



# ICI Special Process Rebates

## Special Process Program Guidelines

### Eligibility

- ≈ All industrial, commercial, and institutional water users served by the Austin Water Utility, and those who are served by a utility that purchases 100% of their water from the City of Austin are eligible.
- ≈ Rebates will be issued to account holders, property owners, or utility account designees only.

### Quick Tips

1. Check your facilities periodically for leaks. If a leak is detected, repair it promptly.
2. Encourage employees to conserve water in day to day work activities.
3. Install sub-meters wherever possible to help gauge how water is being used in your business.

### Contact:

Mark Jordan  
Water Conservation Program  
P.O. Box 1088  
Austin, TX 78767  
Phone: (512) 974-3542  
Fax: (512) 974-3504

for more information  
about this program, or visit  
[www.WaterWiseAustin.org](http://www.WaterWiseAustin.org)

### Program Information

The City of Austin's Water Conservation Program offers up to \$100,000 in rebates to industrial, commercial, and institutional customers towards the cost of new equipment and processes that conserve water at existing facilities. Some examples of items that are eligible include:

- ≈ Replacing single pass cooling with cooling tower water or air cooling
- ≈ Reuse of high quality rinse water, combined process or stormwater reuse for landscape irrigation
- ≈ Installing water saving equipment in commercial laundry or car wash

### Program Requirements

- ≈ All projects must be pre-approved before you purchase or install any equipment. The City will not approve retroactive projects.
- ≈ Equipment and projects which receive funding must either:
  1. Remain in use at least five (5) years, or
  2. Be replaced by a process or equipment which achieves an equal or greater level of water savings, but the replacement equipment or process must be in place for the balance of the five year period. Operation and maintenance measures are not eligible.
- ≈ Funding is limited to a budgeted amount for each fiscal year. Projects will be selected based on water savings and funding available. Proposals over \$55,000 will require approval from City Council.
- ≈ The project must reduce current water consumption by at least 100 gallons per day.
- ≈ All water savings estimates must be documentable. The water saving project should be in an area that can be sub-metered or otherwise measured or where savings can be calculated based on some measured parameter. The rebate will be based on the documented savings following project completion. (An example of documentation would be one to two months of meter readings, or data from time of operation charts for a specific piece of equipment for which water savings per unit of time have been quantified.) Water Conservation staff will make the final determination of water savings estimates.
- ≈ Projects must meet all Federal, State, and City codes, and regulatory and permit requirements.
- ≈ Entities can apply for more than one project at a time, if the specific types of projects are different.

### Water Conservation Incentive

The incentive available for each project\* is the lesser of:

1. Half the cost of the purchase price of the equipment up to \$100,000, or
2. \$1.00 for each gallon per day saved up to 100,000 gallons for a maximum rebate of up to \$100,000.

\*The rebate does not include the cost of the labor. All Rebates are considered taxable income.



# ICI Special Process Rebates

## Special Process Program Application

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### Application Instructions

1. Choose a project based on how it will improve water use efficiency or make additional water reuse possible. Look for energy savings and reduced pollution or pretreatment savings implications also.
2. Submit a proposal for review to the City of Austin. Funding is available on a first come, first served basis. Projects costing over \$55,000 will be required to go to City Council for approval.
3. Include in your proposal sufficient documentation and technical information for us to evaluate and verify the cost and water savings of your project. Lack of sufficient information will delay project approval. We must be able to confirm projected saving estimates before pre-approval.
4. A representative from our department will contact you for a pre-installation visit. Pre-installation visits are required to confirm and review the items presented in your proposal.
5. Wait for written notification of project pre-approval before starting your project. The City of Austin will not rebate projects or portions of projects retroactively. The written notification will include a contract with the terms of the rebate.
6. Once installed, provide an itemized purchase receipt separating the materials from the labor and a completed W-9 tax form. There is no minimum requirement for submitting W-9 forms. All commercial applicants must submit a W-9 form.
7. A post-installation inspection will be scheduled and performed to verify installation and operation. A rebate check will be issued 4-6 weeks after the post-inspection.

### Property Information (print clearly)

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Title \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Rebate Mailing Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Installation Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

City of Austin Water Account No. \_\_\_\_\_

Brief Description of Equipment Retrofit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach sufficient proof of water savings, a complete list of equipment with material cost, a project timeline, a conceptual design or description, and the expected equipment life to this sheet.**



# ICI Special Process Rebates

## Special Process Application Continued

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For more information on ways you can conserve water, visit [www.WaterWiseAustin.org](http://www.WaterWiseAustin.org)

### Property Information cont. (print clearly)

Total Estimated Cost of Equipment for Retrofit \_\_\_\_\_

Estimated Water Savings (gallons per day)\* \_\_\_\_\_ gpd  
\*Must be 100gpd savings or more.

Estimated Equipment Life \_\_\_\_\_ years

Project Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Is the project in an area of your facility that can be sub-metered? Yes  No

Is the project in an area of your facility that can be sub-metered? Yes  No

Is the project a new development? Yes  No

### Customer Agreement

- I have read and agree to the terms and conditions provided on page 1.
- I certify that this project meets the program eligibility requirements and that the information I have supplied on this application is true and correct.
- I understand that participation in this program is conditional upon acceptance by the City of Austin and that the City of Austin makes specific incentive commitments only through a letter of intent.
- I understand that if the City of Austin accepts my project, I will receive a letter of acceptance specifying the potential rebate amount, installation deadline, and other terms, which will become part of the agreement. Any changes to this agreement must be in writing and approved by the City of Austin.
- I agree that any installed equipment will remain in use for a five (5) year period of time, or that it will be replaced with equipment or processes which achieve an equal or greater level of water savings, or I will refund a prorated amount of incentive dollars to the City of Austin based on the actual period of time the equipment was used.
- I agree to report water savings achieved with the project annually for the next 5 years, and to provide information summarizing the project at the end of 5 years.

Authorized signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Mail your completed application form to:

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