

Technical Assistance Program (TAP)

Terms, Guidelines, and Application Package

Program Terms & Guidelines

The Technical Assistance Program (TAP) is a financial incentive program offered through the Los Angeles Department of Water and Power (LADWP) for commercial, industrial, institutional, and multifamily customers. The program pays up to \$2,000,000 per project, for the installation of pre-approved equipment and products which demonstrate water savings. The joint effort between the Los Angeles Department of Water and Power and you, our customer, will help modernize your facility with the latest water-efficient equipment, save you money, and conserve our most precious natural resource.

Instructions

1. **PROJECTS THAT HAVE BEEN STARTED OR ALREADY COMPLETED PRIOR TO REBATE APPROVAL ARE NOT ELIGIBLE.**
2. Read the program terms and conditions and the guidelines provided with this package.
3. To talk to a Water Conservation Specialist about your potential project and/or to assure that your project qualifies for the program call 1-800-544-4498 press "5". In order to know if your proposed project qualifies, please be prepared to answer the following questions:
 - What exactly does your proposed project do?
 - How does it work?
 - How soon do you expect to have it up and running?
 - Will the work be done in-house or by a contractor?
 - Approximately how much will this project cost you?
 - How much water do you expect to save?

4. Email your signed TAP Application along with supporting proposed project documents to WCTAP@ladwp.com. In addition, mail your signed hard copy TAP application to our office (wet signatures are required to complete the processing of your TAP rebate).
5. If your proposed project seems legitimate and there is potential for water savings, you will be contacted by the LADWP Water Conservation Group to schedule a pre-inspection site visit. During the pre-inspection, LADWP will survey the site and proposed project area. Please note that pictures may be taken during inspections and reading of meters if necessary.
6. If your application is approved, Water Conservation will provide you with a pre-approval letter that will state that you are approved to move forward with starting your project. Starting your project may mean getting meters from LADWP and installing them on your current equipment to obtain an accurate measurement of consumption before the project or change is done. Once a baseline of consumption is obtained, the project can be completed. Your rebate will be calculated based on the consumption history before your project and after your project. Once a baseline consumption history has been established then a rebate amount may be calculated based on estimate savings. Please note that any estimation of rebate is subject to change once it is recalculated based on actual metered savings.
7. Upon receipt of your rebate pre-approval letter, you may begin your project.
8. Rebates are only processed after a post inspection is performed by LADWP, confirming that the approved project has been completed. When the project is completed:
 - Contact Water Conservation for a post inspection at 1-800-544-4498 press “5”.
 - Submit the final receipts, and any documentation pertaining to the completion of the project.
9. Once the post-inspection is completed, an updated W-2 will need to be submitted. LADWP will review all the documentation submitted and request payment of your rebate. The processing of your rebate will take approximately 6-8 weeks from the day of your post-inspection.
10. For approved projects funded by the TAP program which involve installing any electronic data collecting water metering device, LADWP will be given access to the data generated for each installed electronic submetering device. Customer must send the recorded submeter data for a 2-year period in Comma Separated Values (CSV) file format to waterconservation@ladwp.com. The file must contain the time series data of water use recorded during the entire period of 2 years, beginning with the day of installation. Data should be sent quarterly during the 2 year period.
11. This program is funded by the Los Angeles Department of Water and Power and is subject to change at any time without prior notice.

Submit completed application to:

Office Address:

**Los Angeles Department of Water and Power
Attn: Water Conservation Group - TAP
PO Box 51111, Room 763
Los Angeles, CA 90051-5799**

Email: WCTAP@ladwp.com

Contact Information:

**Water Conservation Hotline: 1-800-544-4498
Fax Number: (213) 367-1055**

Technical Assistance Program (TAP) Application

Terms and Conditions

ELIGIBILITY

1. Rebates are available for commercial, industrial, institutional, and multifamily customers that have received a pre-approval letter from the Los Angeles Department of Water and Power (LADWP). Projects already started or completed, prior to pre-approval letter, are not eligible.
2. The commercial/multi-family residential property must receive water service from the Los Angeles Department of Water and Power.
3. Areas to be converted must be accessible to LADWP personnel for an inspection before and after project is complete.
4. Projects must comply with all applicable laws, codes, policies, covenants, conditions, permitting requirements, and restrictions.
5. Applicant must be: property owner, authorized Management Company, or authorized Contractor.
6. Any previous rebates given for equivalent water conservation fixtures may limit eligibility for your current project.

PROGRAM TERMS

1. Eligible water conservation measures or projects shall include equipment, devices, products, treatments, fixtures, modifications, and technologies. Such measures will be limited to permanent physical changes, additions or deletions to your facility resulting in water use reductions. Project sub-metering may be required. Maintenance projects do not qualify.
2. Project must reduce potable water use by a minimum of 50,000 gallons over two years.
3. All applications and projects must be pre-approved by the LADWP before projects begin. Once a completed application has been received.
4. Projects must be installed and operated as proposed on the application and supporting documentation. Changes to project design and/or operation must be pre-approved by the LADWP. Such changes may affect incentive amounts.
5. Rebates may be considered taxable income and a signed W-9 form will be required for rebates of \$600 or more. The Department is not responsible for any taxes that may be imposed as a result of your receipt of any rebate.
6. Measures must be installed and operating prior to incentive payment. Amount and payment of the incentive is subject to final inspection of the completed project. Payment of the incentive is also subject to LADWP receiving electronic records of data in CSV format for all electronic data collecting water metering device.
7. The LADWP will make the final determination of cost and savings estimates submitted by the applicant.
8. Customers receiving a TAP incentive for water conservation fixtures (toilets, urinals, etc.) will not be able to participate in any other LADWP or MWD sponsored menu-based rebate program through SoCal WaterSmart.
9. By applying for an LADWP rebate and/or program, personal information provided may be subject to public disclosure by requesting parties, pursuant to the California Public Records Act.
10. Customer must send LADWP 2 years of recorded time series water use data for any TAP funded electronic submeters, beginning with the day of installation. The submeter data should be sent in Comma Separated Values (CSV) file format to waterconservation@ladwp.com. The data should be sent quarterly during the 2-year period. These files must be received by LADWP before incentive payments are released by LADWP to customer.

QUALIFICATION

1. To qualify for an incentive, the project must reduce potable water use. The project should not be started (no purchases made nor lease entered into) until a written pre-approval letter of project acceptance is received from the Los Angeles Department of Water and Power. Sufficient project documentation must be submitted with the completed application for proper evaluation and verification of project water savings and costs. The Los Angeles Department of Water and Power reserves the right to reject any Technical Assistance Program application. All costs incurred in the preparation of the application and supporting documentation are the sole responsibility of the applicant.
2. Tax Liability and Tax Credits: All incentive payments must be reported as income. You are urged to consult your tax advisor concerning taxability of the incentive and the availability of tax credits.

Technical Assistance Program (TAP) Application

Applicant Information *(please print)*

Name on LADWP water account:	Authorized representative (include title)		
Daytime Phone Number:	Email:		
Service Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Name and Phone Number of Customer Inspection Contact: :	LADWP Account Number:		

Project Information

Property type: Commercial Industrial Institutional Multifamily	Property type (please specify – car wash, retail, etc.):
How do you plan to complete your project? Self Contractor Other _____	
Describe your plan for the project (type of system, model & brand, etc.)	

OFFICE USE ONLY

Water Benefits

		\$
Estimated Annual Water Savings in Gallons	Life (Years) of Project	Estimated Project Cost

CONTINUED ON NEXT PAGE

Technical Assistance Program (TAP) Application

Disclaimer

By signing below you have read and agree to comply with the instructions and program terms; confirm your eligibility, program terms, and qualification as described in the application; and agree to all of the following:

The Los Angeles Department of Water and Power (LADWP) makes no representation or warranty relating to contracted services or products that may be installed on customer's property, including any hazardous substances that may be contained in the product.

By participating in the program, you waive and release LADWP, and their contractors and agents from any and all claims and causes of action arising out of the changes and/or the purchase, installation or use of devices in connection with this Technical Assistance Program. Any claim you may have based upon any defect or failure of performance of a contracted service or device purchased by you should be pursued with the contractor, manufacturer, or distributor.

I agree that my participation in the Technical Assistance Program is voluntary and of my choosing. I certify that I have read and understand the terms and conditions, guidelines as set forth by the LADWP. I certify that the proposed project meets said program eligibility requirements, and that the project information I have supplied is true and correct. I understand that I will be responsible in acquiring the proper permits for this project. I understand that participation in the program is conditional upon acceptance of my application by the LADWP, and that specific incentive commitments are made only through a written pre-approval letter of acceptance from the LADWP. Any changes to this agreement must be made in writing and approved by LADWP.

I agree that the project for which a Technical Assistance Program incentive is paid will remain in operation as designed for a minimum period specified in the pre-approval letter. I agree to refund the LADWP a prorated amount of the incentive, as determined by the LADWP, if the project is not operated as designed for the specified time period. I understand that if I authorize a 3rd party contractor to receive payment of incentive I am still responsible for the project to remain in operation as designed for the specified amount in the pre-approval letter.

By participating in this program, I understand that I will be ineligible to participate in any future incentives for this project, including incentives offered through menu-based rebates (Metropolitan Water District and/or the LADWP).

Signature (required)

By signing below, the property owner or authorized agent has read, understands and agrees to the terms and conditions of the program as outlined in this page and the previous 4 pages, and certifies that the information on the application is true and correct.

Authorized Representative's Signature:	Print Name and title:	Date:	
Make Check Payable to: Applicant Contractor	Payee Fed. Tax I.D.		
Contractor Company Name:	Contractor Contact Name:		
Contractor Phone Number:	Contractor Email:		
Contractor Mailing Address:	City:	State:	Zip:

OFFICE USE ONLY

Pre-Installation Inspection

Completion Date: <input style="width: 100px;" type="text" value=" / /"/>	Accept, Reject or Withdrawn ("A", "R", "W") <input style="width: 30px;" type="checkbox"/>	_____ Signature of Program Manager	_____ Date
--	---	---------------------------------------	---------------

Post-Installation Inspection

Completion Date: <input style="width: 100px;" type="text" value=" / /"/>	Accept, Reject or Withdrawn ("A", "R", "W") <input style="width: 30px;" type="checkbox"/>	\$	Incentive Amount <input style="width: 200px; height: 20px;" type="text" value=" ▲ "/>
--	---	----	---

_____ Signature of Program Manager	_____ Date	_____ Authorizing Signature	_____ Date
---------------------------------------	---------------	--------------------------------	---------------