

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 Water Conservation
21051 NE Talus Pl.
Bend, OR 97701

Account Information

Account Name			Account Number			
Account Address						
City		State		Zip Code		

Applicant Information

Applicant Name			Email			
Phone						
Mailing Address						
City		State		Zip Code		

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.

W-9 tax form included with this 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 Bend's 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 Bend's 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 Rebates

21051 NE Talus Pl.

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.

F. 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		Print Name		Date	
*Owner Signature		Print Name		Date	

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



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.