



LAWN TO GARDEN REBATE TERMS AND CONDITIONS

The Lawn to Garden Rebate Program provides rebates to Contra Costa Water District (CCWD) customers as an incentive to convert water-thirsty lawns to water-efficient landscapes. Funding is limited and applications will be accepted on a first-come, first-served basis. CCWD reserves the right to terminate this program at any time, for any reason.

The following terms and conditions apply to the **Lawn to Garden Rebate Program**. Please read carefully prior to submission of your application.

I. Pre-Conversion Eligibility

- A. Program is NOT retroactive. Projects underway or completed prior to receiving a CCWD Notice to Proceed are not eligible.
- B. Sites can participate multiple times up to the rebate maximum.
- C. The Lawn to Garden Rebate Program is available to single family, multifamily, commercial, and institutional customers who receive water for their landscape through a metered service in the CCWD retail and wholesale service area. This includes customers in Clayton, Clyde, Concord, Pacheco, Port Costa, Antioch, Oakley, Pittsburg, Bay Point, Martinez and parts of Brentwood, Pleasant Hill and Walnut Creek. The applicant's water account must be in good standing.
- D. Lawn areas proposed to be converted must have been irrigated. Brown or dead lawns that are not currently irrigated due to drought are accepted. However, bare dirt or seasonal weed areas that show no signs of the presence of a lawn do not qualify.
- E. A minimum of 300 square feet of lawn must be converted in the front yard or back yard. Smaller front yard or back yard projects will be considered if 100% of the lawn area is being removed.
- F. The Rebate Application must be submitted to CCWD and a Notice to Proceed letter issued by CCWD - prior to the removal of any lawn or sprinklers. Conversions that are initiated prior to CCWD's approval are ineligible.
- G. CCWD may require an on-site inspection to verify eligibility and take photos and measurements of the project area prior to issuing a Notice to Proceed letter. Customers may need to be present for the inspection which will be conducted during normal business hours.

II. Landscaping requirements for Converted Areas

- A. Fifty Percent (50%) Plant Cover:** The converted area must include a sufficient number of plants, planted in the ground, to ensure at least 50% of the converted area is covered with plants when the plants are fully grown. Tree canopy and plants outside the converted area are not considered in the calculation, even if they are adjacent to or overhanging the converted area. To determine mature plant size, consult the *Sunset Western Garden Book*.
- B. Plants:** Plants must be low water needing and adaptable to our local climate. Plants must be listed on the CCWD Approved Plant List. Plants not found on this list will be reviewed on a case-by-case basis.
- C. Concrete:** Concrete and other non-permeable surfaces may be used but **cannot make up more than 20%** of the total area to be rebated. Note, the 50% plant cover requirement still applies to the entire area. Therefore, more plants will be needed in the remaining area.
- D. Artificial Grass:** Artificial grass may be used but cannot make up more than 20% of the total area to be rebated. Note, the 50% plant cover requirement still applies to the entire area. Therefore, more plants will be needed in the remaining area. If artificial grass is used, it must be installed in accordance with the manufacturer's installation specifications. Patio carpet and other "Astroturf" type products are not eligible
- E. Mulch:** All planting areas must have a minimum of two (2) inches of mulch. Note: if a weed barrier is used below the mulch, it must be permeable to air and water.
- F. Efficient Irrigation:** The existing lawn sprinkler heads in the converted area must be removed. Any lawn areas remaining outside the converted area must be irrigated separately from the new landscape. Participants have three options for irrigating their new landscape:
- 1) The District encourages participants to install a new drip irrigation system equipped with a pressure regulator, filter and pressure compensating emitters. Drip is the most efficient way to irrigate plants, trees, and shrubs. CCWD has information on drip irrigation available at www.ccwater.com/LawnToGarden.
 - 2) Participants can choose to hand water their new landscape and not install a drip system. However, this is not encouraged as it is more difficult to establish plants and maintain uniform moisture.
 - 3) On rare occasions, with prior District approval, participants may use low-application rate sprinklers to irrigate their new landscape. These systems must have an application rate of less than 1" per hour and be designed and installed to ensure there is zero overspray onto adjacent pavement or structures and zero runoff due to plants blocking the spray. Participants must get prior District approval and be able to demonstrate the system meets the requirements.

III. Terms of the Rebate

- A. Term:** Conversions must be completed within six (6) months following receipt of the Notice to Proceed from CCWD. To ensure water savings are achieved, the converted area must remain in compliance with the program terms and conditions for a period of five (5) years following receipt of the rebate. At CCWD’s discretion, non-compliance may result in a charge to applicant for all or part of the area under violation.
- B. Rebate Amounts:** The rebate is one dollar (\$1.00) per square foot of grass converted. The maximum rebate is \$2,000 for single-family residential sites, and \$20,000 for multi-family, commercial and institutional sites (see rebate table below). Rebates will be issued to the property owner or to the property owner’s legally appointed representative.

The following table illustrates a range of potential rebates:

Rebate Amounts	
Area Converted (sq. ft.)	Rebate
300	\$300
500	\$500
1,000	\$1,000
2,000	\$2,000*
5,000	\$5,000
20,000	\$20,000**

*Maximum rebate per single family residential site

**Maximum rebate per multifamily, commercial and institutional site

- C. Tax Implications:** The State of California has made it clear that water conservation rebates are not taxable. However, current federal IRS tax rules are not as clear. The IRS has, however, made it clear that CCWD is required to issue a 1099 form to individuals and companies that receive \$600 or more in rebates in a calendar year. Therefore, CCWD now requires program participants that are approved to receive \$600 or more in rebates in a calendar year to complete an IRS W-9 form and submit it to CCWD prior to receiving their rebate. Then in January of each year CCWD will issue 1099 forms to those customers that received \$600 or more in rebates in the prior year. Note, water agencies, state officials and members of Congress continue to work with federal tax officials to request that they treat water conservation rebates the same as they do the tax-free energy efficiency rebates. For more information on this issue, please visit www.ccwater.com/LawnToGarden and click on the link for Potential Federal Tax on Rebates.
- D. Applying for Program:** Customers interested in participating should visit our website at www.ccwater.com/LawnToGarden to learn more about the program and submit an application. Please read these Terms and Conditions and the Frequently Asked Questions

before submitting an application. Do not start working on the project until you have received your Notice to Proceed letter.

- E. Application Review:** The District will review the application to determine if the site is eligible and calculate the square footage of the lawn area(s).
- F. Pre-Project Inspection:** As part of the review process, the District may need to schedule a pre-project inspection at the project site. During the inspection, a CCWD technician may take photos of the project site, measure existing lawn areas, and check for existing lawn sprinklers. Customers may need to be present for the inspection which will be conducted during normal business hours.
- G. Eligibility:** If the site is eligible, CCWD will send a **Notice to Proceed** letter to the customer. Customers may then remove the lawn and install the project according to the Program Terms and Conditions.
- H. Finished Project Review:** It is the customer's responsibility to notify CCWD when their project is complete and ready for a Finished Project Review. When finished with the conversion, the customer should visit www.ccwater.com/LawnToGarden to request a review of their finished project. They will need to answer a series of questions about their project and upload photos of their new landscape. CCWD will review the project to verify it was completed according to the Program Terms and Conditions and determine the final rebate amount. If the conversion fails the Finished Project Review, the applicant will be given sixty (60) days, or the remainder of the six (6) month period, whichever is greater, to bring the project into compliance.
- I. Post-Project Inspection:** As part of the Finished Project Review, CCWD may need to schedule a post-project inspection at the project site. As part of the inspection, a CCWD technician may take photos and measurements of the project and verify it was completed according to the Program Terms and Conditions. Customers may need to be present for the inspection which will be conducted during normal business hours.
- J. Finished Project Approval:** If the Finished Project is approved, the owner will be mailed a rebate check.
- K. Additional Responsibilities of the Applicant:** CCWD enforces only the terms and conditions of this agreement. The applicant is solely responsible for complying with any and all laws, regulations, policies, conditions, covenants and restrictions that may apply, and for any and all liabilities arising from a conversion project. Applicants must comply with all local permitting requirements, and with all state and local laws relating to landscape maintenance.

