



City of Tempe Water Conservation and Efficiency Program:
Water Efficiency and Education Grant (WEEG) Application

This grant application must be received by 3:00 p.m. on March 31, 2025 by email to the conservation@tempe.gov or by mail to P.O. Box 5002 Tempe, AZ, 85280.

Please review this application in its entirety prior to submittal to Water Conservation.

The grant application packet should be in the following order:

- Application
- Budget table (if applicable)
- Quotes
- Completed W-9 form (projects seeking \$600 of funding or more)
- Supplemental water savings data (if applicable)
- A copy of the water efficiency consultation report, if the consultation was *not* completed by the City of Tempe
- Written approval from Tempe's Planning Division for the project (landscape modification projects only)

Contents

Terms and Conditions.....	1
Applicant Information.....	5
Project Information.....	6
Project Description.....	6
Budget Narrative.....	7
Project Budget.....	8
Estimated Water Savings.....	9
Project Timeline.....	10
Education Requirement	11
Signature	12
Appendix A.....	13
Close-out Report Template.....	13
Appendix B.....	15
Education Requirement Sign-in Sheet Template.....	15

Terms and Conditions

1. Applicant must have pre-approval from Water Conservation. Pre-approval involves:
 - a. Consulting with Water Conservation to discuss the potential project's scope.
 - b. Reviewing the [fact sheet](#) and understanding the grant process.
 - c. Watching the current informational webinar.
 - d. Completing a water efficiency consultation. Water efficiency consultations are valid for five years or until a water efficiency upgrade has been installed on site, whichever is sooner.
 - e. Registering the pertinent utility account(s) on Tempe's online portal, [WaterSmart](#).
 - f. Meeting with [Tempe's Planning Division](#) to ensure compliance with city landscape codes (landscape modification projects only).

2. Applicant must be the owner or have the written permission of the owner to implement the specific efficiency upgrade(s) and to apply for and receive grant funds.
3. Grants are subject to the availability of funds and policy requirements are subject to changes and updates.
4. The project address must be within the City of Tempe water service area. The grant is open to commercial, industrial and institutional customers in Tempe's water service area. All projects that will generate quantifiable water savings, backed by data, are eligible for funding.
5. New construction does not qualify. Renovation projects are eligible provided they follow all terms and conditions listed.
6. Homeowners associations and multi-family residential customers are ineligible.
7. Projects that have already taken place are ineligible for reimbursement.
8. The grant covers 50% of project costs, not to exceed \$60,000.
9. Project funding is selected at the discretion of the reviewing grant committee, following the criteria outlined on the [website](#). The total funding available each fiscal year is \$60,000 for all projects, therefore applicants are not guaranteed the full funding requested, as applicant pool size varies.
10. Purchases may not be made until the grant agreement has been signed and executed between the city and the applicant. Should the project be selected for funding, the grant agreement will be issued.
11. All quotes submitted for the budget must be no older than six months from the application deadline date (March 31, 2025).
12. Only items approved in the submitted grant application budget, that have current quotes as defined in item 11, will be eligible for reimbursement.
13. Applicants are required to hold water conservation related training during the grant cycle, with a goal of educating grant recipient staff on water conservation best management practices and to highlight the efficiency upgrades associated with the grant funding.
 - a. At a minimum, the training should contain an agenda and a sign-in sheet that includes the date and time of the training and the name and position of the participants.
14. For landscape projects:
 - a. Irrigation controllers:
 - i. Must be [WaterSense labeled](#) "smart" devices that utilize one of the following technologies:
 1. Historical evapotranspiration programmed into the controller and accompanied with an active rain sensor; or
 2. On-site weather station connected directly to the controller; or
 3. The controller's capable of receiving evapotranspiration data from regional weather stations through satellite feeds. The smart controller must make seasonal adjustments by changing the watering frequency (days between watering) versus watering run time.
 - ii. Must be [WaterSense labeled](#).
 - iii. Must contain integral pressure regulation that maintains the recommended operating pressure stated by the high efficiency rotating nozzle's manufacturer.
 - b. Spray sprinkler bodies:
 - i. Must be [WaterSense labeled](#).
 - ii. Must contain integral pressure regulation that maintains the recommended operating pressure stated by the high efficiency rotating nozzle's manufacturer.
 - c. Drip irrigation:
 - i. Must contain built in pressure compensation.
 - d. Turf (grass) removal or xeriscape installation:
 - i. Must use plants listed on the [Low-Water-Use/Drought Tolerant Plant List](#)

as defined by the Arizona Department of Water Resources (ADWR).

- ii. Must comply with Tempe's [landscape code requirements](#) and have written approval from the [City of Tempe's Planning Division](#) for the modifications. The approval must be attached to this application.
15. For domestic/sanitary projects:
 - a. All fixtures must be [WaterSense labeled](#).
 - b. This includes faucet aerators, tank toilets, flushometer-valve toilets, urinals, showerheads and pre-rinse spray valves.
 16. Recipients receiving \$600 or more in grant monies within a calendar year must submit a completed W-9 form.
 17. Post-inspection of the property may be required to verify installation or conversion.
 18. Any photos submitted are the property of the city and may be shared in city reports and promotional material.
 19. Awardee will receive 50% of grant award after initial agreement is signed and 50% of grant award is dispersed upon the project's successful completion by April 30, 2026.
 20. Projects unable to meet the April 30, 2026 deadline must submit an extension request in writing to Water Conservation at conservation@tempe.gov prior to April 30.

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Applicant Information

Primary Contact

Name:

Title:

Phone number:

Email:

Business Information

Business type:

Retail store

Food service

Manufacturer

Hospital

Hotel/motel

Office building

Laundry facility

Educational institution

Other

If other, please describe:

Business name:

Address:

Address to mail reimbursement check to if different from above:

Utility account number(s):

Has this business received WEEG funding before? Yes No

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



If yes, when?

Does this business [qualify as a small business](#), as defined by the U.S. Small Business Administration?

Yes No

Does this business qualify as a non-profit, 501(c)(3)?

Yes No

Was a water efficiency consultation completed by a third party, other than Tempe Water Conservation?

Yes No

If yes, please attach a copy of the consultation report to your application.

Project Information

Project Description

Provide an overview of the project. If the project falls in the landscape or sanitary/domestic upgrade categories, describe how your project meets the plant and irrigation requirements and the minimum device efficiency standards as described in the Terms and Conditions. Include, as applicable, a plant list, the proposed irrigation components and/or the proposed fixture(s) and their corresponding efficiency standards (flow rate, flush volume, etc.).

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Budget Narrative

Describe the amount of grant funding being sought, the percent match being provided and the total project cost. Attach quotes for all items you are seeking reimbursement for to this application. Quotes must be no older than six months from the application deadline date (May 31, 2023). Describe how the attached quotes correspond to the project's scope. Do not itemize project costs here, see the [Project Budget](#) section for this requirement. Note: projects seeking over \$600 in grant funding must attach a completed W-9 form with their application. No purchases may be made before the grant agreement document has been signed. The grant agreement will be issued should the project be selected for funding.

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Estimated Water Savings

Describe the percentage of annual water savings expected by the proposed efficiency upgrades. Include how the savings were estimated, citing specific sources, and include the units of measurement (e.g. gallons). Web pages may be linked as applicable. Attach any relevant supplemental case studies or data to the application as needed. Include your facility's average, annual water consumption from the last five years, if available. For new accounts, include as many complete years of data as is available, if less than five. This information can be found on the [WaterSmart Customer Portal](#).

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Project Timeline

Summarize the estimated timeline of the project. At a minimum, please include an estimate of when the project will commence, when the upgrades will be purchased, when the educational requirement will be met and an anticipated completion date. All projects must complete efficiency installations by April 30, 2026. Timeline estimates do not need to be more specific than the month and year. No purchases may be made before the grant agreement document has been signed. The grant agreement will be issued should the project be selected for funding.

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Education Requirement

Applicants are required to hold water conservation related training during the grant cycle, with a goal of educating grant recipient staff on water conservation best management practices and to highlight the efficiency upgrades associated with the grant funding. This can be accomplished through many acceptable formats (virtually, in a classroom setting or on a tour) and should be constructed in a format that is best suited to be effective in reaching the employees of each organization that is receiving grant funding. At a minimum, the training should contain an agenda and a sign-in sheet that includes the date and time of the training and the name and position of the participants. A template for the sign-in sheet can be found in Appendix B.

Describe how staff will be trained on water conservation best management practices as it relates to the overall project site and to the efficiency upgrades associated with grant funding. Include the format of the training (classroom presentation, tour, etc.) and the anticipated number of people to be trained.

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Signature

I certify that I have reviewed the terms and conditions described herein.

Applicant name:

Applicant signature:

Date:

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Appendix A

Close-out Report Template

This report must be received by 3:00 p.m. on June 1, 2026 by email to the conservation@tempe.gov or by mail to P.O. Box 5002 Tempe, AZ, 85280. Please compile all attachments into one PDF document in the order of the categories listed below.

Summary

Please describe how the project came together. Include installation dates, when the education requirement was met and any challenges that were faced to complete the project.

City of Tempe
Municipal Utilities Department
P.O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Receipts

Attach copies of receipts for all purchases covered by grant funding. These may be scanned copies or originals.

Education Requirement Documents

Include a copy of the sign-in sheet and a copy of the agenda from the educational training held during the grant project cycle.

Photos

Submit photos that highlight the water efficiency upgrades that were funded by the grant. Photos of the educational requirement are also welcome.

Water Savings

Please describe and quantify any water savings that have occurred since the project's completion. You may attach data and/or graphical representations to this report.

