

Please email the completed form to [riverfriendly@cityofsacramento.org](mailto:riverfriendly@cityofsacramento.org). For efficient processing time, email is strongly encouraged. For postal mail: Water Conservation Office, 5730 24th St, Bldg 22 2nd Fl, Sacramento CA 95822.

## **River Friendly Landscape Program** **Grass Conversion Rebate Application** **Single-Family and Duplexes**

The grass conversion rebate is for City of Sacramento Department of Utilities customers to replace grass lawns with a water wise landscape. If you have an automated irrigation system for your planned conversion area, it must be converted to a drip irrigation system controlled by an EPA WaterSense-labeled smart irrigation controller(s).

Rebates are NOT retroactive. Projects underway or completed prior to pre-inspection are not eligible.

**All fields marked with an asterisk are required.**

Applicant Name\*

Property Address\*

Street Address\*

City\*

State\*

Zip Code\*

Is your Mailing Address different from your Property Address?\*

Yes

No

Mailing Address\*

**Important: This is where DOU will mail the final rebate check**

Street Address\*

City\*

State\*

Zip Code\*

Phone Number\*

Email Address \*

City of Sacramento Water Account #

**How did you first hear about the City's rebate programs?**

### To be eligible, you must:

1. Be receiving City of Sacramento water service at the property;
2. Be the property owner or bill-paying tenant with written consent from the property owner;

### Rebate Amounts:

- Maximum grass conversion rebate of \$3,000 at \$1.50 per square foot of grass converted on the front, back and side yard. Your rebate will be the amount of your applicable expenses as verified by receipts but will not exceed \$1.50 times the square footage of grass removed up to \$3,000.
- Separately, up to \$400 for materials used to convert to drip irrigation and/or rotary nozzles for front, side, or back yard which are not part of the grass conversion rebate, and up to \$400 for adding an EPA WaterSense-labeled smart irrigation controller(s).
- Labor costs by a licensed landscaping contractor (C-27) of up to \$500 may be included as a reimbursable expense.

**Any combination of labor and materials cannot exceed \$1.50 per square foot.**

Who is completing this application?\*

Property Owner

Property Manager

Other

*If you chose other, please specify\**

**Note: An approval letter from the Property Owner permitting the project is required.**

### Landscape Requirements:

- Each converted area must include non-invasive, water wise plants, such as drought tolerant groundcovers, shrubs and trees, as approved by the City. New landscape plans must contain at least 60% plant coverage upon plant maturity for each distinct area.
- 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. If existing trees are located within the converted area, you will receive credit for no more than one quarter (1/4) of the total mature tree canopy towards the living 60 percent plant coverage requirement (if very low or low water use tree).
- For distinct areas greater than 250 square feet, the converted area must include a minimum of 5 plants.
- Pathways may be installed but must be permeable in order to count toward the canopy coverage requirement. Mulch may be organic or inorganic, must be spread 2" to 5" beneath trees and shrubs and shall be 6" or less in diameter.
- If any grass remains in a distinct area converted to a water wise landscape, there shall be no runoff or overspray and the customer is encouraged to upgrade the sprinklers through our irrigation upgrade rebate program.
- Ineligible items and products include but are not limited to the following: artificial turf, plants in raised beds or containers, soil amendments, seeds, and tools purchased to complete the project.

### **Tell us a bit about your current yard:**

Estimated square foot area to be replaced\*

What type of landscape do you have? (grass lawn, low water use plants, fruit trees, etc.)\*

Please specify below the details of your current irrigation system(s)\*

I currently hand water

I currently have sprinklers in my front/back/side yard landscape

I currently have a drip irrigation system in my front/back/side yard landscape

Other

Please specify explain your current watering schedule (how often do you water your lawn in the spring, summer, and fall)\*

Do you have one or more irrigation timers?\*

Yes

No

### **Tell us the details of your project:**

Anticipated Project Completion Date\*

Please specify the location of your project\*

Front Yard

Back Yard

Side Yard

All of the Above

Please describe your plan for your grass conversion project.\*

Please specify how you will upgrade your irrigation system\*

I will hand water

I will install a new drip irrigation system or convert my current overhead spray system to drip irrigation

Check boxes to confirm that the required documents are attached:

Photo Submission [Guidelines](#)

Photo(s) of your current front grass lawn\*

Photo or document(s) of a plant coverage worksheet\*

**For every distinct area, please provide separate plant coverage worksheet.**

[Document Sample for Plant Coverage Worksheet](#)

Photo(s) or document(s) of a Landscape Plan Sketch\*

[Document Sample for Landscape Plan Sketch](#)

## Design Assistance Program

Are you interested in participating in the Landscape Design Assistance Program?\*

Yes

No

If you answered yes, please [submit the Landscape Design Questionnaire](#). For more detail, click [here](#).

## Program Checklist

### [Single Family and Duplex Grass Conversion Rebate Terms & Conditions](#)

By checking the box, I acknowledge that I have read and understand the program terms and conditions on pages 6-8 of this application or online using the link above.\*

### [Grass Conversion FAQs](#)

By checking the box, I acknowledge that I have read and understand the program FAQs.\*

I understand I must have a pre-inspection before starting my project.\*

I understand that if I irrigate with an automated system, I must have a high efficiency irrigation system that is controlled by an EPA WaterSense-labeled smart irrigation controller.\*

I understand that if my project takes longer than 120 days, I must submit a request for extension via phone, mail or email as early as possible.\*

I understand that if I am asked for supplemental documents to my application, I must supply them within two weeks from the time I am asked for them from program staff. If I fail to return them within this time frame, my application will be withdrawn and I must wait one month before re-applying.\*

I understand that the landscape must remain in place for a minimum of five years after project completion.\*

I understand that the City of Sacramento is required to send IRS form 1099 to me and the IRS when rebates total \$600 or more.\*

I understand that I must submit an approval letter from the Property Owner permitting the project.\*

## Photo/Video Release (Optional)

I hereby grant to the City of Sacramento the absolute and irrevocable right and unrestricted permission to use, reuse, display, distribute, transmit, publish, republish, copy, or otherwise exploit, either in whole or in part, either digitally, in print, or in any other medium now or hereafter known, for any purpose whatsoever and without restriction, photographs or video taken of me, my residence or my property; to alter the same without restriction; and to copyright the same. I understand and agree that the City may or may not use my name in conjunction with such use as the City chooses.

I hereby release and discharge the City, and its officials, employees, agents, representatives, and assignees from any and all claims and demands arising out of or in connection with the use of any such photographs and video including without limitation any and all claims for invasion of privacy, right of publicity, and defamation.

I represent that I am over the age of eighteen (18) years and that I have read the foregoing and fully understand its contents.

This release shall be binding upon me, my heirs, legal representatives, and assigns.

This agreement is being made and entered into under the laws of the State of California and shall be governed and interpreted in accordance with the laws of California. This release embodies the entire agreement of the parties (subject and photographer).

By checking the box, I agree to the photo and video release.

### Steps to proceed

1. **Submit a completed grass conversion rebate application.** Include photos of existing grass, plant coverage worksheet and landscape plan.
2. **Wait for approval from Water Conservation staff.** Please note that missing information may cause delay.
3. **Schedule the pre-inspection** before beginning you project.
4. **Complete your landscape conversion project** and submit receipts and a photo within the 120 days following project approval.
5. **Post inspection from Water Conservation staff.** After we receive your itemized receipts, they will be reviewed and verified by Water Conservation Staff. Following receipt review, you will be subject to a post-completion inspection (you will be contacted to confirm the appointment).
6. **Receive a rebate check.** You should receive your rebate check within 120 days of your post-inspection appointment and approval.

### Rebate Agreement - Release of Liability

The City of Sacramento Department of Utilities (City) may deny any application that does not meet all of the Program requirements, which are set forth in the Program Terms and Conditions. The City reserves the right to alter the Program Terms and Conditions at any time, with no notice other than posting the Program requirements on the City website. The applicant agrees to allow the City to inspect the property before and after the landscaping project is undertaken, to measure the lawn area to be replaced and to confirm that the project meets the Program Terms and Conditions. The applicant certifies that the attached photos are of the landscape project installation site, accurately show the site's current condition, and are not altered or modified. The City does not warrant or guarantee that the applicant will experience lower water bills as a result of participating in the Program. The City is not responsible for any damage that may occur to participant's property as a result of the Program. The applicant agrees to indemnify the City, and its directors, officers, and employees, and to hold each of them harmless from and against all loss, damage, expense and liability resulting from or otherwise relating to his or her participation in the Program. By typing your name and electronic signature you agree to the terms and conditions of the program.

**First Name**

**Last Name**

**Signature**

**Date**

**Grass Conversion Rebate**  
**Single Family and Duplexes**  
**Terms and Conditions**

I understand that, as a Participant, I am eligible to receive \$1.50 per square foot reimbursement from the City of Sacramento (City) in an amount not to exceed \$3,000 for the equivalent of up to 2,000 square feet for my grass conversion and retrofit project, and that the amount I receive is correlated to the amount of irrigated turf that I replace after enrollment in the program. My rebate will be the amount of my applicable expenses as verified by receipts but will not exceed \$1.50 times the square footage of turf removed up to \$3,000. Reimbursement will be provided for planting, weed barrier, mulching and irrigation materials necessary to complete the actual upgrade and will not be provided for optional materials or equipment. Labor costs by a licensed landscaping contractor (C-27) of up to \$500 (maximum) may be included as a reimbursable expense. Labor and material combination cannot exceed the maximum which is \$1.50 per square foot or \$3,000 whichever is smaller. **Ineligible items and products include but are not limited to the following: artificial turf, plants in raised beds or containers, soil amendments, seeds, and tools purchased to complete the project.**

In order for the rebate to be processed, the City must receive a full itemized receipt/invoice. When receipts are available, no other proofs of payment are required. A receipt is any document that contains the following five IRS-required elements:

1. Name of vendor (person or company you paid)
2. Transaction date (when you paid)
3. Detailed description of goods or services purchased (what you bought)
4. Amount paid
5. Form of payment (how you paid — cash, check, or last four digits of credit card)

I understand each converted area must include non-invasive, water wise plants, such as drought tolerant groundcovers, shrubs and trees, as approved by the City. When fully mature, the plant material will cover a minimum of 60 percent of the converted area. 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. If existing trees are located within the converted area, I will receive credit for no more than one-quarter (1/4) of the total mature tree canopy towards the living 60 percent plant coverage requirement (if very low or low water use tree). For example, two existing trees are planted within a 1,000 square foot area to be retrofitted and cover that entire area. In this scenario, the customer will receive credit for no more than 250 square feet towards the living 60 percent plant coverage requirement. *For distinct areas greater than 250 square feet, the converted area must include a minimum of 5 plants.*

I understand that if I decide to retain turf areas, any remaining turfgrass must be irrigated efficiently with either appropriate rotating sprinkler nozzles, rotors or subsurface drip irrigation and there must be no runoff to adjacent properties.

Any design elements that are not plant material, such as planters, rocks, mulch, or similar elements must be integrated as part of the converted area's landscape. Pathways may be installed but must be permeable in order to count toward the canopy coverage requirement. Mulch may be organic or inorganic, must be spread 2-5" deep beneath trees and shrubs and shall be 6" or less in diameter.

### **Applicable Conditions**

1. I understand that (1) this is a limited, first-come, first-served program, (2) rebates are only given for projects which have applications that are approved, (3) the City can deny any application that does not meet program requirements (which may change without notification), and (4) rebates are not applicable to, and will not be provided for, any work or conversion performed prior to my enrollment in the rebate program.
2. I am responsible for completing the retrofit project within 120 days of receiving approval to proceed from the City's Water Conservation Staff. I may install it myself or hire a contractor to do the work. In either case, the City is not responsible or liable for any damage to my lawn or property in any way connected to the retrofit project.
3. I understand that if my project will take longer than 120 days, I must submit a request for extension via mail or email as early as possible. If I do not submit my project receipts by the end of 120 days or the end of my approved extension, I will be found ineligible and will not be able to receive my grass conversion rebate.
4. I understand that if I am asked for supplemental documents to my application, I must supply them within two weeks from the time I am asked for them from City staff. If I fail to return them within this time frame, my application will be withdrawn, and I must wait one month before reapplying.
5. I understand that any labor reimbursement will be for a licensed C-27 landscape contractor.
6. I shall submit my itemized receipts to City's Water Conservation Staff upon completion of the retrofit project. I am subject to a post-completion inspection appointment where Water Conservation Staff may: measure my landscape area, take photographs, check/evaluate my irrigation system for volumetric flow, and verify upgrade installation. Reimbursement shall only be available for a completed project approved by the City.
7. I understand that I am responsible for ensuring that my retrofit project follows the program terms and conditions. I understand that the proper installation of my irrigation system improvements is solely my responsibility, as is determination of the adequacy and compatibility of the drainage, adjacent landscape and surrounding area, and that installation of the improved systems may not result in lower water bills.
8. Upon completion of my project, I will provide a total cost of the project and copies of all receipts and invoices associated with the project. These receipts will be itemized, showing quantity and price for each item purchased. If a contractor is used, the receipts will have labor separated and be easily distinguishable from the materials and will show that it is paid in full. The City reimbursement amount will not exceed the cost of the project as documented by invoices or receipts.

9. I will allow the City to conduct site visits to my property within five years of the date of this Agreement for the purpose of collecting data and photographs of the project site. The City will contact me in advance to arrange times for these visits.

10. I am responsible for complying with all applicable laws, regulations, ordinances, or other legal requirements, and nothing in this Agreement shall excuse or modify any such requirements.

11. I, the Participant, agree to defend, indemnify, protect and hold the City of Sacramento and its agents, officers, and employees harmless from and against any and all claims or liability for injuries or damages to any person or property to the extent arising from my acts or omissions, or the acts or omissions of my contractor or anyone acting on my or my contractor's behalf, or from conditions on my property.

12. I understand that the landscape retrofit, irrigation upgrade, or smart controller must remain in place for a minimum of five years after installation. If, prior to the expiration of the five years, I decide to replace the irrigation upgrade with a standard overhead spray system, or take out or deactivate my smart controller, I will repay the City the funds I received under this Agreement. This Agreement shall remain in effect until the five years have expired.

13. I understand that the City of Sacramento is required to send IRS form 1099 to me and the IRS when rebates total \$600 or more.