City of Bend Water Conservation program at :

Attn: Water Conservation Rebate

62975 Boyd Acres Rd.

Bend, OR 97701

Or email application materials to: conservation@bendoregon.gov

- A complete application package includes an application form containing:
 - Customer information- Site name, address and site representative contact info
 - Contact information for involved contractors
 - City of Bend water account information
 - Written project approval from Home Owner Association board, or property owner(s)..
 - A sketch or site plan of existing landscape and extent of proposed project area identified.
 - Current photos of project area, with multiple angles, including a common landmark for reference. Online map images will not be accepted.
 - Provide a list of replacement materials including plants, groundcovers, irrigation type identified in project areas.
 - A signed acknowledgement that program terms and conditions have been read and understood.
- Upon receipt of a complete application, a mandatory pre-consultation will be scheduled with City of Bend Water Conservation program staff and authorized community representatives to evaluate site conditions and collect pre-construction system data to measure water saving potential. It is beneficial to have a landscape representative attend the evaluation.
- Incomplete applications and those submitted for customers not serviced by the City of Bend Water Utility are ineligible. Water Conservation staff will notify applicant of an incomplete application and allow resubmission, however no reservation number will be given and funds not guaranteed during the duration between submissions.

E. SELECTION CRITERIA- Applications will be reviewed as they are received. Projects will be selected based on a **20 point** grading system:

- 1.** Site meets the basic eligibility requirements listed in Section B. **5pts.**
- 2.** Submission of a complete application package listed in Section E. **5pts.**
- 3.** Pre-evaluation demonstrates water savings potential through improved irrigation system efficiency (based on system test results) or lowered landscape water need (turf removal) **5pts.**
- 4.** Projects are shovel ready and will be completed within project timeline in which application was submitted **5pts.**

Incorporating a combination of these additional elements into the project will add priority points to the application:

- 1.** A WaterSense certified landscape professional or designer is involved in planning or construction of project **1pt.**
- 2.** Onsite stormwater capture/features designed into project to prevent runoff and minimize erosion **1pt.**
- 3.** All new plantings are native or very low water use classification species **1pt.**
- 4.** All new irrigation is point source or inline drip **1pt**

- 5. Pollinator habitat included or 50% of new plantings are pollinator friendly species **1pt.**
- 6. A maintenance plan for care of new landscape is included **1pt.**
- 7. Participant agrees to permit promotional signage of participation, provided by the City of Bend, in program for 6 months post completion **1pt.** (applicable only to sites with public access/view)

G. FUNDS DISPERSAL-

- Once the “Notice to Proceed” has been given, and project commences, monthly progress reports must be submitted to the City of Bend to provide status updates.
- Any expected delays in project completion which would require an extension, should be reported to City of Bend at a minimum of 10 days before the 90 day project deadline.
- Upon completion of the project, notice must be given to Water Conservation staff and a post inspection scheduled.
- Complete paperwork shall be submitted to City of Bend Water Conservation staff for review and include:
 - Copies of all original invoices, receipts and documents related to project costs.
 - Only itemized invoices and receipts for project related materials and services qualify for reimbursement. Quotes and estimates will not be reimbursed.
 - Contractor invoices must have labor and materials itemized separately.
- A post inspection will verify that project elements meet terms and conditions of the program.
- Projects that have met program requirements will receive a final approval, and reimbursement checks will be sent.
- Reimbursement will be 50% of approved project costs up to \$10,000 for project areas that successfully met program requirements.
- Applicants will be required to complete an IRS W-9 form, for any rebates in excess of \$600, prior to receiving reimbursement.
- Reimbursement may take up to 60 days from date of final approval.

Acknowledgement

I certify, to the best of my knowledge, that all the information provided on this application is true. By signing I agree to all the program terms and eligibility requirements listed above. Failure to comply with program terms will result in forfeiture of any rebate funds distributed through this program.

If the applicant is different from the property owner, please provide the property owner signature below.

Applicant Signature	<input type="text"/>	Print Name	<input type="text"/>	Date	<input type="text"/>
*Owner Signature	<input type="text"/>	Print Name	<input type="text"/>	Date	<input type="text"/>

Questions? Reach out to us at conservation@bendoregon.gov