



Application Form
Hot Water Recirculation Pump Rebate

Marina Coast Water District, 11 Reservation Road, Marina CA 93933 (831) 384-6131

To review current incentive amounts available, please refer to the Program Description.

Application Steps

1. The Applicant schedules an appointment with District staff.
2. The Project Review, Water Use Survey, and Pre-installation questionnaire are completed.
3. The Applicant completes the Application Form and receives initial project approval before starting work.
4. The project is completed within 60 days of initial approval.
5. The Applicant schedules and completes a follow-up inspection with staff before 14 days after project completion has passed.
6. Final project completion is verified, and the original material purchase receipt(s) are submitted.
7. The rebate is mailed to the Applicant.
8. The post-inspection questionnaire is completed after 90 days.

Customer and Site Information

First Name _____ Last Name _____

Customer Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Mobile Phone _____

E-mail Address _____ MCWD Account Number at Site _____

Property Type Single Family Multi-Family Commercial Industrial Institutional

Site Address _____ City _____

Specific Project Location _____

Project Description

General description of plumbing retrofit work to be completed

Disclaimer, Release and Hold Harmless Agreement

I have read the following page(s) and understand and agree to the Project Description, Procedures, Terms of Agreement, Program Eligibility Requirements, Project Criteria and Tax Information Requirements of the MCWD rebate program. I release MCWD, its officers, directors, employees, agents and representatives (collectively "MCWD") from any and all Claims. Claims are defined as claims for loss, damage, expense and liability of any nature whatsoever arising out of or in any way connected with the modification of my property and the installation of program-related water conservation devices. I also agree to hold harmless, indemnify and defend MCWD, from any and all Claims made by any third party.

Applicant's Name (print) _____

Applicant's Signature _____ Date _____

Tax status of person being issued an incentive. (Check one)

Corporation Individual, Association, Partnership, or Non-corporation Tax Exempt

TIN# or SSN# _____

For District Use Only

Initial Project Approval

Name _____ Date _____

Final Project Approval

Name _____ Date _____

Program Procedures

Please, do not start any retrofitting or product installation until after receiving written project approval from the District.

- Before starting any project, purchasing equipment, applying to, and participating in the program, customers must call (831) 384-6131 to schedule a meeting on site with District staff.
- At the initial meeting, the Applicant shall describe the proposed hot water recirculation conversion to staff. Staff will verify the existing hot water system size and condition, components, and current water use. For large and/or complex projects, staff may request a plumbing plan. The homeowner, responsible party, or a designee who has access to the hot water distribution system must be present for the meeting.
- During the same meeting, a required Water Use Survey, conducted by District staff, must be completed. The Water Use Survey takes about one hour of time on site. Staff will check for leaks, record the type and number of water fixtures at the property, and evaluate landscape water use. Recommendations to participate in the District's high-efficiency clothes washer and toilet rebate programs and to improve water use efficiency will be made if appropriate.
- District staff will also request the Applicant complete a pre-installation questionnaire, outlining the scope of work to be performed and the anticipated improvements to be made in performance and water efficiency.
- Only after the project is initially reviewed, the Water Use Survey completed, and the pre-installation questionnaire is completed, is the Hot Water Recirculation Pump Rebate Application Form filled out and initial project approval given by District staff.
- Once approved, the project may proceed as planned, to completion. District staff must be notified and approve of any design changes made while the project is proceeding. All projects must be completed within 60 days; otherwise the program application will be rejected.
- Once the project is completed, the applicant must schedule a follow-up site inspection with the District. District staff will verify installation and compliance with the Design Criteria, check the hot water distribution system operation, and will assist in scheduling if required.
- Also at this follow-up inspection, the applicant will be asked to provide staff with the original itemized receipts for the recirculation pump and any associated materials.
- If the project is completed as planned in the sixty day time period, the District staff will then sign the application form verifying project completion and forward the application form to the Accounting Department office for rebate payment.
- After 90 days, the District staff will request the Applicant complete a post-installation questionnaire. This questionnaire assists the District in program evaluation.
- To assure compliance, quality, and performance, it is recommended that only a licensed, insured plumbing contractor install components or modify your existing plumbing. Check with your local building official and inquire about city and county building codes and ordinances before installing or modifying your plumbing system.

Terms of Agreement, and Program Eligibility Requirements

- Approved applicants are eligible for up to \$250 in District rebates.
- The rebate shall be equal to the taxable/net cost of a hot water recirculation pump and associated plumbing materials when retrofitting a non-recirculation hot water system to a recirculation system. Sales tax, delivery charges and labor costs are not included in the calculation of the rebate amount.
- Program is limited to available funding. Approved applications will be processed on a first-come, first-served basis.
- All projects must be completed within 60 days of initial project approval.
- Incentives are only provided for retrofitting buildings or homes older than two years. New construction projects are not eligible for incentives.
- Only MCWD customers of current record are eligible to participate in, and receive payment from, the rebate program. The customer's account must be in good standing and non-delinquent at the time of initial project approval.
- The Applicant certifies that all necessary permissions have been obtained from the property owner, if the Applicant is not the owner themselves.
- The approved project site must be located within the Marina Coast Water District service area.
- Projects are approved at the discretion of the MCWD staff. Projects that do not meet the program eligibility requirements will be denied.
- MCWD reserves the right to alter this program at any time.
- MCWD does not endorse specific brands, products or dealers; nor does it guarantee materials, workmanship, or results.
- MCWD assumes no responsibility or liability for damages to an Applicant's property as a result of participation in this program.
- The District cannot guarantee that the installation of devices and the retrofitting of plumbing will result in lower utility costs.
- Only original, itemized receipts for pumps and associated materials dated after initial project approval are accepted.
- The water use at the site must be metered by the District.
- To assure efficient operation of any hot water system or components, staff may require adjustments, repairs, and modifications to the existing or newly modified system be made prior to project completion or final project approval by the District.
- If a testable backflow prevention device is present at the meter, there must be evidence that the backflow prevention device has recently been inspected, and results filed with the District.

Tax Information Requirements

All rebates require a tax identification number or social security number be provided. Unless you are exempt, cumulative incentive payments equal to or greater than \$600 in a calendar year are taxable and therefore will be reported to the IRS on form 1099-Misc. You are urged to consult your tax advisor concerning the taxability of incentive payments. Marina Coast Water District is not responsible for any taxes that may be imposed on you as a result of any incentive payment.