

# Turf Removal Rebate Program

## Overview

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**Introduction** The Turf Removal Rebate program offers financial incentives for customers to remove their turf and replace it with either a drought tolerant landscape, artificial turf or a combination of both.

This manual will cover the specific requirements of the program as well as the administrative tasks needed to manage the program.

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## Contents

Topic	See Page
Program overview	2
Spreadsheets and Procedures	10
Pre-Inspection	56
Post-Inspection	72
Invoicing and Data Management	128

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# Turf Removal Rebate Program

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**Introduction** The Turf Removal Rebate Program offers a financial incentive to homeowners, businesses and public agencies to remove their turf and replace it with a drought tolerant landscape, artificial turf or a combination of both.

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**Administration** The Turf Removal Rebate Program is administered by the Municipal Water District of Orange County (MWD OC) with a combination of funding sources including grant funding, funding provided by the Metropolitan Water District (MWD) and supplemental funding from IRWD.

Important points to remember:

- The amount of the rebate and the terms and conditions can vary from year to year.
  - The fiscal year and applicable terms and conditions will be determined by the application date.
  - Funding sources for each application number and fiscal year are tracked on the Master Turf Spreadsheet on the Funding Sources worksheet
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**Administrative Duties** Administrative duties are shared between MWD OC and IRWD with IRWD conducting the pre-inspections and post-inspections.

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**Process Overview** Because the program is administered by MWD OC with certain tasks falling under IRWD or the customer's responsibility, the process can be confusing.

An overview of the process and the responsibility party is as follows:

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## Turf Removal Rebate Program, Continued

Process  
Overview,  
continued

Turf Removal Program Process		
Step	Timeframe	Responsible Party
Submit Application to Program	A few minutes	Customer
Application Approval	1-2 business days when all information has been submitted correctly The approval process may take longer when the application is incomplete	MWDOC
Process Pre-Inspection Paperwork & Schedule Pre-inspection	Generally paperwork can be processed in 1-2 days but it can vary based on workload. Scheduling is usually done within a week of the processed application. Customers are told to allow 1-2 weeks	IRWD
Pre-Inspection Appointment	1 hour for residential 1-3 hours for commercial depending on property size	IRWD
Pre-Inspection Review, Authorization and Submission	1-2 weeks depending on workload	IRWD
Approval and Letter to Proceed sent to customer	1-2 business days from submission	MWDOC
Turf removed and replaced by customer	Within 60 days of the Letter to Proceed	Customer
Submission for Post-Inspection	A few minutes	Customer

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## Turf Removal Rebate Program, Continued

Process  
Overview,  
continued

Turf Removal Program Process	Turf Removal Program Process	Turf Removal Program Process
Review of Post-Inspection request	1-2 business days when everything has been submitted	MWDOC
Process Post-Inspections Paperwork and Schedule Post-Inspection	Paperwork can be processed in 1-2 days but it can vary based on workload. Scheduling is usually done within a week of the processed application. Customers are told to allow 1-2 weeks	IRWD
Post-Inspection Appointment	1 hour for residential 1-3 hours for commercial depending on property size	IRWD
Post-Inspection Review, Authorization and Submission	1-2 weeks depending on workload	IRWD
Approval and Check Processing	8-12 weeks from submission of Post-Inspection	MWDOC

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## Turf Removal Rebate Program, Continued

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### Eligibility

Eligibility is based on the following requirements:

- Live turf or recent evidence of live turf
  - Turf must be free of weeds, dirt patches and bare soil
  - The turf must be inspected by IRWD staff members prior to being removed. Projects that are already underway are not eligible.
  - Projects must have a minimum of 250 square feet unless they have less than 250 square feet of turf and all of the turf on the property is being removed.
  - Sites with recycled water are not eligible.
  - Property must be in the IRWD service area
  - Applicant must not have participated in the DIY or Turnkey Turf Program previously and had more than 2000 square feet of turf removed.
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### Funding Levels and Restrictions

The following are the current funding levels and restrictions:

- Residential, commercial and public agency customers receive \$2 per square foot.
  - Residential customers have a lifetime maximum of 2000 square feet. This is limited to 1 application per household per lifetime.
  - Commercial customers have a 25,000-annual maximum.
  - Public agencies have a 50,000-annual maximum.
  - For commercial customers and public agencies, the maximum is based on the property regardless of how many addresses or meters that they have.
  - Funding levels may decrease at any time and are subject to availability.
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### Project Requirements

The following are the requirements of the completed project:

- The project must be permeable to air and water (no concrete slabs). The reason for this is so that the water will return to the ground water and not run off into drainage.
  - If pavers, bricks or flagstone are used, they must not be cemented in, however sand, gravel, mulch can be used in between the pavers.
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## Turf Removal Rebate Program, Continued

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### Project Requirements, continued

- If the project consists of drought tolerant landscaping, a minimum of 3 plants is required. This is to prevent the creation of environmental hot zones.
- Artificial turf can be used in the entire area or in combination with a drought tolerant landscape.
- Bare patches will be excluded from the total square footage. If the grass is brown or dead, it will count as part of the square footage as long as the inspector can identify that root structure and/or dead plant material is present.
- Irrigation system must be converted to drip, micro-spray or high-efficiency nozzles unless artificial turf is installed in which case the irrigation system must be capped off. Rebates are available for converting sprinklers into high-efficiency nozzles and also for converting spray heads to drip irrigation). (If Spray to Drip rebate is available, recommend the customer to apply for this rebate as well so they can maximize their refund for the project costs)
- All exposed soil must be covered with a 2-3" layer of mulch, except in areas planted with creeping or rooting groundcovers. Acceptable groundcover includes compost, bark, wood chip, decomposed granite, and river rock as well as creeping or rooting groundcover.
- Converted areas must be permeable to air and water. Weed barriers must be permeable. Concrete, plastic sheeting or other impermeable surfaces do not qualify. Grout and/or mortar are not considered permeable and will not qualify if installed. The installation of drains does not qualify as permeable.
- In order to receive reimbursement for labor, a California licensed contractor must be used.
- The converted area must remain in compliance with all Program conditions for a period of five (5) years. If this requirement is violated, the customer may be required to refund all or a portion of their rebate. This requirement to maintain conditions is not binding on successive owners.

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## Turf Removal Rebate Program, Continued

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### Application Process

Customers can apply online at [https://mwdoc.dropletportal.com/program/how\\_to\\_apply/](https://mwdoc.dropletportal.com/program/how_to_apply/)

They will need the following information to apply:

1. Current water bill to determine:
  - Participant Agency is participating in the program
  - Property resides in Orange County and in a covered service area
  - Payee name matches the application name
2. Site plan that indicates the project area, location and intent
3. Pictures of the area that represent:
  - Current site condition
  - Complete area to be removed
  - Verification that the area complies with eligibility criteria

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### Completing the Project

Customer will have 60 days from the date of their Letter to Proceed to complete their project.

The following conditions must be met:

- The must be complete and ready for inspection.
- The customer must notify MWDOC by requesting a post-inspection online.
- The customer must upload their invoices and provide pictures of the completed project.
- A post-inspection must be conducted by IRWD staff.
- MWDOC may request for IRWD staff to collect any additional information requested. Rebates will not be issued unless documentation is provided.
- The customer must be present for this inspection as they need to sign the Post-Inspection work order.

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## Turf Removal Rebate Program, Continued

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### Extensions

Although it is not encouraged, customers can request an extension when extenuating circumstances exist. Extensions are requested through MWDOC.

The purpose of the deadline is to keep funds available for projects that have a high likelihood of completion. Therefore, to request an extension, the following will be apply:

- They must have a valid reason and be able to show that progress has been made.
- The customer will be asked to submit pictures of the project or other documentation such as a signed contract with a landscape contractor.
- The extension, if granted, will be for 30 days from the date it is requested. For this reason, it is recommended that the customer wait until close to their completion deadline before requesting an extension.

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### Invoices

Eligible receipts/invoices must:

- Be dated within the project period
- Show the scope of the work performed
- Be signed by the customer/applicant/property owner and reference the site location (if applicable)
- Be itemized to include the make, model, SKU, quantity, price per item and total price
- If labor is to be considered, it must be listed on a separate line item and be accompanied by the California State Contractor License Board license number (Must be C27 type or C-61 Synthetic Turf).
- If design fees are to be considered, the landscape architectural drawings must be performed by a California State Licensed Landscape Architect

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## Turf Removal Rebate Program, Continued

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### **Check Processing**

Checks are processed by MWDOC. They generally have one check run at the end of each month.

Currently, authorized post-inspections received by MWDOC by the 12<sup>th</sup> of the month will be processed on that month's check run providing that the customer has supplied all necessary information.

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### **Tax Liability**

Water-saving rebates are subject to taxation. Rebates over \$600 must be reported to the IRS and claimed on taxes. Customers will be required to submit a W9 form to MWDOC prior to receiving their rebate and will receive a 1099 form at the end of the calendar year.

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### **Invoicing**

MWDOC invoices IRWD for their portion of the rebate. IRWD liability is subject to the current agreement and funding levels.

Once an invoice has been paid by IRWD to MWDOC, the project is considered closed.

All related documents will be:

- Scanned
- Filed in the shared drive
- Uploaded to WebDocs
- Linked to the SP ID in CC&B

After those tasks have been performed, the hard copy documentation can be shredded.

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# Spreadsheets and Procedures

## Overview

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**Introduction** This section covers the spreadsheet used to track the program and general procedures.

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## Contents

<b>Topic</b>	<b>See Page</b>
Master Turf Removal Spreadsheet	11
Droplet	24
General Inspection Requirements	35
Turf Measurement Template	41

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# The Master Turf Removal Spreadsheet

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## Introduction

All of the data and program information for the Turf Removal Rebate Program is currently maintained in an excel spreadsheet. The spreadsheet tracks the progress of applications and projects as they move through the rebate process. It also provides historical data used to track information on the overall rebate program.

Some of the fields provide specific information on a specific application and project and some fields are used to filter data to provide overall information on the program including number applications, dropout rates and square footage that has been converted.

The Master Turf Removal Spreadsheet can be located in the shared drive with the following path:

O:\Water Resources\ConservationGrants and Studies\Turf Removal\MASTER SPREADSHEETS\Master Turf Data Spreadsheet

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## Funding Tracking

One important function of the spreadsheet is to track the funding. Currently, IRWD has a purchase order to cover all or part of the rebate for our customers.

The spreadsheet allows for tracking the following:

- Amount invoiced and paid for completed projects
  - Current level of funding reserved for active projects
  - Remaining funds available for future projects
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## The Master Turf Removal Spreadsheet, Continued

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**Purchase Orders** Purchase orders are assigned to each fiscal year. Current Purchase Orders are as follows:

Fiscal Year	Purchase Order Number
2014-15	517178
2015-15	531059
2016-17	600243

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### History

IRWD began providing support and funding for turf removal in 2011. From 2011 to present, the sources of funding has varied between MWD funding, MWDOC grant funding and IRWD funding.

At times, all of the rebate was covered by outside sources. In other fiscal years, the funding has been a combination of all sources or fully funded by IRWD.

A tab on the spreadsheet titled Funding Sources helps to track any funding sources and terms for a given time period.

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### Worksheets

Most of the data is on the Master Worksheet and contains information on applications from the start of the program in 2011. Other worksheets provide additional information used to update funding information and provide an overview of information on the program.

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## The Master Turf Removal Spreadsheet, Continued

**Worksheets,**  
continued

Those worksheets are as follows:

<b>Worksheet</b>	<b>Data</b>
Master	Contains data based on individual applicants
Turf Program Overview	Contains an overview of information by fiscal year including the following: <ul style="list-style-type: none"> <li>• Number of applications</li> <li>• Square feet requested/measured at the Pre-Inspection</li> <li>• Number of completed projects</li> <li>• Square feet measured/approved at the Post-Inspection</li> <li>• Dropout rate</li> <li>• Average square feet per customer</li> <li>• Average square feet per completed project</li> <li>• Any special limits or notes</li> </ul>
Funds Committed	Provides information on the funding including the amount of money that has been spent per fiscal year and any funding that has been committed to the program but has not been invoiced to IRWD.
Filter Info	Provides information on how to use the filters to extract the necessary data.
Funding Sources	Provides information on which agency provides funding, program restrictions and the supplemental funding amount per square feet provided by IRWD.
Other Fiscal Year Worksheets	Other worksheets are set up based on fiscal year but all the data has been merged on to the Master Worksheet and this is the only worksheet that is maintained with current information.

# Master Worksheet

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## Introduction

The spreadsheet can be broken down into the following information types:

- Funding information
  - Project information
  - Pre-inspection and authorization
  - Post-inspection and authorization
  - Payment information
  - Tracking information
- 

## Funding Information

The first 4 columns of the spreadsheet track the fiscal year and sources of funding:

Column	Title	Information
A	FY	The Fiscal year for the application period. Fiscal years run from July 1 <sup>st</sup> to June 30 <sup>th</sup> . The date the application is created determines the fiscal year.
B	Droplet	Y or N – all current applications should be marked Y. MWDOC moved their application and tracking system to Droplet in January of 2016 and also changed terms and conditions mid-fiscal year without changing the application number. This field is used to differentiate between the application funding and terms.
C	Funding	This field is used for applications that fall outside of the \$2 per square foot funding level. This occurs for special circumstances or for years when there is a different funding level for commercial versus residential.
D	Funding Source	This field provides information on the funding sources. It can be all from a single agency or a combination of agencies. The participating agencies are Metropolitan Water District, Municipal Water District of Orange County and Irvine Ranch Water District.

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## Master Worksheet, Continued

### Project Information

This section provides information specific to each application. It is used to identify the location of each project and establishes a link between the data in the spreadsheet and the water savings.

The information in this section is as follows:

Column	Title	Information
E F G H	SP_ID	These fields are used to record the SP ID for the account requesting the rebate and is used to track water savings. For commercial accounts with a dedicated landscape account, the Landscape account SP ID should be used. For accounts with multiple SP IDs, all that are involved should be entered in the additional columns IF UCI Faculty Housing, enter UCI Faculty
I	SP Type	For commercial accounts only, the appropriate SP type should be entered. (currently not utilized)
J	UCI	UCI Faculty housing customer are not direct customers of IRWD. They are billed through the Irvine Campus Housing Authority and are sub-metered. Because of this, we cannot link them to an SP ID to track individualized water savings but still need to be able to identify and track the projects. Y for UCI Faculty Housing should be entered. If not UCI Faculty, this field should be left blank.

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## Master Worksheet, Continued

### Pre-Inspection and Authorization

This section contains information that tracks the status of the project through the process and provides data that is used to determine funding levels and applicable terms and conditions.

The information in this section is as follows:

Column	Title	Information
S	Application MWDOC Received date	The date the application was received at MWDOC, in Droplet it is listed as the Creation Date. Terms and conditions, fiscal year and funding level are based on the application date.
T	Pre-Inspection Work Order Rcvd Date	The date on the email when MWDOC assigns the Pre-Inspection to IRWD
U	Application Turf Area	The square footage requested on the application
V	Pre-Inspection Date	The date the pre-inspection occurs or is scheduled.
W	Pre-Inspection Complete	Once the pre-inspection has been submitted in Droplet and the work order has been emailed to MWDOC, an X should be entered.
X	Pre-Inspection sent to MWDOC date	The date that the work order is submitted on Droplet and emailed to MWDOC
Y	MWDOC Rcvd Pre-Inspection	Generally this is entered when the email is sent to AWS with the Pre-Inspection work order.
Z	Pre-Inspection Turf Area	This is the amount of square feet approved at the Pre-Inspection as determined after the internal IRWD review process. Approved funding will be based on this measurement. This is the maximum that the customer can receive.

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## Master Worksheet, Continued

<b>Pre-Inspection and Authorization, continued</b>	<b>Column</b>	<b>Title</b>	<b>Information</b>
	AA	Photo Based Turf Area	No longer applicable, IRWD conducts all pre-inspections in person.
	AB	Letter to Proceed	The date that MWDOC emails the Letter to Proceed to the customer
	AC	Letter Denied Date	If denied, the date the denial is mailed to the customer (when a formal denial is determined after a pre-inspection or after determining the site is not eligible per the terms and conditions)

### Post-Inspection and Authorization

This section provides information on the status of the project in the Post-Inspection stage and also provides information on the square footage that will be used for the rebate amount (if lower than the pre-inspection amount by more than 10%) and the square footage that will be used to track water savings.

The information in this section is as follows:

<b>Column</b>	<b>Title</b>	<b>Information</b>
AD	Post-Inspection Received Date	The date the Post-Inspection is assigned to IRWD (generally the date on the email)
AE	Post-Inspection Scheduled Date	The date the pre-inspection is scheduled (This should be updated if the appointment is rescheduled to a different date)
AF	Post-Inspection Complete	Once the post-inspection has been submitted in Droplet and the work order has been emailed to MWDOC, an X should be entered.
AG	Post Inspection sent to MWDOC	The date that the post inspection is submitted on Droplet and emailed to MWDOC
AH	MWDOC Rcvd Post Inspection	Generally, this is entered when the email is sent to AWS with the Post-Inspection work order.

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## Master Worksheet, Continued

Post-Inspection  
and  
Authorization,  
continued

Column	Title	Information
AI	Post-Inspection Turf Area	The actual square footage measured at the Post-Inspection (not necessarily the same as the amount that will determine the rebate amount). This is used to track water savings.
AJ	Rebate Sq Ft	The Square footage used to calculate the rebate amount. The rebate amount may differ from both the Pre and Post inspection numbers due to a change in footprint or the presence of ineligible material
AK	Notes	Enter any pertinent information such as why an application is denied or if it has been closed out due to inactivity or per the customer's request. After the post-inspection, indicate whether the pre and post measurements match and which square footage will be used to determine the rebate amount

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## Master Worksheet, Continued

### Payment Information

This section provides detail on the payment amount for paid projects and projected/estimated payment amount for active projects.

The information in this section is as follows:

Column	Title	Information
AL	Pre-Only Cost Estimate	<p>This is the anticipated rebate based on the Pre-inspection square footage either requested on the application or measured at the Pre-Inspection. The applicable rebate amount will be applied.</p> <p>After the Post-Inspection has been conducted and submitted, this amount should be removed and an amount entered in the Post-Cost Estimate field based on the findings.</p>
AM	Post Cost Estimate	<p>This is the anticipated rebate based on the Rebate square footage in column AJ.</p> <p>The amount entered in this field will be the amount that is entered on the work order as the rebate amount.</p> <p>This amount should be removed once the rebate has been paid by MWDOC.</p>
AN	Paid Cost	<p>The total amount paid by MWDOC as indicated on the invoice</p> <p>This amount would be a combination of Grant Funding + MET Amount Requested + Agency Funding</p> <p>(In certain circumstances, a rebate might be paid on more than 1 check and/or invoice, this amount should reflect the entire payment on all invoices for this rebate and comments should be entered in the NOTES field.)</p>

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## Master Worksheet, Continued

Payment Information, continued	<b>Column</b>	<b>Title</b>	<b>Information</b>
	AO	Invoiced Amount	The amount being paid on this invoice. This is generally the same amount as the Paid Cost and this field is not currently used for data extraction. (In certain circumstances, a rebate might be paid on more than 1 check and/or invoice, this amount should be only the amount on that invoice)
	AP	IRWD Liability	The anticipated amount that IRWD will be invoiced based on the current IRWD contribution. This should be updated and changed as the project moves through the process from application to paid rebate. Depending on the current status of the project, this field will be based on one of the following: <ul style="list-style-type: none"> <li>• Application square footage</li> <li>• Pre-inspection square footage</li> <li>• Rebate square footage</li> <li>• Paid amount</li> </ul> After the payment has been made, this field should be updated with the actual amount invoiced. If the project costs were less than the rebate amount, this amount might be lower than projected. This information is used to determine the current level of funding that has been used or reserved.
	AQ	Pd Date	The MWDOC check date as indicated on the invoice.
	AR	Invoiced Date	The MWDOC invoice date.

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## Master Worksheet, Continued

### Tracking Information

This section is primarily used to filter the spreadsheet data to extract information.

The information in this section is as follows:

Column	Title	Information
AT	Post Y or N	N should be entered until the post inspection has been conducted and the results sent to MWDOC This field should not be left blank. Either an N or a Y should be entered to ensure the filters function properly.
AU	Pd by MWDOC Y or N	N should be entered initially and then switched to Y once the rebate has been paid. This field should not be left blank. Either an N or a Y should be entered to ensure the filters function properly.
AV	Invoiced by MWDOC Y or N	N should be entered initially and then switched to Y once a rebate has been paid and invoiced by MWDOC This field should not be left blank. Either an N or a Y should be entered to ensure the filters function properly.
AW	Pd by IRWD	N should be entered initially and then switched to Y once IRWD has paid the invoice. This field should not be left blank. Either an N or a Y should be entered to ensure the filters function properly.
AX	Funding Switch	When the rebate is originally funded by IRWD but is paid and invoiced to Grant Funding or MET, then a Y should be entered so that the amount of funding that has been released can be tracked.

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## Master Worksheet, Continued

Tracking Information, continued	<b>Column</b>	<b>Title</b>	<b>Information</b>
	AY	COMM	Commercial Accounts should have a Y all others should be blank
	AZ	TR# Split Yr	For fiscal years where the application number changes mid-year due to a change in the terms and conditions or funding sources. Currently only used for FY 16 & 17 but may be changed in the future if funding switches mid-fiscal year. Current entries are 7, 8, 8a and 10
	BA	PMT Change	This is used to track the amount of funding released by the addition of \$.30 funding from MET for all TR8a applications.

## Other Worksheets

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### **Turf Program Overview**

The Turf Program Overview Worksheet provides data about the overall program by fiscal year including the following:

- Number of applications
- Square footage at Pre-Inspection
- Number of completed applications
- Square footage at Post-Inspection
- Dropout rate
- Average square footage per completed project

This information is used to track trends and provide data to support the success and continuation of the program.

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### **Funds Committed**

The Funds Committed worksheet is used to track the funding that has been paid or committed.

The program has been granted a set amount of funding and it is important to track how much has been spent or is reserved for active projects so that predictions can be made regarding the lifespan of the program under current funding levels.

Funding amounts are tracked based on the status of the project to differentiate active projects from completed and paid projects.

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### **Filter Info**

The Filter Info Worksheet is used to provide information on how the filters are used to extract data.

Common data extractions include:

- Applications by fiscal year
  - Funding reserved or paid by fiscal year
  - Square feet converted by fiscal year
- 

### **Funding Sources**

The Funding Sources Worksheet is used to keep track of the specific funding levels and amounts by agency as well as any specific restrictions.

# Droplet

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## Introduction

Droplet is the online system used for the administration for the Turf Removal Rebate Program.

Customer applications are routed to the agencies via Droplet and all inspections are submitted on Droplet.

Site plans, inspection reports, invoices and photos are all available for the agency to view.

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## Logging In

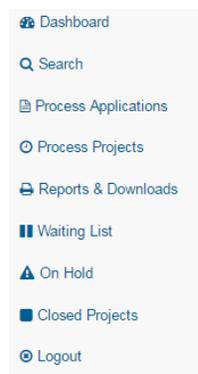
Each agency representative is provided with login credentials for Droplet.

Enter the email address and the password and click Submit.



## Menu

The Droplet menu provides the following options:



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## Droplet, Continued

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### Menu, continued

The options most used are:

- Search
  - Process Applications
  - Process Projects
  - Reports & Downloads
- 

### Dashboard

The dashboard provides historical information about the agency's program participation.

Applications	Number of Apps	Sq Ft Requested	Estimated Rebate
Partial applications	47	4,050	0
Submitted applications	5	5,500	0
Pre-inspection assigned	6	3,507	0
Pre complete	5	5,929	0
LTP Sent	6	5,750	\$7,652.00
<b>Totals</b>	<b>69</b>	<b>24,736</b>	<b>\$7,652.00</b>

Projects	Number of Apps	Sq Ft Approved	Estimated Rebate
Active projects	9	17,739	\$38,115.90
Project Review	2	953	\$1,906.00
Post Assigned	17	29,567	\$44,573.50
Post complete	3	1,198	\$2,396.00
Project approved	2	859	\$1,718.00
<b>Totals</b>	<b>33</b>	<b>50,316</b>	<b>\$88,709.40</b>

Closed	Number of Apps	Sq Ft Completed	Rebate
Cancelled	376	107,018	\$195,387.00
Closed	392	449,979	\$706,823.55
Denied	26	1,388	\$2,776.00
<b>Totals</b>	<b>794</b>	<b>558,385</b>	<b>\$702,909.00</b>

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## Droplet, Continued

### Search

The search screen allows the user to search for a project by a variety of criteria.

Enter any of the search criteria and then click on Search to access information about a specific project.

### Process Applications

The Process Application screen allows the agency to view all projects that are in the Pre-Inspection phase.

Application #	Contact	Submitted	SF	Actions
<a href="#">TR10-R-RWD-16585-16529</a>	[REDACTED]	2017-05-24	500	Actions
<a href="#">TR10-R-RWD-17668-17620</a>	[REDACTED]	2017-06-17	1,000	Actions
<a href="#">TR10-R-RWD-17683-17636</a>	[REDACTED]	2017-06-20	500	Actions

Tab	Purpose
Submitted Applications	This tab contains applications that have been submitted and are pending review by MWDOC staff.
Pre-Inspection Assigned	This tab contains applications that have been approved and are pending a pre-inspection
Pre-Inspection Complete	This tab contains all applications that have had a Pre-Inspection submitted and are awaiting review by MWDOC staff prior to sending the Letter to Proceed.
LTP Sent	This tab contains applications that have been sent a Letter to Proceed but the customer has not yet accepted the terms and conditions. This step is necessary prior to moving the customer to active status.

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## Droplet, Continued

**Process Projects** The Process Project screen allows the agency to view all projects that are in the Active or Post-Inspection phase.

Application #	Name	Date Started	Sq. Ft.	Actions
<a href="#">TR10-R-JRWD-4896-14523</a>	[REDACTED]	2017-05-05	578	Actions ▾
<a href="#">TR10-C-JRWD-8093-8058</a>	[REDACTED]	2017-04-28	3,637	Actions ▾
<a href="#">TR10-R-JRWD-13565-13510</a>	[REDACTED]	2017-06-22	389	Actions ▾

Tab	Purpose
Active Projects	This tab contains projects that have accepted the terms and conditions and should be in the process of completing their projects. The deadline for the project is 60 days from the date of the Letter to Proceed.
Submitted Projects	This tab contains all applications that have been completed and the customer has submitted for a Post-Inspection. These applications are awaiting review by MWDOC staff.
Post Assigned	This tab contains all applications that have been assigned to the agency for the Post-Inspection.
Post Complete	This tab contains applications that have had a Post-Inspection submitted by the agency. The projects are awaiting review by MWDOC staff prior to submitting for payment.

## Reports & Downloads

The Reports & Downloads screen allows the agency to download reports of the projects for their agency to provide greater historical detail and for data tracking purposes.

## Process Applications Screen

---

### Introduction

The Process Applications screen has 4 tabs that show the applications in various stages of the Pre-Inspection process. Those stages are:

- Submitted Applications
  - Pre-Inspections Assigned
  - Pre-Inspections Complete
  - LTP Sent
- 

### Submitted Applications

After a customer has applied, the application must be reviewed by MWDOC staff to ensure that the customer is within the eligible service area and meets all the criteria for eligibility listed in the Terms and Conditions.

After an application has been approved, it will move to the Pre-Inspections Assigned tab.

---

### Pre-Inspections Assigned

The Pre-Inspections assigned tab will display a list of all the applications that are either awaiting a Pre-Inspection by the agency or have had an inspection but the inspection has not been reviewed, authorized and submitted to MWDOC.

After the agency submits a Pre-Inspection on Droplet, it will move to the Pre-Inspections Complete tab.

---

### Pre-Inspections Complete Tab

After a Pre-Inspection has been submitted by the agency, it must be reviewed by MWDOC staff to verify that all necessary information has been provided by the agency. After it has been reviewed, a Letter to Proceed will be emailed to the customer.

---

### LTP Sent

The Letter to Proceed will provide the number of square feet approved and the 60-day time frame for completion will be based on the date of the letter.

After the customer receives the Letter to Proceed, they must log in to Droplet to accept the Terms and Conditions. This will move the project to the active stage and the customer is free to begin the project.

---

## Process Projects

---

### Introduction

The Process Applications screen has 4 tabs that show the applications in various stages of the Pre-Inspection process. Those stages are:

- Active Projects
  - Submitted Projects
  - Post Assigned
  - Post Complete
- 

### Active Projects

All projects that are active will be displayed in this tab.

A project is considered active once the applicant has accepted the Terms and Conditions and has not yet submitted that the project is complete. Withdrawn, cancelled or denied projects will not be displayed on this tab.

---

### Submitted Projects

When a customer completes the project, they must login to Droplet and submit their completed project. They will be required to submit invoices as well as pictures of the completed project.

This information will be reviewed by MWDOC staff. If the required information has been submitted, the project will be moved to the Post Assigned tab and a request for a Post-Inspection will be sent to the agency.

---

### Post Assigned

This tab will display all projects that have been completed and are either awaiting their Post-Inspection or are in the process of being reviewed and authorized prior to submission by the agency.

---

### Post Complete

After the Post-Inspection has been submitted by the agency, MWDOC staff will review it and ensure that all necessary information has been submitted.

After the review, it will be submitted for a rebate check and will become a closed project.

Closed projects can be accessed from the search menu.

---

# Viewing Project Information

## Introduction

At any stage during the project, the application information can be accessed for viewing or to add a comment.

## Accessing Project Information

To access project information, perform the following steps:

1. Depending on the status of the project, select the appropriate Process Applications or Process Projects Screen.
2. Depending on the status of the project, select the appropriate tab.
3. Locate the project and click on the application number.

Application #	Name	Completed	Inspector Assigned	Sq. Ft.	
<a href="#">TR10-R-IRWD-16582-16526</a>	[REDACTED]	2017-06-22	2017-06-22	1,000	<a href="#">Actions</a> ▾

## Tabs

There are 5 tabs to view information about the project:

- Project Overview
- Project Details
- Project Images
- Funding Details
- Comments

## Project Overview

The Project Overview Tab will provide the following relevant information regarding the application:

The screenshot shows a web interface with five tabs: Project Overview (selected), Project Details, Project Images, Funding Details, and Comments. Under the 'General Information' section, the following details are listed:

- Agency: Irvine Ranch Water District
- Water bill: [view](#)
- Account: [REDACTED]
- Account holder: [REDACTED]
- Contact: [REDACTED]
- Contact Email: [REDACTED]
- Contact phone: [REDACTED]
- Contact alt phone: [REDACTED]
- Expiration date: 2017-08-14
- Date LTP emailed: 2017-06-15
- LTP emailed by: srae@mwdoc.com
- Application: TR10-R-IRWD-16582-16526
- Current status: Post-inspection assigned
- Created: 2017-05-17
- Created by: Property owner
- Account type: Residential
- Site type: Single family home
- Funding classification: Residential
- Site Address: [REDACTED]

*Continued on next page*

## Viewing Project Information, Continued

### Project Details

The Project Details tab will include specific details about the project including a link to the customer's site plan and information on the Pre and Post-Inspections.

Project Overview | **Project Details** | Project Images | Funding Details | Comments

---

**Project Information**

**Site Plan:** [View](#)

Turf location: Front yard      Using synthetic: Yes - all  
Square feet requested: 1,875      Current irrigation: Automatic sprinklers  
State of project area: Significant areas of bare soil exist      Current controller: Time-based controller  
License: 752789      Using recycled water: No

Contact:  
Phone: [REDACTED]  
Email:  
Address:  
[REDACTED]

---

**Pre Inspection**

Assigned: 2017-05-31      **Recommendation:** Approve  
Assigned by: JIleuw@Mwdoc.Com      Square feet requested: 1,875  
**Inspection date:** 2017-06-06      **Square feet approved:** 1,500  
Company: Irvine Ranch Water District      Square feet synthetic: 0  
**Inspector:** Joey Baquerizo      **Date completed:** 2017-06-16  
Fee: \$0.00      Completed by: Siler@inwd.Com  
Notes to inspector:      **Inspector comments:**  
Customer will be approved for the max sq ft of 1000

---

**Post Inspection**

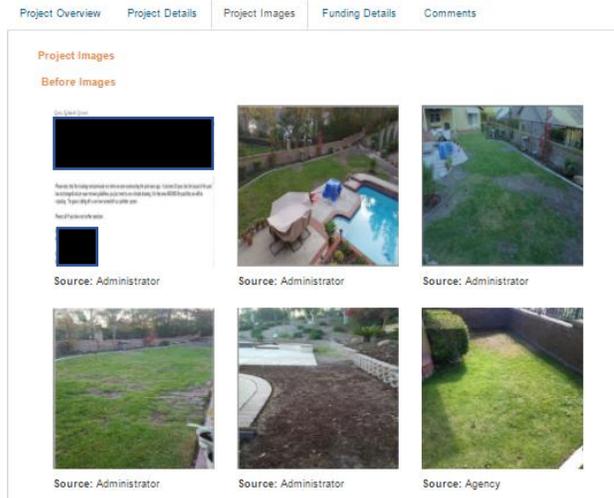
Assigned: 2017-06-22      **Square feet:** approved: 1,500 removed: 0  
Assigned By: JIleuw@Mwdoc.Com      Square feet synthetic installed: 0 verified: 0  
**Inspection date:** [REDACTED]      Using recycled water:  
Company: Irvine Ranch Water District      Persons per household: 0  
**Inspector:** [REDACTED]      Date submitted:  
Fee: \$0      Submitted By:  
Notes to Inspector:      **Inspector Comments:**

*Continued on next page*

## Viewing Project Information, Continued

### Project Images

The Project Images tab will have the pictures submitted for the project including those submitted by the customer during the application and project process, and the pictures submitted by the inspector.



### Funding Details

The Funding Details tab provides information on the funding that has been reserved for the project and the funding source.

The customer's uploaded invoices and a copy of the Post-Inspection report can also be viewed.

Estimated Funding		
Funding source 1:	\$200.00 MET Res 16/17 funding at 0.30	(1,000.00 square feet @ \$0.30 per square foot)
Funding source 2:	\$700.00 8116-North-Res-Phase2	(1,000.00 square feet @ \$0.70 per square foot)
Funding source 3:	\$1,000.00 IRWD Supplemental With Grant	(1,000.00 square feet @ \$1.00 per square foot)
Funding source 4:	\$0.00	(0.00 square feet @ \$0.00 per square foot)
Funding source 5:	\$0.00	(0.00 square feet @ \$0.00 per square foot)

Funding Details		Receipts	
Pre-approved receipts:	\$0.00	Inspector Auth PRE	0
Approved receipts:	\$0.00	Invoice	\$14,950.00
Pre-approved rebate:	\$0.00	Receipt	0
Generated rebate:	\$0.00	Submitted:	\$14,950.00
Final rebate:	\$0.00		

*Continued on next page*

## Viewing Project Information, Continued

---

### Comments

Comments that have been added by MWDOC staff or agency staff can be viewed on this tab.

This tab will not display comments that are entered with an inspection.

<a href="#">Project Overview</a>	<a href="#">Project Details</a>	<a href="#">Project Images</a>	<a href="#">Funding Details</a>	<a href="#">Comments</a>
<b>Comments</b>				
Type: Process	Source: Staff	Submitted by: Jlieuw@Mwdoc.Com		
6/22/2017 - Post-inspection assigned				
<hr/>				
Type: Released from hold	Source: Staff	Submitted by: Jlieuw@Mwdoc.Com		
6/22/2017 -				

---

## Adding Comments

---

### Introduction

At times, comments will need to be added to a project. The cause can vary but can be related to any delay in scheduling, any change in information since an inspection was submitted, or any other relevant comment.

---

### Locating the Project

To add a comment to a project, the project can be accessed from a variety of screens and/or tabs depending on the status of the project.

If the status of the project is unknown, it can be located through the search screen.

---

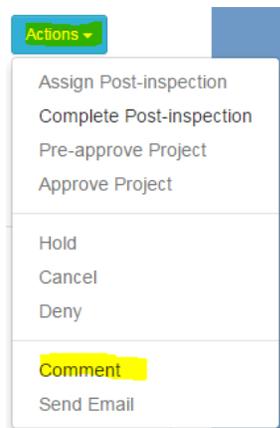
### Search

If the search screen is used to access the project, click on the View button to bring up the project information.

---

### Entering a Comment

From the Project Review screen or from the Process sheets, a comment can be added by clicking on the Action button and selecting comment.



Enter the comment in the box provided and click Add comment. This comment will then be available on the Comments tab.

---

## General Inspection Requirements

---

**Introduction** The current program agreement requires that 100% of the sites for 100% of the areas are measured during a Pre and Post-Inspection. There are specific measurement techniques required to ensure accuracy and consistency among the agencies and inspectors.

---

**Measured Areas** Measurements should include all areas that might be included in the project. At times, the customer modifies the site plan and changes the location or size of the project.

To ensure that the final completed project area is an area that was measured and documented, it is best to measure and document all areas of the yard.

It is important that the customer understand that if they choose to convert an area that was not measured and documented, that area will not be eligible for the rebate.

---

**Ineligible Areas** Ineligible areas that fall within the overall project area should be measured and deducted from the total square footage.

For the Pre-Inspection, these areas include:

- Bare soil
- Weeds
- Non-turf plants or shrubs
- Trees
- Utility boxes
- Hardscape/pavers

For the Post-Inspection, these areas include:

- Unconverted areas
  - Areas converted with non-eligible material
  - Trees, plants, shrubs and hardscape/pavers that were present at the Pre-Inspection
  - Utility boxes
- 

*Continued on next page*

## General Inspection Requirements, Continued

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### Preparation

Before conducting an inspection, the inspector should familiarize themselves with the project by completing the following tasks:

- Reviewing the customer's site plan
  - Reviewing the customer's pictures
  - Reviewing an aerial image of the property
  - Reviewing the Pre-Inspection work order and documentation when applicable
- 

### Pictures

Sufficient pictures should be taken to ensure the following:

- The entire project area is captured
- Important visual landmarks, such as buildings, walls, fences, patios, trees, shrubs, etc, are captured in the pictures
- The location of the project can be determined
- For a Pre-Inspection, verification of evidence of recent turf

The digital images should be of adequate file size that detail can be discerned if needed.

---

### Drawing

The project area should be captured in a drawing that adequately represents the size, shape and dimensions.

The drawing should contain the following elements:

- Location on the property in relation to permanent landmarks
  - Labels indicating the different areas and sections
  - The shape types are used to calculate square footage
  - The dimensions of the measured areas
  - The location, dimensions and type of non-eligible areas
- 

*Continued on next page*

## General Inspection Requirements, Continued

### Terms and Definitions

The following terms and definitions should be used:

Term	Definition
Front yard	The portion of the yard that is designated as the front of the house, generally, this part will be between the street/sidewalk and the home and may be based on the portion of the home that is in front of any gate or wall that may be present. The parkway will be included as part of the front yard.
Parkway	The strip of grass that runs between the street and the sidewalk.
Back yard	The portion of the yard that is designated as the back of the house. This may also include any side yard that is behind a fence or wall.
Area	Any portion of the yard that is entirely separated and isolated from other portions of the yard by a pathway, driveway, area of shrubbery or other plants, fences and walls, or other non-turf area.
Section	Any portion of an area that is visually divided for the purpose of breaking down an area into a measurable shape.
Left	The left side of the house when facing the house from the street.
Right	The right side of the house when facing the house from the street.

### Acronyms

The following acronyms should be used:

Acronym	Definition
FY	Front Yard
BY	Back Yard
PW	Parkway
A	Area (with numerical designation)
S	Section (with numerical designation)
D	Diameter
R	Radius
T	Tree
Sh	Shrub

*Continued on next page*

## General Inspection Requirements, Continued

Acronyms, continued	<b>Acronym</b>	<b>Definition</b>
	DW	Driveway
	M	Meter
	U	Utility box
	MB	Mailbox
	LP	Lamppost
	IE	Ineligible area

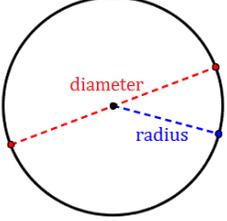
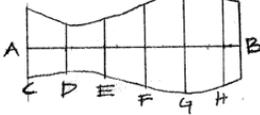
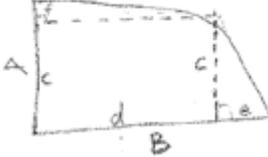
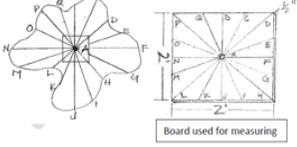
### Measurement Techniques

To ensure accuracy and consistency, and to ensure compliance with the program agreements, the following measurements should be utilized for non-uniform shapes:

Shape	Formula	Diagram
<p>Triangle</p> <p>Use this when the triangle does not have a 90° angle</p>	<p>b = base The longest side of the triangle</p> <p>h = height The line from the base of the triangle to the opposite angle</p> $Area = \frac{1}{2} (b \times h)$	
<p>Triangle – Right Angle</p> <p>Use this when the triangle has a 90° angle.</p>	<p>b = base h = height</p> <p>base and height are the legs extending perpendicular to the right angle</p> $Area = \frac{1}{2} (b \times h)$	

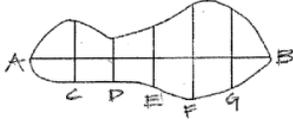
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# General Inspection Requirements, Continued

Measurement Techniques, continued	Shape	Formula	Diagram
	Circle	Area = $.785 \times \text{diameter}^2$  Divide as appropriate	
	Non-Uniform Rectangle	<p><b>Example: Non-Uniform Rectangular</b></p> Length line (AB) = 65 ft Distance between offset lines is 13 ft apart  Length of each offset line: C = 20 ft      F = 20 ft D = 10 ft      G = 25 ft E = 15 ft      H = 20 ft  Average length of offset lines = $\frac{(C + D + E + F + G + H)}{\text{Number of offset lines}}$ $= \frac{(20 + 10 + 15 + 20 + 25 + 20)}{6}$ $= 18.3 \text{ ft}$  Total Area = (Length line) x (Average length of offset lines) $= 65 \text{ ft} \times 18.3 \text{ ft}$ $= 1192 \text{ ft}^2$	
	Irregular Rhombus	<p><b>Example: Irregular Rhombus or Widening Rectangular</b></p> Length of each line: A = 20 ft      c = 18 ft B = 25 ft      d = 21 ft  Line (f) = A - c = 20 ft - 18 ft = 2 ft Line (e) = B - d = 25 ft - 21 ft = 4 ft  Area (cd) = c x d = 18 ft x 21 ft = 378 ft <sup>2</sup>  Area (cb) = (c x e) / 2 = (18 ft x 4 ft) / 2 = 36 ft <sup>2</sup>  Area (fd) = (f x d) / 2 = (2 ft x 21 ft) / 2 = 21 ft <sup>2</sup>  Total Area = Area (cd) + Area (ce) + Area (fd) $= 378 \text{ ft}^2 + 36 \text{ ft}^2 + 21 \text{ ft}^2$ $= 435 \text{ ft}^2$	
	Non-Uniform Round	<p><b>Example: Non-Uniform Round</b></p> Length of each offset line: B = 10 ft    E = 12 ft    H = 10 ft    K = 9 ft    N = 16 ft    Q = 9 ft    C = 15 ft    F = 15 ft I = 15 ft    L = 8 ft    O = 10 ft D = 10 ft    G = 13 ft    J = 17 ft    M = 15 ft    P = 12 ft  Number of radii = 16  Average length of offset lines = $\frac{(B + C + D + E + F + G + H + I + J + K + L + M + N + O + P + Q)}{\text{Number of radii}}$ $= \frac{(10 + 15 + 10 + 12 + 15 + 13 + 10 + 15 + 17 + 9 + 8 + 15 + 16 + 10 + 12 + 9)}{16}$ $= 12.25 \text{ ft}$  Total Area = $\pi \times 12.25^2 \text{ ft}^2$ $= 3.14 \times 12.25 \text{ ft} \times 12.25 \text{ ft}$ $= 471 \text{ ft}^2$	

Continued on next page

## General Inspection Requirements, Continued

<b>Measurement Techniques, continued</b>	<b>Shape</b>	<b>Formula</b>	<b>Diagram</b>
	Non-Uniform Ellipse	<p style="text-align: center;"><b>Example: Non-Uniform Ellipse</b></p> <p>Length line (AB) = 60 ft Distance between offset lines is 10 ft apart</p> <p>Length of each offset line            C = 15 ft      F = 25 ft            D = 10 ft      G = 20 ft            E = 15 ft</p> <p>Total length of offset lines = C + D + E + F + G            = 15 + 10 + 15 + 25 + 20            = 85 ft</p> <p>Total Area = (Distance between offset lines)            x (sum of the length of offset lines)            = 10 ft x 85 ft            = 850 ft<sup>2</sup></p>	

### Procedure for Measurement and Documentation

The procedure for measurement and documentation is as follows:

Step	Action
1	Draw the yard on the appropriate section of the Field Notes
2	Label the areas if applicable
3	Divide the area into measurable shapes on the drawing using dotted lines
4	Label the sections
5	Identify the section with the length and width and indicate the shape type used

### Points to Consider

Some Points to consider:

- Numerical values will be calculated to the 3<sup>rd</sup> decimal point on the Measurement spreadsheet.
- Feet and inches should be noted for each shape type. The area calculation should be done on the spreadsheet and not by the wheel as it is not accurate to the same degree.
- Any ineligible amount less than 1 square foot will not be subtracted but can be noted as to the location and size.
- Final area measurement will be the total of the Proposed Project Area Measurements minus the total of the Ineligible Area Measurements rounded so that the final area measurement is a whole number.

## Turf Measurement Template

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**Purpose** The Turf Measurement Template was developed to ensure accuracy and consistency in the calculation of the measurements.

---

**Versions** There are 4 versions of the spreadsheet:

- Residential Pre-Inspection Template
  - Residential Post-Inspection Template
  - Commercial Pre-Inspection Template
  - Commercial Post-Inspection Template
- 

**Differences** The 4 versions are generally similar and work in the same manner for calculations but there are slight differences between the versions. The differences are noted in the following table:

	<b>Pre</b>	<b>Post</b>
<b>Commercial</b>	<ul style="list-style-type: none"> <li>• 1 sheet to record measurements</li> <li>• Additional sheets for non-uniform and multiple shapes</li> </ul>	Project page will <ul style="list-style-type: none"> <li>• Calculate the percentage differential between the Pre and Post measurements</li> <li>• Provide a drop-down box to account for significant variations</li> <li>• Calculate the rebate amount</li> </ul>
<b>Residential</b>	<ul style="list-style-type: none"> <li>• Separate sheets for front and back yard measurements</li> <li>• 5 areas per yard with 25 eligible sections and 10 ineligible sections</li> <li>• Additional sheets for non-uniform and multiple shapes</li> </ul>	Project page will <ul style="list-style-type: none"> <li>• Calculate the percentage differential between the Pre and Post measurements</li> <li>• Provide a drop-down box to account for significant variations</li> <li>• Calculate the rebate amount</li> </ul>

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## Template Versions

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### **The Residential Template**

The Residential Template includes the following worksheets:

- Project
  - Front
  - Back
  - NURectangle
  - NUEllipse
  - NUCircle
  - Multiples
  - Formulas & Values
- 

### **Commercial Template**

The Commercial Template includes the following worksheets:

- Project
  - Measurements
  - NURectangle
  - NUEllipse
  - NUCircle
  - Multiples
  - Formulas & Values
- 

### **Project Sheet**

The project sheet contains a summary of the project information including:

- Application number
  - Applicant name
  - Address
  - Date of Inspection
  - Project Location
  - Type
  - Total Measured area by yard
  - Total Ineligible area by yard
  - Total eligible square feet by yard
  - Total eligible square feet by project
  - Percentage Differential between Pre and Post \*Post only
  - Rebate amount \*Post only
- 

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## Template Versions, Continued

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### **Front & Back Sheet**

The Front Sheet is used to record measurements for the front yard.

The top rows provide a summary of the measurements for both eligible and ineligible sections.

There are 5 different areas with 25 sections for eligible areas and 10 sections for ineligible areas

---

### **NURectangle**

This sheet is used to record the measurements taken for a Non-Uniform Rectangle and calculate the average length and/or width.

Options are available for up to 8 Non-Uniform Rectangles.

The average length and width will be automatically populated into the measurements when that shape type is selected.

---

### **NUEllipse**

This sheet is used to record the measurements taken for a Non-Uniform Ellipse and calculate the average width.

Options are available for up to 8 Non-Uniform Ellipses.

The distance between measurements and average width will be automatically populated into the measurements when that shape type is selected.

---

### **NUCircle**

This sheet is used to record the measurements taken for a Non-Uniform Circle and calculate the average diameter.

Options are available for up to 8 Non-Uniform Circles.

The average diameter will be automatically populated into the measurements when that shape type is selected.

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*Continued on next page*

## Template Versions, Continued

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### **Multiples**

This sheet is primarily used for non-eligible areas where there are multiples of the exact same shape and dimension such as pavers, stepping stones, trees, utility boxes, etc.

Options are available for up to 2 of each of the following shape types:

- Rectangle
- Triangle
- Circle

This sheet records the measurements of the shape type, the total quantity of the shape type and then calculates the square footage for all of that shape type.

This total will be automatically populated when a multiple shape type is selected on the measurement worksheet.

---

### **Formulas & Values**

This sheet records the formulas for each shape type and is used to create the list for the drop-down boxes.

---

### **Commercial Template**

The commercial template is nearly identical. In place of worksheets for the front and the back yard, there is one worksheet titled "Measurements".

This worksheet has 100 sections for eligible areas and 25 sections for ineligible areas.

---

# Project Worksheet

---

**Project Worksheet**

The Project Worksheet is used to consolidate information regarding the entire project including the following information:

- Application number
  - Address
  - Type
  - Eligible total by yard
  - Ineligible total by yard
  - Eligible total for the project
  - Percentage differential between Pre and Post for eligible area \*Post only
  - Reason for percentage differential \*Post only
  - Rebate amount \*Post only
- 

**Application Number**

The application number is assigned by MWDOC. The format provides some information about the project. It has the following components:

TR# - R or C –agency name – number – number

Component	Information
TR#	Designates the program The number is tied to certain terms and conditions as well as funding sources
R or C	Residential or Commercial
Agency Name	IRWD
Numbers	The numbers are assigned in the order of the application submission and the numbers are utilized for all participating agencies. Consecutive numbers are generally not assigned to the same agency.

---

**Name**

The name on the application for the residential customer or the company name for commercial.

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*Continued on next page*

## Project Worksheet, Continued

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**Address**

The address for the project

---

**Date of Inspection**

The date the inspection took place.

---

**Project Location**

For residential, the yard that is included in the project: Front, Back or both

For commercial, this may not be necessary but if it is a large project with multiple areas, they should be referenced

---

**Type**

The type of inspection: Pre-Inspection or Post-Inspection

---

**Totals**

Square footage will auto-populate from the measurement worksheets.

The totals for Eligible and Ineligible will auto-populate.

On the Post-Inspection template, the cells for Pre-Inspection measurement will need to be populated from the work order.

---

**Differential, Reason and Rebate Amount**

The spreadsheet will automatically calculate the percentage differential between the 2 measurements. If the differential is more than 10% lower at the Post-Inspection, the Percentage Differential field will be highlighted yellow with red writing.

The Reason field should be populated from the drop-down menu to indicate the reason for tracking purposes and to ensure that the correct total is submitted for the rebate.

The rebate amount will auto-populate with the correct rebate based on current funding levels based on the square footage approved for the rebate.

---

## Measurement Sheets

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### **Residential and Commercial**

For the residential spreadsheet, there are separate measurement sheets for the front and back yard.

The commercial has one sheet to record measurements.

---

### **Areas and Sections**

The residential spreadsheet has space for up to 5 different areas. The commercial spreadsheet has just one area.

An area is defined as a continuous expanse of grass not separated by any hardscape or other feature.

For commercial projects, it is all considered one area.

A section would be the space within an area that has been broken down for ease of measurement using a specific shape type.

---

### **Automatic Calculation**

The eligible and ineligible areas will be totaled at the top of the worksheet and those totals will be transferred to the project sheet.

The worksheet is formatted to allow for limited data entry requirements and can quickly provide a total for the approved square footage on the work order.

This will assist with consistency, accuracy and quick processing of the paperwork following an inspection.

---

### **Shape Types and Formulas**

The worksheet is set up to automatically calculate the square footage based on the type of shape that was measured.

The correct shape type is selected from the drop-down menu. For uniform shapes, the feet and inches are entered. The correct formula to determine the area square footage will be applied based on the shape type selected.

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*Continued on next page*

## Measurement Sheets, Continued

### Shape Types and Formulas, continued

In addition to standard shapes, there are shape types for Non-Uniform and for multiple shapes of the same dimension. These will be entered on other worksheets and then the dimensions will be pulled to this worksheet based on the shape type selection.

### Data Entry

The information should be entered in the following manner:

1. The area is identified by number on the worksheet and it should correspond with the numbered area on the drawing.
2. Location should be identified, such as parkway, right of driveway, etc.
3. Eligible area:
  - 1) Select the appropriate shape type for each section in that area.
  - 2) Enter the feet and inches for each necessary measurement
4. Ineligible area:
  - 1) Identify the section where the area is located with abbreviation (S1, S2, etc)
  - 2) Identify the type of ineligible material (bare, tree, HS for hardscape, MB for meter box, U for utility box, etc)
  - 3) Select the appropriate shape type for each section in that area.
  - 4) Enter the feet and inches for each necessary measurement
5. Repeat for all areas in the yard/project

Front Yard Project Area		0						
Front Yard Ineligible Area		0						
Front Yard Eligible Square Feet		0						
<b>Area 1</b>								
Location								
		L Foot	L Inch			Length		
		D Foot	D Inch			D Feet		
		Distance	Distance			Distance	Width	Area
Section#	Shape Type	Foot	Inch	W Foot	W Inch	Feet	feet	(feet)
Section 1						0.000	0.000	0.000

*Continued on next page*

## Measurement Sheets, Continued

**Shape Types** Shape type is a drop-down menu with the following shape types:

- Rectangle
- NURectangle 1-8
- Triangle
- Ellipse 1-8 (all ellipses are non-uniform)
- Circle
- NUCircle 1-8
- Half-Circle
- NUHalfCirc 1-8
- QtrCircle
- NUQtrCirc 1-8
- Multi-Rect 1-2
- Multi-Tri 1-2
- Multi-Circ 1-2

**Feet and Inches** Feet and inches should be entered as follows:

Column	Title	Entry
C	L Foot D Foot	Enter the length or diameter in feet
D	L Inch D Inch	Enter the length or diameter in inches
F	W Foot	Enter the Width in feet (no entry is necessary for circles)
G	W Inch	Enter the width in inches (no entry is necessary for circles)

See picture below for example:

Section#	Shape Type	L Foot D Foot	L Inch D Inch	W Foot	W Inch	Length Feet D Feet Distance Feet	Width feet	Area (feet)
Section 1	Rectangle	10	6	12	4	10.500	12.333	129.500

*Continued on next page*

## Measurement Sheets, Continued

---

### **Rounding**

For eligible areas, the square feet will be totaled for each area and then rounded using normal rounding rules.

For non-eligible areas, the square feet will be totaled for each area and then rounded down.

The rounded totals for each area are added together at the top of the worksheet.

---

## Non-Uniform Shapes

---

### Non-Uniform Shape Type

There are 3 worksheets for non-uniform shapes. Those shapes are:

- NURectangle – Non-Uniform Rectangles
- NUEllipse – Ellipses
- NUCircle – Non-Uniform Circles

Each non-uniform worksheet allows for up to 8 non-uniform measurements.

---

### Non-Uniform Rectangle

The non-uniform rectangle will be used when a section is shaped similar to a rectangle but with varying lengths and/or widths.

The non-uniform rectangle allows for up to 20 different lengths and widths and situations can occur where there will be both multiple lengths and multiple widths.

Populate the cells with the length and width in both feet and inches. The worksheet will automatically total the entered measurements to provide an average.

When the non-uniform rectangle is selected on the measurement sheet, the sheet will automatically populate the length and width cells with the average for the shape selected.

---

### Ellipse

Ellipses are always non-uniform.

The correct way to measure an ellipse is to measure the total length and decide how many offset line measurements should be taken. The measurement will use the distance between the offset lines multiplied by the average of the offset lines to calculate the total square footage.

Enter the distance between the offset lines and then enter the measurements for the offset lines to obtain the average.

When the ellipse is selected for the shape type, the measurement worksheet will pull the distance and the average length of the offset lines.

---

*Continued on next page*

## Non-Uniform Shapes, Continued

---

### **Non-Uniform Circle**

The non-uniform circle is used when there is a shape that is circular but with no common diameter.

The non-uniform circle formula is based on diameter so if only radii are obtained, they will need to be doubled when entering them into the worksheet.

The formula used for a non-uniform circle is  $D^2 \times .785$ .

The shape type on the measurements worksheet has options for a full circle, a half circle and a quarter circle. When a half or quarter circle is selected for the shape type, the total will automatically be divided by 2 or 4.

---

## Multiples Worksheet

---

**Multiple Shapes** Multiple shapes occur in a variety of projects. The most common are meter/utility boxes, trees and stepping stones. When there are multiple shapes with the same dimensions, it is inefficient to enter each one separately.

---

**Functions** The multiple shape type allows for a single entry of the dimensions. The number of shapes can be entered and the total will be calculated and populated on the measurement worksheet when a multiple shape type is selected.

Multiple triangles are rare but can occur when a yard is rectangular with non-eligible material in the corners with the same dimensions.

---

**Usage on Measurement Sheet** The most common usage with ineligible areas and generally does not occur with eligible areas.

Non-uniform shapes do not occur in multiples due to the non-uniformity of the measurements and dimensions.

---

## Post-Inspection Spreadsheet

---

**Post-Inspection** There are a few differences between the Pre-inspection and Post-inspection spreadsheets.

Both versions contain the same worksheets and they are used in the same way. Differences only exist on the Project Worksheet.

---

**Differences** The differences are:

- It automatically calculates the percentage differential between the Pre-Inspection and Post-Inspection measurements.
  - There is a drop-down field to enter the reason for the difference for situations other than slight differences in measurements
  - There is a field to enter the number of square feet that will be used for the rebate
  - It will automatically calculate the rebate amount
- 

**Calculation of Percentage Differential**

To prevent errors in calculation, the Post-Inspection Project Worksheet will calculate the difference between the Pre-Inspection and Post-Inspection measurements.

Slight measurement differences often occur even when the project footprint has remained the same. The maximum amount available for any rebate will never be higher than the approved square footage from the pre-inspection.

When the Post-inspection square footage is the same as, higher than or within a 10% margin of error (MOE) from the pre-inspection square footage, the rebate will be based on the pre-inspection square footage.

The spreadsheet will automatically calculate the percentage difference and if it is more than 10% lower than the Pre-Inspection, that cell will be highlighted yellow with red letters to flag the inspector to utilize the smaller number from the Post-Inspection.

---

*Continued on next page*

## Post-Inspection Spreadsheet, Continued

---

### **Reason for Differential**

Outside of measurement differences, several situations occur that change the measurements from the Pre-inspection to the Post-inspection significantly and need to be noted to track the effectiveness of the program.

This cell uses a drop-down menu to select the appropriate reason for the differences in measurement.

The primary differences are:

- Installation of ineligible material
  - Areas that were not converted
  - Change in the project footprint
  - Conversion of areas that were not eligible at the time of the pre-inspection due to bare soil, weeds or other plants
- 

### **Rebate Square Footage**

Because of the differences in measurement as well as changes that can occur to the project, situations exist where neither the pre-inspection nor the post-inspection measurement will be used to determine the rebate amount.

For consistency and easy identification of both the square footage that will be used for the rebate and the reason for the difference, the rebate square footage will be noted on the project worksheet with comments explaining why there are 3 different numbers.

---

### **Rebate Amount**

Even with simple arithmetic, errors can occur. The Turf Rebate Program uses public funds and is accountable for every dollar spent. Therefore, it is important that mistakes are not made in calculating the rebate amount.

By formatting this into the worksheet, accuracy is ensured.

---

# Pre-Inspection

## Overview

---

**Introduction** This section covers all information related to a Pre-Inspection

---

## Contents

<b>Topic</b>	<b>See Page</b>
New Pre-Inspection Administrative Tasks	57
Conducting a Pre-Inspection	65
Pre-Inspection Review and Submission	68
Submitting a Pre-Inspection	71

---

## New Pre-Inspection Administrative Tasks

---

### Introduction

When the Pre-Inspection application has been sent for scheduling, they will arrive with an email notification to the AWS email box in GroupWise that provides certain detail about the project.

There are several tasks that must be completed prior to inspection. Those tasks are:

- Print the email
- File the electronic copy of the email in the AWS Pre-Inspection folder in GroupWise
- Gather additional information
- Enter the information in the Master Turf Spreadsheet
- Fill out the work order
- Schedule the inspection
- Set up the Shared Folder
- Set up the Measurement Spreadsheet
- Additional Tasks

---

### Gathering Additional Information

The email will provide the following information that is needed to process the application:

- Application number
- Name of Applicant
- Address
- Approximate size of project
- Project location
- Date the work order was assigned for inspection

The following information is needed but not included in the email:

- Date of application
- Service Point ID

---

*Continued on next page*

## New Pre-Inspection Administrative Tasks, Continued

### Information Included in the Email

The necessary information included in the email can be found in the following diagram:

Please complete a pre-inspection visit for the following customer.

Application: TR10-R-IRWD-17678-17631

Date Pre-inspection Assigned: 6/21/2017

Comments:

#### Account Information

Customer: [REDACTED]

Phone: [REDACTED]

Alt Phone: [REDACTED]

Customer Email: [REDACTED]

Agency: Irvine Ranch Water District

Account Type: Residential

Account Number: [REDACTED]

#### Project Information:

Project Area: Back yard

State of Project Area: Turf is green

Square Feet Requested: 312

#### Site Information



Thank you,  
MWDOC Efficiency Team

### Information not on the Email

The date of application can be found in Droplet in the following location:

Project Overview | Project Details | Project Images | Funding Details | Comments

---

**General Information**

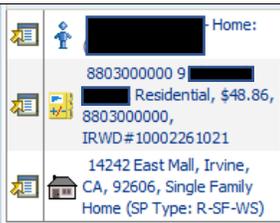
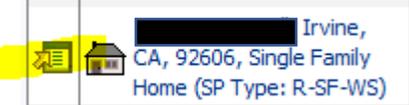
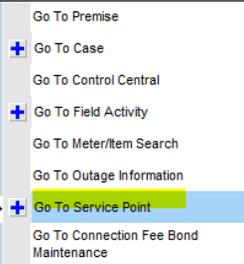
Agency: Irvine Ranch Water District	Application: TR10-R-IRWD-17678-17631
Water bill: <a href="#">view</a>	Current status: Pre-Inspection assigned
Account: [REDACTED]	Created: 2017-06-19
Account holder: [REDACTED]	Created by: Property owner
Contact: [REDACTED]	Account type: Residential
Contact Email: [REDACTED]	Site type: Townhouse
Contact phone: [REDACTED]	Funding classification: Residential
Contact alt phone: [REDACTED]	Site Address: [REDACTED]
Expiration date: 1900-01-01	
Date LTP emailed: Not sent	
LTP emailed by: Not sent	

*Continued on next page*

## New Pre-Inspection Administrative Tasks, Continued

Information not on the Email, continued

The Service Point ID is located in CC&B and can be found using the following steps:

Step	Action	Picture
1	In CC&B, enter the account number and hit enter	
2	Verify the address and account holder	
3	Click on the Premise and scroll down to the Service Point	
4	Select Service Point	
	Gather the Service Point ID and write it on the printed copy of the email	

Continued on next page

## New Pre-Inspection Administrative Tasks, Continued

### Work Order

A work order needs to be completed for each application.

Application #: \_\_\_\_\_ Orange County Turf Removal Program  
 Landscape PRE-Evaluation Form JMAL

Contact Name: \_\_\_\_\_ (Checklist Agency) (Retail Water Agency)  
 Street Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_ (City) (State) (Zip)  
 City/Zip: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_ WATER ACCT# \_\_\_\_\_

Landscape Evaluation: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Residential** **Area Measurements** **Commercial**

Back Yard Front Yard  
 Site's Proposed Turfgrass (sqft)    
 Subtract Bare Soil/Non-Eligible Turf (sqft)    
 Rebate Eligible Area (sqft)    
**Eligible Turfgrass Area to be removed:** \_\_\_\_\_ sqft.

Irrigation Classification (circle one)  
 Potable Reclaimed Well-Water

Site's Existing Turfgrass (sqft)

**Proposed Project Turfgrass Area to be removed:** \_\_\_\_\_ sqft.

*Is the site planning on installing synthetic turf?*

Authorizing Signature \_\_\_\_\_ Authorizing Signer's Name \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator Signature \_\_\_\_\_ Evaluator Name \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 Number of Household Occupants:

### Filling Out the Work Order

The work order will need to be filled out with the following information:

- Application number
- Name of applicant
- Address
- Phone number
- Email address
- Account number
- Square footage requested
- Project location (front, back, both)

### Entering the Project in the Spreadsheet

The following fields will need to be populated:

Row	Name	Information
A	FY	The fiscal year. Fiscal years run from July 1 through June 30 and will be identified with the year-end date. EX: June 30, 2017 end date will be FY 17.

*Continued on next page*

## New Pre-Inspection Administrative Tasks, Continued

Entering the Project in the Spreadsheet, continued

Row	Name	Information
B	Droplet	Y or N All new projects are in Droplet This field was created due to a change mid-fiscal year that also impacted funding but did not have a change in application number
C	Funding	Current funding is \$2 per square foot for both commercial and residential. When funding was \$1 per square foot for commercial, this was entered in this column for tracking.
D	Funding Source	The sources of funding. Current funding is I/M/M for a combined funding from IRWD, MWDOC and MET
E-H	SP ID	If more than 1 SP ID (commercial or landscape accounts), enter all that are associated with the project area If UCI Faculty Housing, leave SP ID blank and put a Y in the UCI field
K	Application Number	The application number assigned by MWDOC
L	Account Number	The account number in CC&B
M	First Name	The first name of the applicant or name of the business If commercial, please use business name not applicant name
N	Last Name	For residential accounts only
O-R	Address City State Zip	The address where the project will take place or for commercial, the address associated with the SP ID
S	Application MWDOC received date	The creation date in Droplet
T	Pre-Inspection Work Order Received date	The date the email was sent

*Continued on next page*

## New Pre-Inspection Administrative Tasks, Continued

Entering the Project in the Spreadsheet, continued

Row	Name	Information
U	Application Turf Area	The number of square feet on the application
AS - AW	AS - Withdrawn or Denied AT - Post AU - Pd by MWDOC AV - Invoiced by AW - MWDOC Pd by IRWD	Enter an "N" in all of these boxes.  This will change later in the progress of the project but this field cannot be blank so an N needs be entered when the spreadsheet is filled out.
AS	Pre-Only cost estimate	Enter the amount of the expected rebate based on the number of square feet requested
AW	IRWD Liability	Current IRWD liability is \$1 per square foot, Enter the correct liability based on the square feet
AY	Comm	For commercial, enter a "Y"
AX	TR# for split year	Enter the application TR #. This field should not be left blank.

### Scheduling

Pre-Inspections will be scheduled for 1.5 hours with the first 30 minutes set aside for travel time. The appointment time confirmed with the customer will be 30 minutes after the start of the meeting notice sent in Groupwise.

The meeting notice should be filled out with the following information:

Appointment | Properties | Discussion Thread |

Janet Siler

Pre-Inspection (Costa Mesa)

where: Thursday, June 15, 2017 at 9:30 AM (2 Hours)

to: Seesangrit, Melody

where: [REDACTED]

Appt starts at 10

Cynthia [REDACTED]

Janet Siler  
Water Efficiency Specialist  
**Irvine Ranch Water District**  
15600 Sand Canyon Avenue  
Irvine, CA 92618  
949-453-5404 Office  
949-453-0228 Fax  
[siler@irwd.com](mailto:siler@irwd.com)

*Continued on next page*

## New Pre-Inspection Administrative Tasks, Continued

Scheduling, continued	Information	Entry
	Type of appointment	Pre-Inspection
	City	Enter the city + Zip for Irvine locations
	Date	Date of the appointment
	Time	Notice start time should be 30 minutes before appointment start time to allow for driving time
	Address	The address of the inspection or location where the inspector is meeting the customer
	Appt start time	The actual meeting time with the customer
	Contact Number	The contact number provided by the customer (may vary from what is on the application)
	Comments	If needed, any relevant notes such as a gate code

### Setting Up the Shared File

Use the following path to locate the correct folder:

O:\Water Resources\ConservationGrants and Studies\Turf Removal\2016-2017

Under the correct fiscal year, add a folder and name it with the project address.

In the folder for the project address, add a folder labeled "Pre".

### Setting up the Measurement Spreadsheet

Use the following path to locate the correct template:

O:\Water Resources\ConservationGrants and Studies\Turf Removal\MASTER SPREADSHEET\Spreadsheet Templates

*Continued on next page*

## **New Pre-Inspection Administrative Tasks, Continued**

---

### **Setting up the Measurement Spreadsheet, continued**

1. Open the correct pre-inspection measurement template
  2. Fill out the following information:
    - Application number
    - Name
    - Address
    - Type
  3. Save it in the pre folder using the following naming structure:  
EX: 15600 Sand Canyon Pre Measurements
- 

### **Additional Steps**

After the appointment has been scheduled, the following tasks will also need to be completed:

- Enter the date of the appointment in the Master Turf Spreadsheet
  - File the work order and paperwork in the inspector's folder
-

## Conducting a Pre-Inspection

---

**Purpose**

The purpose of the Pre-Inspection is to:

- Determine eligibility of the project area
  - Verify the presence of live turf or recent evidence of live turf
  - Document the location and shape of the project area
  - Document the presence of non-eligible areas
  - Document the measurements and calculate the area that is eligible for the rebate
- 

**Eligibility**

The project area must be within the IRWD service area and not irrigated with recycled water.

The project area must contain live turf or evidence of live turf.

---

**Presence or  
Recent Evidence  
of Live Turf**

Dormant or dead grass that appears to have been maintained in the recent past is still eligible. In areas where the ground appears bare, the presence of root structure should be documented.

Bare soil that is compact without evidence of dead plant material would not be eligible.

Areas that are mostly comprised of weeds and/or moss are not eligible.

A lawn that has the presence of some weeds but is mostly turf would be eligible.

---

*Continued on next page*

## Conducting a Pre-Inspection, Continued

---

### Examples of Eligible areas

The following are examples of turf that are eligible:



Examples of Turf that are eligible for the Rebate



### Examples of Non-Eligible Areas

The following are examples of non-eligible areas:



Examples of Turf that are NOT eligible for the Rebate



---

*Continued on next page*

## Conducting a Pre-Inspection, Continued

---

### **Customer Project Plan**

Customers may alter their project plan after the pre-inspection has been completed and as a result, convert areas that were not measured and approved.

During the Pre-Inspection, it should be addressed with the customer that any area that is not photographed and measured at the pre-inspection will not be eligible for the rebate.

---

### **Final Approval**

Due to new authorization requirements, final square footage cannot be provided at the Pre-Inspection.

Based on the inspection findings, a provisional number can be provided but the inspection results must go through an internal review process before being submitted to MWDOC and it can take up to 2 weeks.

The approved amount will be on the Letter to Proceed.

---

## Pre-Inspection Review and Submission

---

### Introduction

After completing a Pre-Inspection, there are certain tasks that must be completed prior to submitting the Pre-Inspection to MWDOC as well as administrative tasks that must be completed after the inspection is submitted.

---

### Pre- Authorization Review

Upon completing a Pre-Inspection, the following tasks must be performed:

- Set up file in Turf Removal Shared drive by fiscal year, address and type of inspection
  - Complete work order paperwork and drawing
  - Complete Measurement Template and Print
  - Enter inspection in Droplet
  - Upload pictures to Droplet
  - Place inspection in the folder for authorization
- 

### Entering Information in Droplet

The following fields must be populated when entering the inspection results in Droplet:

- Inspected by
- Date of Inspection
- Qualified square feet
- Recycled Water
- Recommendation
- Comments

After the information has been entered, click next and upload photos.

***\*Do not click submit at this time.***

---

### Place Inspection in Authorization Folder

After the information has been uploaded to Droplet, the file should be placed in the red folder for authorization review. All supporting documents should be attached.

---

*Continued on next page*

## Pre-Inspection Review and Submission, Continued

---

### Post- Authorization Administrative Tasks

After an inspection has been authorized, the following tasks must be performed:

- Scan work order
  - Save work order to address file in Turf Removal folder
  - Submit inspection on Droplet
  - Email scanned work orders to MWDOC at [turfremoval@mwdoc.com](mailto:turfremoval@mwdoc.com)
  - Update Master Turf Spreadsheet
  - File work order
- 

### Scanning and Saving Work Order

The authorized work order and all supporting documents should be scanned and saved to the shared drive for the fiscal year, address and type of inspection.

The work order should be named with the application number and type of inspection.

---

### Submit Information on Droplet

After the inspection has been authorized, review the information entered in Droplet to ensure that no changes are necessary. After the information has been verified, click on Submit to submit the inspection to MWDOC.

---

### Submit Work Order to MWDOC

PDF files cannot be uploaded to Droplet and will need to be emailed to [turfremoval@mwdoc.com](mailto:turfremoval@mwdoc.com).

- In the subject line, note the number and type of work orders that are being sent.
  - In the body of the email, note the application number, the name of the applicant and the address.
  - Attach the work orders that are being sent
- 

*Continued on next page*

## Pre-Inspection Review and Submission, Continued

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**Update Master Turf Spreadsheet**

Update the following fields in the Master Turf Spreadsheet:

Column	Title	Information
U	Application Turf Area	Remove the data from this cell
W	Pre-Inspection Complete	Enter an X in this cell
X	Pre-Inspection Sent to MWDOC	Enter the date the inspection was submitted on Droplet and emailed to MWDOC
Y	MWDOC Rcvd Pre-Inspection	Enter an X in this cell
Z	Pre-Inspection Turf Area	Enter the authorized square footage for the project
AK	Notes	Enter any relevant notes if applicable
AL	Pre-Only Cost Estimate	Enter the anticipated rebate based on the authorized square footage from the Pre-Inspection
AP	IRWD Liability	Enter the amount of the rebate that will be funded by IRWD based on the applicable terms and conditions

---

**File Work Order**

The work order should be paper-clipped and filed in the cabinet in order of the application number.

---

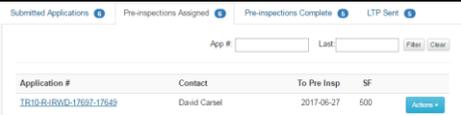
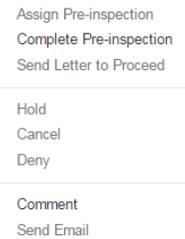
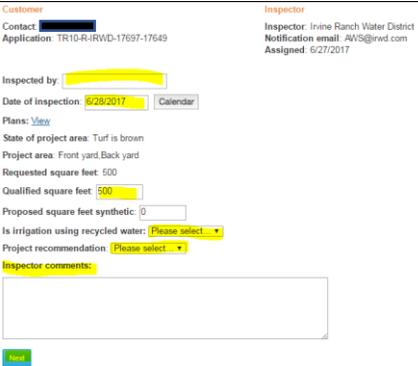
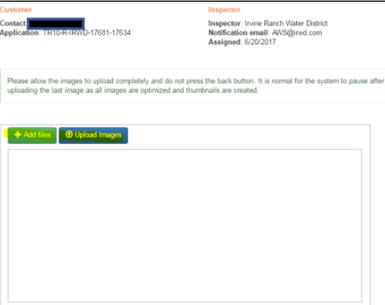
# Submitting a Pre-Inspection

## Introduction

Pre-Inspections must be submitted on Droplet in addition to sending the scanned work order via email.

## Submitting a Pre-Inspection

To submit a Pre-Inspection to Droplet, perform the following steps:

Step	Action	Picture
1	From the Process Application Screen, select the Pre-Inspections Assigned Tab	
2	Locate the correct application and click on the Actions button to select Complete Pre-Inspection	
3	Fill out the following fields: <ul style="list-style-type: none"> <li>Inspected by</li> <li>Date of Inspection</li> <li>Qualified square feet</li> <li>Recycled Water</li> <li>Recommendation</li> <li>Comments</li> </ul> Click Next	
4	Upload the photos <p>Browse the shared drive to select the photos to add files</p> Click Upload images to upload to Droplet	
5	Click Submit	

# Post-Inspection

## Overview

---

### Introduction

This section covers all procedures related to the Post-Inspection

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### Contents

<b>Topic</b>	<b>See Page</b>
Post-Inspection Administrative Tasks	73
Conducting a Post-Inspection	76
Post-Inspection Measurement Calculation	77
Post-Inspection Review and Submission	122
Submitting a Post-Inspection	126

---

## Post-Inspection Administrative Tasks

---

### Introduction

When the Post-Inspection projects have been sent for scheduling, they will arrive with an email notification to the AWS email box in GroupWise.

There are several tasks that must be completed prior to inspection. Those tasks are:

- Print the email
  - File the electronic copy of the email in the AWS Post-Inspection folder in GroupWise
  - Gather the pre-inspection paperwork
  - Fill out the work order
  - Enter the information in the Master Turf Spreadsheet
  - Schedule the inspection
  - Set up the Measurement Spreadsheet
  - Additional Tasks
- 

### Gathering the Pre-Inspection Paperwork

The Pre-Inspection paperwork needs to be attached to the post-inspection work order to assist the inspector in determining the project area, measurements and any other necessary details.

Pre-Inspection paperwork can be found in the file cabinet in order of the application number.

After printing the email and pulling the pre-inspection, the work order is ready to be filled out with the following information:

- Application number
  - Name of applicant
  - Address
  - Phone number
  - Email address
  - Account number
  - Date of Pre-Inspection
  - Person who conducted Pre-inspection
  - Approved square footage
- 

*Continued on next page*

## Post-Inspection Administrative Tasks, Continued

### Scheduling

Post-Inspections will be scheduled for 1.5 hours with the first 30 minutes set aside for travel time. The time confirmed with the customer will be 30 minutes after the start of the appointment notice sent in GroupWise.

Whenever possible, the Post-Inspection should be scheduled with a different person than the person who did the Pre-Inspection.

The meeting notice should be filled out with the following information:

Information	Entry
Type of appointment	Post-Inspection
City	Enter the city + Zip for Irvine locations
Date	Date of the appointment
Time	Notice start time should be 30 minutes before appointment start time to allow for driving time
Address	The address of the inspection or location where the inspector is meeting the customer
Appt start time	The actual meeting time with the customer
Contact Number	The contact number provided by the customer (may vary from what is on the application)
Comments	If needed, any relevant notes such as a gate code

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## Post-Inspection Administrative Tasks, Continued

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### Setting Up the Shared File

In the folder for the project address, add a folder labeled “Post”

---

### Setting up the Measurement Spreadsheet

Use the following path to locate the correct template:

Open the correct post-inspection measurement template

Fill out the following information:

- Application number
- Name
- Address
- Type
- Pre-Inspection Measurements

Save it in the post folder using the following naming structure:

EX: 15600 Sand Canyon Post Measurements

---

### Additional Steps

After the appointment has been scheduled, the following tasks will also need to be completed:

- Enter the date of the appointment in the Master Turf Spreadsheet
  - File the work order and paperwork in the inspector’s folder
-

## Conducting a Post-Inspection

---

### **Purpose**

The purpose of the Post-Inspection is to:

- Determine eligibility of the project area
  - Verify that the project area meets the terms and conditions of the program
  - Document the location and shape of the project area
  - Document the presence of any non-eligible areas
  - Document the measurements and calculate the area that is eligible for the rebate
- 

### **Eligibility**

The project must meet the following conditions to be eligible for the rebate:

- All the turf must be removed
  - If synthetic turf is installed:
    - Irrigation must be capped off
  - If Drought Tolerant landscape is installed:
    - There must be at least 3 plants
    - Irrigation must be converted to high-efficiency/low flow
    - Project area must have 2-3 inches of mulch or groundcover
  - Pavers must have a minimum of 2 inch spacing
  - Project area must be permeable to air and water
- 

### **Signature on Work Order**

The customer or the customer's representative must be present at the Post-Inspection to sign the work order.

---

### **Final Approval**

Due to new authorization requirements, the final rebate amount cannot be provided at the Post-Inspection.

Based on the inspection findings, a provisional number can be provided but the inspection results must go through an internal review process before being submitted to MWDOC and it can take up to 2 weeks.

---

## Post-Inspection Measurement Calculation

---

### Purpose

This document will assist the inspector in determining the correct square footage to determine the amount of turf that was converted and to determine the correct amount to use to determine the rebate amount.

The square footage recorded on the Post-Inspection work order serves two purposes:

- Calculating potential water savings
  - Determining the correct square footage to use for the rebate amount
- 

### Summary

Because the Turf Removal Rebate Program utilizes public funding, it is important to provide transparency and accountability. The program is an area based program so documentation on the calculation of the square footage is important.

Following an external and internal audit of the Turf Removal Rebate Program and with the new 16/17 fiscal year contract, IRWD implemented a series of changes to ensure accuracy between the Pre-Inspection measurements and the Post-Inspection measurements.

---

### Changes

The changes that were implemented were:

- New measurement techniques for consistency and accuracy of non-uniform shapes
  - New documentation standards to ensure that knowledge is not lost due to staffing changes
  - 100% measurement on all Pre-Inspections and Post-Inspections
  - Utilizing different staff members for the Pre-Inspection and the Post-Inspection
  - Measurement calculation standards
  - Internal review and authorization process
- 

*Continued on next page*

## Post-Inspection Measurement Calculation, Continued

---

**Margin of Error** The goal of the changes is to provide consistency in the measurement techniques so that the Pre-Inspection measurement and Post-Inspection measurements would result in a similar total in most cases.

It is important that the Pre-inspection square footage is as accurate as possible to prevent the customer receiving less than their original approval and cause dissatisfaction.

The current contract allows for a Post-inspection measurement that is within a 10% Margin of Error (MOE) less than the Pre-Inspection measurement. If Post-inspection measurements fall below that margin, then the customer will be rebated at an amount less than their Letter of Approval square feet.

---

**Post-Implementation Review** Six months following the implementation of these changes, a review was conducted to determine the result of the new standards. The changes were presented to the staff in early September 2016 and fully implemented by the end of September 2016 for all inspections.

From October 1, 2016 to present, 64 projects have been completed and had both the Pre-Inspection and Post-Inspection conducted with the new standards.

A review of the results of the Pre-Inspection measurements where both the Pre and Post-Inspections were conducted under the new guidelines resulted in 75% of Post-Inspections having a higher measurement than the Pre-Inspection.

Of the remaining 25%, 16% had areas that were not converted or were converted with ineligible material and the other 9% were within the 10% MOE.

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*Continued on next page*

## Post-Inspection Measurement Calculation, Continued

---

**Issues Identified** During the implementation process, several issues have been identified due to the new requirements, specifically with Post-Inspection measurement documentation. Those issues are:

- Determining the total converted area measurement to report to MWDOC
  - Determining the eligible area for the calculating the rebate amount
  - Documenting projects where non-eligible material was installed
  - Documenting projects where the footprint of the project was increased or significantly altered.
- 

**Recommendations** Because of this review, greater detail in the post-measurement is recommended.

Tracking of the total square footage of turf or other plants removed is requested by the funding agencies to track water savings however, there are occasions where the approved square footage, the final square footage and the square footage used for payment will differ and the method for calculating and documenting these amounts require standardization for consistency and best practices.

Based on the findings of the review, a less-restrictive approach to the Post-Inspection measurements was deemed appropriate going forward however it must remain in alignment with the requirements of our agreement.

---

**Practical  
Application  
Scenarios**

Documentation and calculation standards will be implemented for the following scenarios:

1. Converted entire area including non-eligible areas of tree and bare soil, Post-Inspection greater or w/in MOE
  2. Converted entire area including non-eligible areas, Post-Inspection less not w/in MOE (8x19)
  3. Converted entire project and changed footprint (total 25x15 that encompasses 20x10)
  4. Converted only part of project (simple)
  5. Converted only part of the project and changed footprint
- 

*Continued on next page*

## Post-Inspection Measurement Calculation, Continued

---

### Scenarios and Requirements

Scenarios will be based on a simple example of a rectangle. There will be real life applications presented as well.

Due to the nature of the program, there is no set example that would encompass all possible outcomes so inspector discretion will be utilized to determine the following:

- Areas that were eligible at both the pre-inspection and the post-inspection
- Utilization of the pre-inspection measurements for the areas that are eligible at both inspections

At no point will the eligible square footage be higher than the approved pre-square footage in the Letter to Proceed.

---

## Simple Pre-Inspection Example

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### Pre-Inspection Examples

For demonstration purposes, the Pre-Inspection example will be based on a drawing that utilizes a simple rectangular shape with a few non-eligible areas. The Pre-Inspection for the simple example is documented below.

The complex examples will be based on data provided from 4 inspections that have utilized different techniques to adapt to the specific situations that can occur. The Pre-Inspection information for the complex examples will be documented separately with each of those examples.

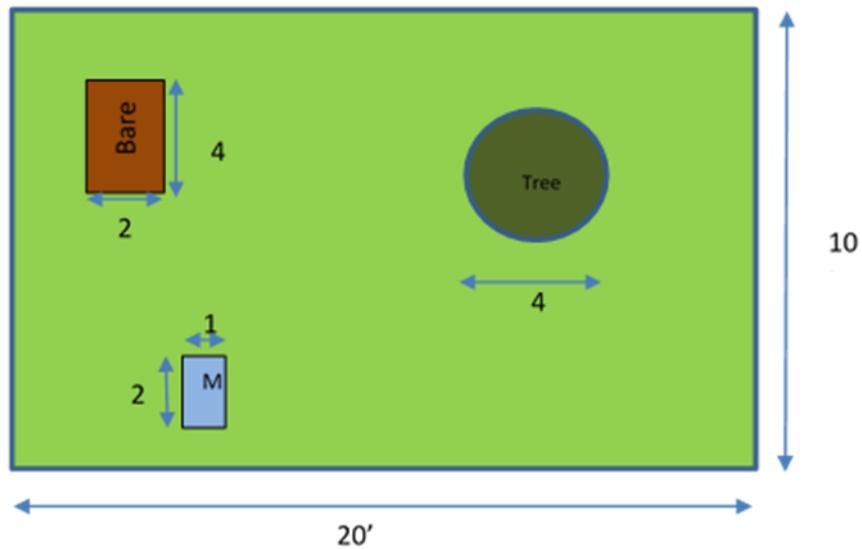
Each example will provide the following information: complex.

Each example will include:

- Drawing
  - Measurements
  - Spreadsheet
  - Work order
- 

### Drawing and Measurements

The simple example will utilize the following scenario:



---

*Continued on next page*

## Simple Pre-Inspection Example, Continued

### Spreadsheet

The measurement spreadsheet would be filled out in the following manner:

Front Yard Project Area		200																			
Front Yard Ineligible Area		-22																			
Front Yard Eligible Square Feet		178																			
Area 1																					
Location																					
Section#	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Feet D Feet Distance Feet	Width feet	Area (feet)													
Section 1	Rectangle	10		20		10.000	20.000	200.000													
Area 1 Total Measured Area								200.000													200
Area 1 Ineligible																					
Section# Type	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Feet D Feet Distance Feet	Width feet	Area (feet)													
S1 meter	Rectangle	2		1		2.000	1.000	2.000													
S1 Bare	Rectangle	4		2		4.000	2.000	8.000													
S1 Tree	Circle	4				4.000	0.000	12.560													
Area 1 Total Ineligible Area								22.560	-22.560												-22.000
Area 1 Total Eligible Square Feet										200											-22

### Work Order

The Work Order would be filled out in the following manner:

	Back Yard	Front Yard
Site's Proposed Turfgrass (sqft)		200
Subtract Bare Soil/Non- Eligible Turf (sqft)		22
Rebate Eligible Area (sqft)		178
<b>Eligible Turfgrass Area to be removed:</b>		
<u>178</u> sqft.		

## Scenario 1

---

### Scenario 1

The first scenario is the simplest.

The measurements at the Post-Inspection are greater than, equal to or within the 10% MOE of the original Pre-Inspection measurement.

With this scenario, it is important to document the total square footage of the converted area to track water savings but the rebate will be based on the original measurement at the Pre-Inspection.

---

### Procedure

The procedure for calculating the Post-Inspection measurement is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for both eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections. **Areas that were not eligible at the Pre-Inspection but were converted should be counted in the full measurement for the Post-Inspection.
5	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet at the Post-Inspection as calculated on the Math spreadsheet.
6	In the box marked "MWD/MWDOC Base Rebate", enter the total approved square feet from the <b>Pre-Inspection</b> from the box marked "Pre Evaluation Proposed Turf Measurement"
7	Complete the calculation based on rebate level to complete the rest of the form

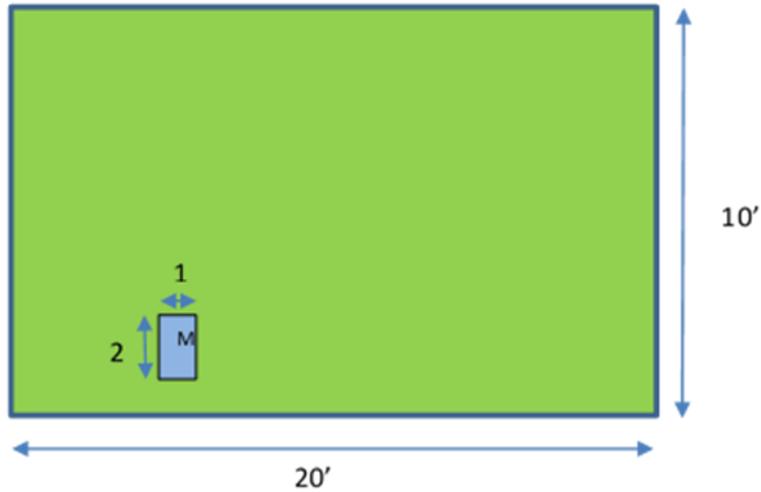
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# Scenario 1, Continued

## Drawing

The drawing for the Post-Inspection will be like this:



## Measurements

The measurements that will be recorded are:

- Post-Inspection measurement: 200
- Ineligible: 2 (meter)
- Total converted square feet: 198
- Total eligible square feet: 178

## Spreadsheet

The spreadsheet will be filled out in the following manner:

Front Yard Project Area		200											
Front Yard Ineligible Area		-2											
Front Yard Eligible Square Feet		198											
<b>Area 1</b>													
Location													
		L Foot	L Inch			Length							
		D Foot	D Inch			Foot	Width	Area					
		Distance	Distance	W Foot	W Inch	Distance	feet	(feet)					
Section#	Shape Type	Foot	Inch	Foot	Inch	Feet	feet	feet					
Section 1	Rectangle	10		20		10.000	20.000	200.000					
Area 1 Total Measured Area									200.000			200	
<b>Area 1 Ineligible</b>													
		L Foot	L Inch			Length							
		D Foot	D Inch			Foot	Width	Area					
		Distance	Distance	W Foot	W Inch	Distance	feet	(feet)					
Section#	Shape Type	Foot	Inch	Foot	Inch	Feet	feet	feet					
S1 meter	Rectangle	2		1		2.000	1.000	2.000					
Area 1 Total Ineligible Area									2.000		-2.000		-2.000
Area 1 Total Eligible Square Feet											200		-2

Continued on next page

# Scenario 1, Continued

## Work Order

The Work Order will be filled out in the following manner:

Area Measurements		
<b>Pre</b>		
Pre Evaluation Proposed Turf Measurement	178	sq ft.
<b>Post</b>		
Eligible Turf Removal Post-Project Area SqFt	198	sq ft.
For Agency Use Only		
<b>MWD/MWDQC Base Rebate</b>		
178	x \$ 2. /sq ft.	= \$ 356
<small>Square Feet of Turf Removal</small>	<small>Base Rebate Level</small>	<small>(A) Base Rebate Total</small>
<b>Additional Agency Contribution (if applicable)</b>		
	x \$ /sq ft.	= \$
<small>Square Feet of Turf Removal</small>	<small>Turf Contribution</small>	<small>(B) Agency Turf Contribution Total</small>
	x \$ /sq ft.	= \$
<small>Square Feet of Synthetic</small>	<small>Synthetic Contribution</small>	<small>(C) Synthetic Contribution Total</small>
<b>Total Rebate Amount</b>		
		<small>(A)+(B)+(C)</small>
\$	356	

## Scenario 2

---

### Scenario 2

The second scenario involves a Post-Inspection where the total measurements are less than the Pre-Inspection by more than 10% of the MOE.

---

### Procedure

The procedure for calculating the Post-Inspection measurement is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for both eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections. **Areas that were not eligible at the Pre-Inspection but were converted should be counted in the full measurement for the Post-Inspection.
5	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet at the Post-Inspection as calculated on the Math spreadsheet.
6	In the box marked "MWD/MWDOC Base Rebate", enter the total approved square feet from the <b>Post-Inspection</b> from the box marked "Eligible Turf Removal Post-Project Area SqFt"
7	Complete the calculation based on rebate level to complete the rest of the form

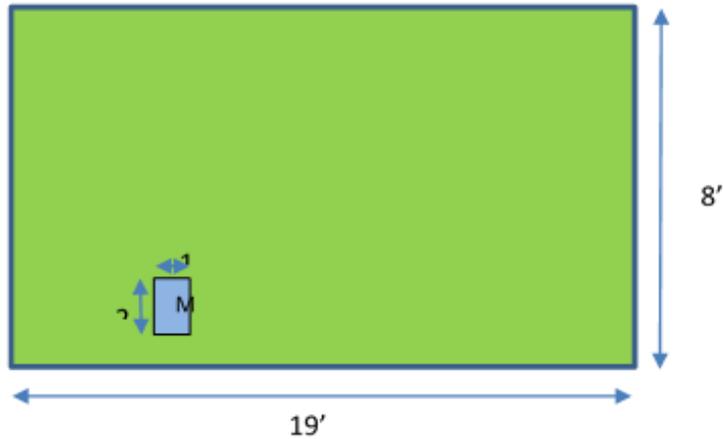
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## Scenario 2, Continued

### Drawing

The drawing for the second scenario is:



### Measurements

The measurements that will be recorded are:

Post-Inspection measurement: 152

Ineligible: 2 (meter)

Total converted square feet: 150

Total Eligible square feet: 150

### Spreadsheet

The spreadsheet will be filled out in the following manner:

Front Yard Project Area		152											
Front Yard Ineligible Area		-2											
Front Yard Eligible Square Feet		150											
Area 1													
Location													
Section#	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Foot D Feet Distance Feet	Width feet	Area (feet)					
Section 1	Rectangle	8		19		8.000	19.000	152.000					
Area 1 Total Measured Area								152.000				152	
Area 1 Ineligible													
Type	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Foot D Feet Distance Feet	Width feet	Area (feet)					
S1 meter	Rectangle	2		1		2.000	1.000	2.000					
Area 1 Total Ineligible Area								2.000	-2.000			-2.000	
Area 1 Total Eligible Square Feet												152	-2

*Continued on next page*

## Scenario 2, Continued

### Work Order

The Work Order will be filled out in the following manner:

Area Measurements		
	<b>Pre</b>	
Pre Evaluation Proposed Turf Measurement	<input type="text" value="178"/>	sq ft.
	<b>Post</b>	
Eligible Turf Removal Post-Project Area Sq/ft	<input type="text" value="150"/>	sq ft.
For Agency Use Only		
MWD/MWDOC Base Rebate		
<input type="text" value="150"/>	x \$ <input type="text" value="2"/> /sq ft.	= \$ <input type="text" value="300"/>
Square Feet of Turf Removal	Base Rebate Level	(A) Base Rebate Total
Additional Agency Contribution (if Applicable)		
<input type="text"/>	x \$ <input type="text"/> /sq ft.	= \$ <input type="text"/>
Square Feet of Turf Removal	Turf Contribution	(B) Agency Turf Contribution Total
<input type="text"/>	x \$ <input type="text"/> /sq ft.	= \$ <input type="text"/>
Square Feet of Synthetic	Synthetic Contribution	(C) Synthetic Contribution Total
<b>Total Rebate Amount</b>		
(\$ <input type="text" value="300"/> (A)+(B)+(C))		

## Scenario 3

---

### Scenario 3

Scenario 3 will show how to document a Post-Inspection where the full area was converted but the footprint was enlarged.

---

### Procedure

The procedure for calculating the Post-Inspection measurement is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections. **Areas that were not eligible at the Pre-Inspection but were converted should be counted in the full measurement for the Pre-Inspection.
5	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet as determined on the Math spreadsheet.
6	In the box marked "MWD/MWDOC Base Rebate", enter the total approved square feet from the <b>Pre-Inspection</b> from the box marked "Pre Evaluation Proposed Turf Measurement"
7	Complete the calculation based on rebate level to complete the rest of the form

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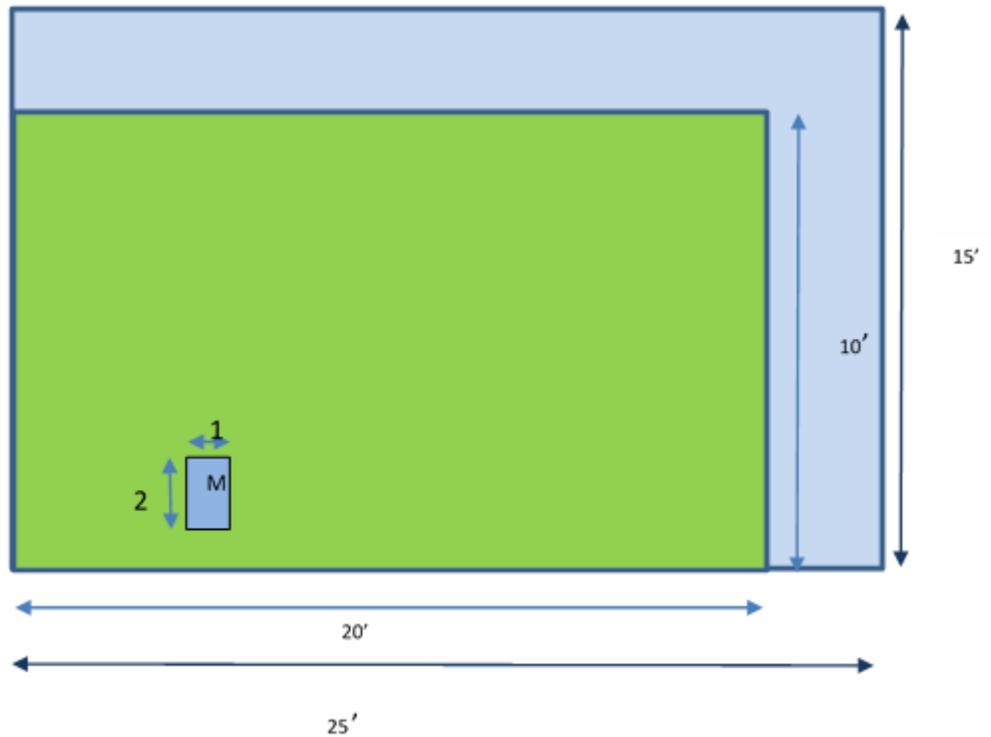
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### Scenario 3, Continued

---

**Drawing**

The drawing for Scenario 3 is:



**Measurements**

The measurements that will be recorded are:

Post-Inspection measurement: 375

Ineligible: 2 (meter)

Total Converted square feet: 373

Total Eligible square feet: 178

---

*Continued on next page*



## Scenario 4

---

### Scenario 4

Scenario 4 will show an example where the final project had the following elements:

- Only part of the project area was converted
  - The footprint did not change
  - Areas that were not-eligible at the Pre-Inspection were converted
- 

### Procedure

The procedure for calculating the Post-Inspection measurement is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections. **Areas that were not eligible at the Pre-Inspection but were converted should be counted in the full measurement for the Pre-Inspection.
5	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet as determined on the Math spreadsheet.
6	In the box marked "MWD/MWDOC Base Rebate", enter the total approved square feet from the <b>Post-Inspection</b> from the box marked "Eligible Turf Removal Post-Project Area SqFt"
7	Complete the calculation based on rebate level to complete the rest of the form

---

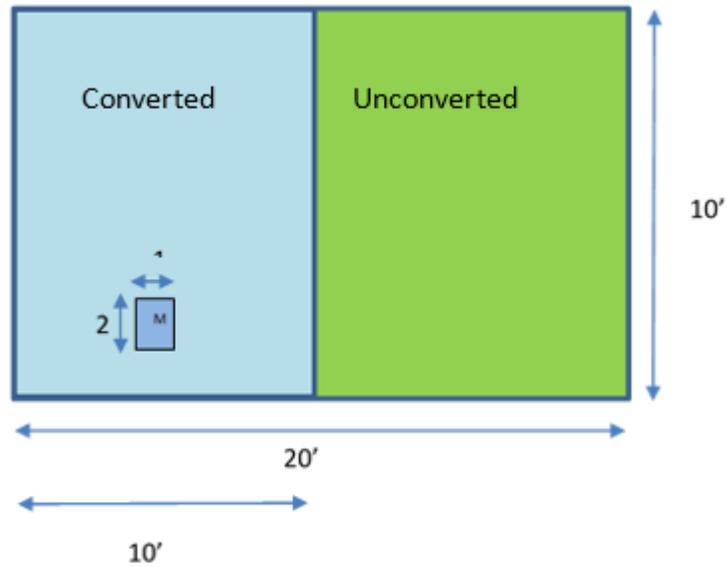
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## Scenario 4, Continued

---

### Drawing

The drawing for Scenario 4 is:



### Measurements

The measurements that will be recorded are:

Post-Inspection measurement: 100

Ineligible: 2 (meter)

Total converted square feet: 98

Total Eligible square feet at the Pre-Inspection: 90

Total eligible square feet for the rebate: 90

---

*Continued on next page*



## Scenario 5

---

### Scenario 5

Scenario 5 will show an example where the final project had the following elements:

- Only part of the project area was converted
  - The footprint of the project area was enlarged
  - Areas that were not-eligible at the Pre-Inspection were converted
- 

### Procedure

The procedure for calculating the Post-Inspection measurement and the rebate amount for projects that changed the footprint of the project and either converted part of the project to non-eligible material or left portions of the original project area unconverted is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections.
5	Compare Post-Inspection drawing and measurements to Pre-Inspection drawing and measurements
6	Determine the square footage for areas that were in the project area for both the Pre-inspection and Post-inspection
7	Determine eligible square footage from the Pre-inspection for those areas ** This will be the total square footage for that area minus any ineligible square feet at the time of the Pre-Inspection.
8	Enter the eligible square footage determined in the turf measurement spreadsheet labelled "Square Feet for Rebate"

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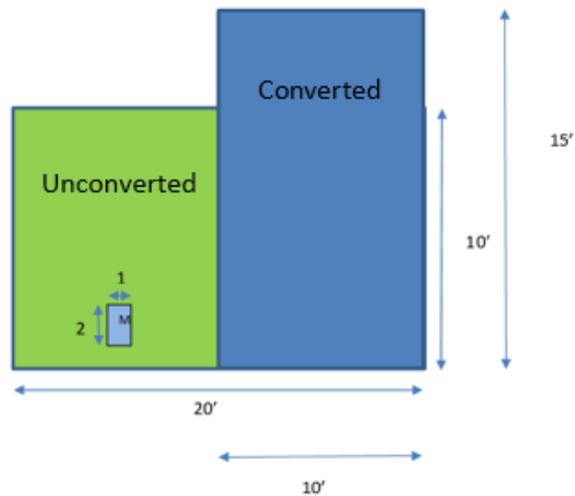
## Scenario 5, Continued

**Procedure,**  
continued

Step	Action
9	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet measured at the Post-Inspection ** This number will differ from the both the Pre-Inspection Measurement and the square feet used for the rebate.
10	In the box marked "MWD/MWDOC Base Rebate", enter the total square feet as determined were eligible at both the Pre-Inspection and Post-Inspection.
11	Complete the calculation based on rebate level to complete the rest of the form

**Drawing**

The drawing for Scenario 5 is:



**Measurements**

The measurements that will be recorded are:

Post-Inspection measurement: 10

Ineligible: 0

Total converted square feet: 150

Total Eligible square feet at the Pre-Inspection: 88

Total eligible square feet for the rebate: 88

*Continued on next page*

## Scenario 5, Continued

Measurements, OR  
continued

Pre-Inspection original measurement: 200  
 Pre-Inspection ineligible area: 22  
 Pre-Inspection eligible area: 178  
 Non-converted area: 100  
 Non-converted area eligible at Pre-Inspection: 90  
 Total Pre-Inspection eligible area – non-converted area that was eligible at the Pre-Inspection: 178-90 = 88

Total eligible square feet: 88

Spreadsheet

The spreadsheet will be filled out in the following manner:

Front Yard Project Area		150																			
Front Yard Ineligible Area		-62																			
Front Yard Eligible Square Feet		88																			
<b>Area 1</b>																					
Location																					
		L Foot	L Inch			Length															
		D Foot	D Inch			D Feet															
		Distance	Distance			Distance															
Section#	Shape Type	Foot	Inch	W Foot	W Inch	Feet	Width	Area													
Section 1	Rectangle	15		10		15.000	10.000	150.000													
<b>Area 1 Total Measured Area</b>									<b>150.000</b>											150	
<b>Area 1 Ineligible</b>																					
		L Foot	L Inch			Length															
		D Foot	D Inch			D Feet															
		Distance	Distance			Distance															
Section#	Shape Type	Foot	Inch	W Foot	W Inch	Feet	Width	Area													
Type																					
new area	Rectangle	5		10		5.000	10.000	50.000													
conv tree	Circle	4				4.000	0.000	12.560													
<b>Area 1 Total Ineligible Area</b>									<b>62.560</b>	<b>-62.560</b>										<b>-62.000</b>	
<b>Area 1 Total Eligible Square Feet</b>																				150	-62

Continued on next page

# Scenario 5, Continued

## Work Order

The Work Order will be filled out in the following manner:

Area Measurements		
	<b>Pre</b>	
Pre Evaluation Proposed Turf Measurement	178	sq ft.
<hr/>		
	<b>Post</b>	
Eligible Turf Removal Post-Project Area SqFt	88	sq ft.
<hr/>		
For Agency Use Only		
<b>MWD/MWDOC Base Rebate</b>		
88	X \$ 2 /sq ft.	= \$ 176
<small>Square Feet of Turf Removal</small>	<small>Base Rebate Level</small>	<small>(A) Base Rebate Total</small>
<b>Additional Agency Contribution (if applicable)</b>		
	X \$ /sq ft.	= \$
<small>Square Feet of Turf Removal</small>	<small>Turf Contribution</small>	<small>(B) Agency Turf Contribution Total</small>
	X \$ /sq ft.	= \$
<small>Square Feet of Synthetic</small>	<small>Synthetic Contribution</small>	<small>(C) Synthetic Contribution Total</small>
<b>Total Rebate Amount</b>		
\$	176	<small>(A)+(B)+(C)</small>

## Real Life Application

---

### Introduction

Real projects vary significantly and it is difficult to have a “one fits all” type of solution.

The following scenarios will show real life applications for a project where both the footprint of the project was changed and either the full project was not converted or portions of the project had ineligible material installed.

Inspector discretion will be utilized to determine the following:

- Areas that were eligible at both the pre-inspection and the post-inspection
- Utilization of the pre-inspection measurements for the areas that are eligible at both inspections

At no point will the eligible square footage be higher than the pre-inspection approved square footage

---

### Procedure

The procedure for calculating the Post-Inspection measurement and the rebate amount for projects that changed the footprint of the project and either converted part of the project to non-eligible material or left portions of the original project area unconverted is as follows:

Step	Action
1	Verify project area by reviewing Pre-Inspection drawing and pictures. Note the presence of landmarks such as walls, trees, shrubs, hardscape, buildings etc. ** Access Droplet on phone or tablet in the field if necessary
2	Measure the converted area and document measurements by area and section for eligible and non-eligible areas
3	Create a drawing of the converted area and measurements
4	Enter measurements into the Post-Inspection Measurement template to determine calculations for eligible and non-eligible sections.
5	Compare Post-Inspection drawing and measurements to Pre-Inspection drawing and measurements
6	Determine the square footage for areas that were in the project area for both the Pre-inspection and Post-inspection

---

*Continued on next page*

## Real Life Application, Continued

### Procedure, continued

---

Step	Action
7	Determine eligible square footage from the Pre-inspection for those areas ** This will be the total square footage for that area minus any ineligible square feet at the time of the Pre-Inspection.
8	Enter the eligible square footage determined in the turf measurement spreadsheet labelled "Square Feet for Rebate"
9	In the box marked "Eligible Turf Removal Post Project Square Feet", enter the total eligible square feet measured at the Post-Inspection ** This number will differ from the both the Pre-Inspection Measurement and the square feet used for the rebate.
10	In the box marked "MWD/MWDOC Base Rebate", enter the total square feet as determined were eligible at both the Pre-Inspection and Post-Inspection.
11	Complete the calculation based on rebate level to complete the rest of the form

---

### Examples

There are 4 real life examples:

#### Example 1

- The project retained the original footprint but only converted part of the project.
- The Pre-inspection and Post-inspection utilized the same boundaries for that area.
- The Pre-Inspection and Post-inspection had the same overall total square footage.
- The finished area had square footage that was not eligible at the pre-inspection but was converted at the Post-inspection.

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*Continued on next page*

## Real Life Application, Continued

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### Examples, continued

#### Example 2

- The project retained the original footprint but only converted part of the project
- The Pre-inspection and Post-inspection utilized the same boundaries for that area
- The Pre-Inspection and Post-Inspection had different overall square footage for that area
- The finished area had square footage that was not eligible at the Pre-Inspection but was converted at the Post-inspection.

#### Example 3

- The project retained the original footprint but only converted part of the project
- The Pre-inspection and Post-inspection utilized different boundaries
- The finished area had square footage that was not eligible at the Pre-Inspection but was converted at the Post-Inspection.

#### Example 4

- The project changed the footprint and expanded the project
  - The Pre-Inspection and Post-Inspection utilized different boundaries  
The pre-inspection had non-uniform shapes in the areas that were eligible at both inspections
-



## Example 1, Continued

### Pre-Inspection Spreadsheet

The spreadsheet for Example 1 at the Pre-Inspection is:

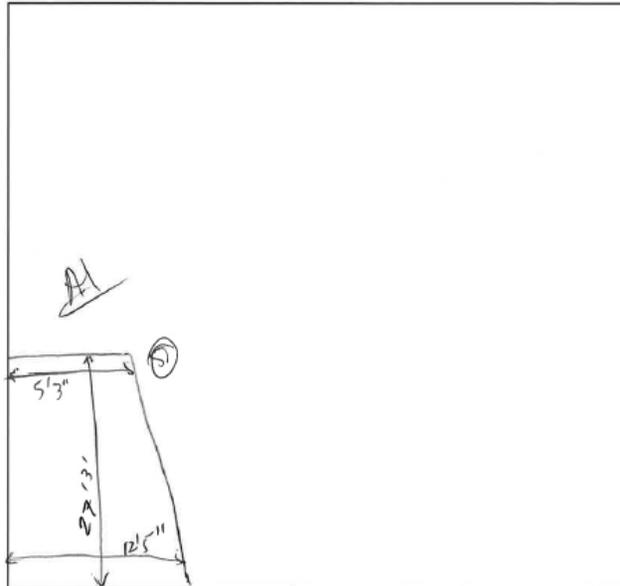
Back Yard Project Area		972										
Back Yard Ineligible Area		-12										
Back Yard Eligible Square Feet		960										
<b>Area 1</b>												
Location												
Section#	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	W Foot	W Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)				
Section 1	Triangle	27	1	5	11	27.083	5.917	80.122				
Section 2	Rectangle	27	1	5	11	27.083	5.917	160.243				
Section 3	Triangle	36	6	5	11	36.500	5.917	107.979				
Section 4	Rectangle	36	6	6	4	36.500	6.333	231.167				
Section 5	Triangle	7	4	10	1	7.333	10.083	36.972				
Section 6	Rectangle	8	9	29		8.750	29.000	253.750				
Section 7	Triangle	4	11	5	1	4.917	5.083	12.497				
Section 8	Rectangle	19	1	4	8	19.083	4.667	89.056				
<b>Area 1 Total Measured Area</b>									<b>971.785</b>		<b>972</b>	
<b>Area 1 Ineligible</b>												
Section# Type	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	W Foot	W Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)				
9 shrubs	1MultiCirc					0.000	0.000	9.616				
shrub	Circle	2				2.000	0.000	3.140				
<b>Area 1 Total Ineligible Area</b>									<b>12.756</b>	<b>-12.756</b>		<b>-12</b>
<b>Area 1 Total Eligible Square Feet</b>										<b>972</b>		<b>-12</b>

Continued on next page

## Example 1, Continued

### Post-Inspection Drawing

The drawing of areas that were eligible at both the Pre-Inspection and the Pre-Inspection:



### Post-Inspection Spreadsheet

The spreadsheet for Example 1 at the post-inspection is:

Back Yard Project Area	241												
Back Yard Ineligible Area	-1												
Back Yard Eligible Square Feet	240												
<b>Area 1</b>													
Location													
Section#	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Feet D Feet Distance Feet	Width feet	Area (feet)					
Section 1	1NURect					27.250	8.833	240.708					
<b>Area 1 Total Measured Area</b>									<b>240.708</b>			<b>241</b>	
<b>Area 1 Ineligible</b>													
Section#	Shape Type	L Foot D Foot Distance Foot	L Inch D Inch Distance Inch	W Foot	W Inch	Length Feet D Feet Distance Feet	Width feet	Area (feet)					
S1 bush@pre	Circle	1	5			1.417	0.000	1.575					
<b>Area 1 Total Ineligible Area</b>									<b>1.575</b>	<b>-1.575</b>		<b>-1</b>	

*Continued on next page*

# Example 1, Continued

## Work Order

The Work Order for Example 1 at the post-inspection will be filled out in the following manner:

Area Measurements		
<b>Pre</b>		
Pre Evaluation Proposed Turf Measurement	x	969 sq ft.
<b>Post</b>		
Eligible Turf Removal Post-Project Area SqFt	x	240 sq ft.

For Agency Use Only		
<u>MWD/MWDOC Base Rebate</u>		
240	x	\$ 2 /sq ft. = \$ 480
<small>Square Feet of Turf Removal</small>		<small>(A) Base Rebate Total</small>
<u>Additional Agency Contribution (if applicable)</u>		
	x	\$ /sq ft. = \$
<small>Square Feet of Turf Removal</small>		<small>(B) Agency Turf Contribution Total</small>
	x	\$ /sq ft. = \$
<small>Square Feet of Synthetic</small>		<small>(C) Synthetic Contribution Total</small>
<b>Total Rebate Amount</b>		
<small>(A)+(B)+(C)</small>		
\$ 480		

## Example 2

### Introduction

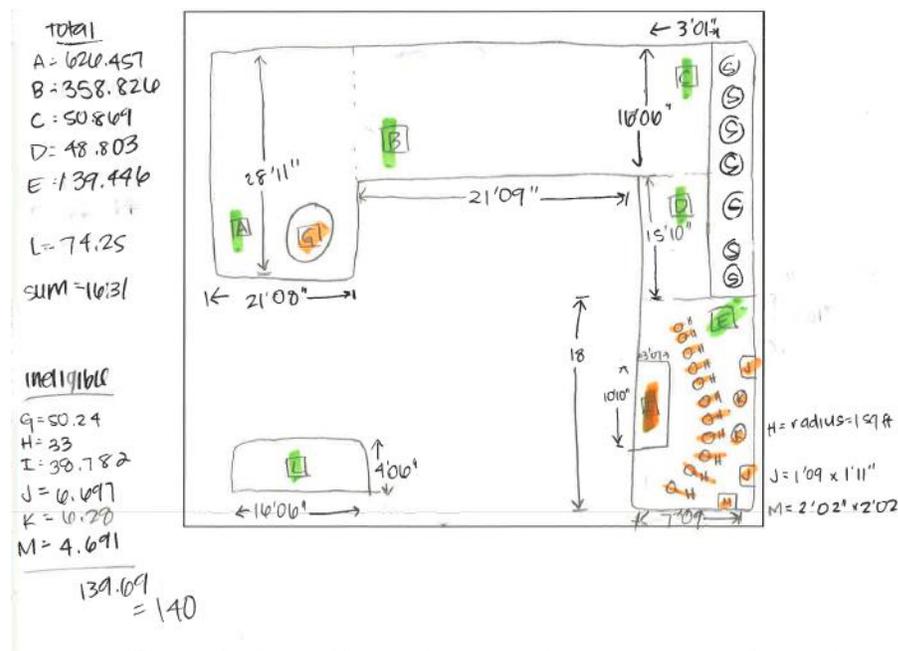
Example 2 shows a project for the following situations:

- The project retained the original footprint but only converted part of the project
- The pre-inspection and post-inspection utilized the same boundaries for that area
- The measurements of the eligible area at the Pre-inspection are lower than the measurements of the area at the Post-inspection.
- The finished area had square footage that was not eligible at the pre-inspection

Because the measurements from the pre-inspection for the eligible area and the post-inspection for the eligible area were different, the work order will need to be filled out utilizing 3 different numbers.

### Pre-Inspection Drawing

The drawing for Example 2 at the Pre-Inspection is:



Continued on next page

## Example 2, Continued

### Pre-Inspection Spreadsheet

The spreadsheet for Example 2 at the Pre-Inspection is:

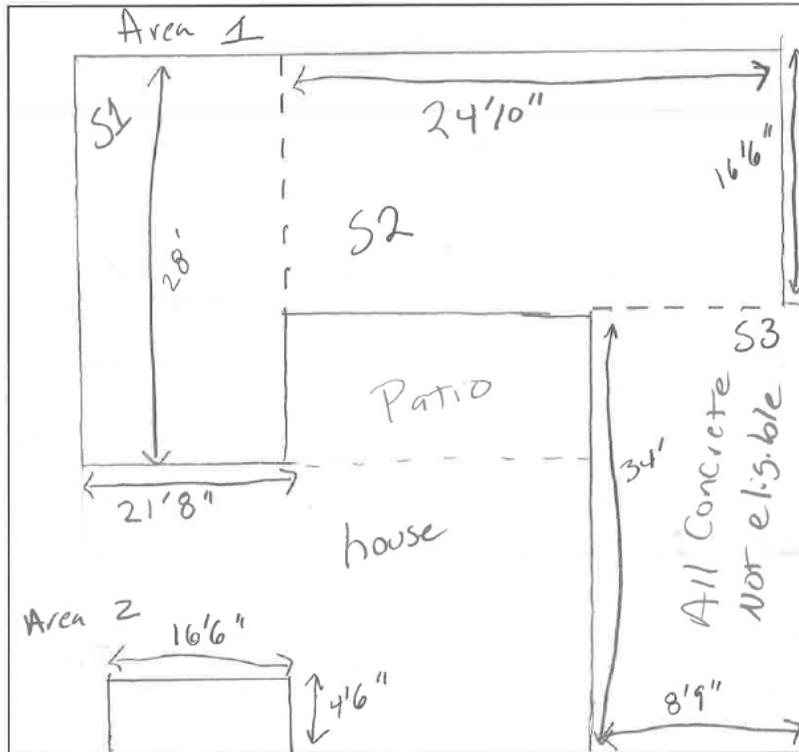
Back Yard Project Area		1301							
Back Yard Ineligible Area		-99							
Back Yard Eligible Square Feet		1202							
<b>Area 1</b>									
Location									
Section#	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	W Foot	W Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)	
Section 1	Rectangle	28	11	21	9	28.917	21.750	628.938	
Section 2	Rectangle	21	9	16	6	21.750	16.500	358.875	
Section 3	Rectangle	16	6	3	1	16.500	3.083	50.875	
Section 4	Rectangle	15	10	3	1	15.833	3.083	48.819	
Section 5	Rectangle	18	0	7	9	18.000	7.750	139.500	
<b>Area 1 Total Measured Area</b>								<b>1227.007</b>	1227
<b>Area 1 Ineligible</b>									
Section# Type	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	W Foot	W Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)	
SA fountain	Circle	4				4.000	0.000	12.560	
SE fl stone	1MultiCirc					0.000	0.000	34.540	
SE Dog per	Rectangle	10	10	3	7	10.833	3.583	38.819	
SE Planter	Rectangle	1	9	1	11	1.750	1.917	3.354	
SE Planter	2MultiCirc					0.000	0.000	6.280	
SE Planter	Rectangle	2	2	2		2.167	2.000	4.333	
<b>Area 1 Total Ineligible Area</b>								<b>99.887</b>	-99.887 -99
<b>Area 1 Total Eligible Square Feet</b>								<b>1227</b>	<b>-99</b>
<b>Area 2</b>									
Location									
Section#	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	W Foot	W Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)	
<b>Area 2 Total Eligible Square Feet</b>								<b>74</b>	<b>0</b>

Continued on next page

## Example 2, Continued

### Post-Inspection Drawing

The drawing of areas that were eligible at both the Pre-Inspection and the Pre-Inspection:



Continued on next page

## Example 2, Continued

### Post-Inspection Spreadsheet

The spreadsheet for Example 2 at the post-inspection is:

<b>Back Yard Project Area</b>		<b>1388</b>											
<b>Back Yard Ineligible Area</b>		<b>-297</b>											
<b>Back Yard Eligible Square</b>		<b>1091</b>											
<b>Area 1</b>													
Location													
		L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch			Length Feet D Feet Distanc e Feet	Width feet	Area (feet)					
Section#	Shape Type			w Foot	w Inch								
Section 1	Rectangle	28	0	21	8	28.000	21.667	606.667					
Section 2	Rectangle	24	10	16	6	24.833	16.500	409.750					
Section 3	Rectangle	34		8	9	34.000	8.750	297.500					
<b>Area 1 Total Measured Area</b>									<b>1313.917</b>			1314	
<b>Area 1 Ineligible</b>													
		L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch			Length Feet D Feet Distanc e Feet	Width feet	Area (feet)					
Section# Type	Shape Type			w Foot	w Inch								
S3 - inelig	Rectangle	34	0	8	9	34.000	8.750	297.500					
<b>Area 1 Total Ineligible Area</b>									<b>297.500</b>	-297.500		-297	
<b>Area 1 Total Eligible Square Feet</b>										<b>1314</b>	<b>-297</b>		
<b>Area 2</b>													
Location													
		L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch			Length Feet D Feet Distanc e Feet	Width feet	Area (feet)					
Section#	Shape Type			w Foot	w Inch								
<b>Area 2 Total Eligible Square Feet</b>									<b>74</b>	<b>0</b>			

Continued on next page



## Example 2, Continued

### Work Order

The Work Order for Example 2 at the post-inspection will be filled out in the following manner:

Area Measurements		
	<b>Pre</b>	
Pre Evaluation Proposed Turf Measurement		1202 sq ft.
	<b>Post</b>	
Eligible Turf Removal Post-Project Area SqFt		1091 sq ft.

For Agency Use Only		
<u>MWD/MWDOC Base Rebate</u>		
1041	X \$ 2 /sq ft.	= \$ 2082
Square Feet of Turf Removal	Base Rebate Level	(A) Base Rebate Total
<u>Additional Agency Contribution (if applicable)</u>		
	X \$ /sq ft.	= \$
Square Feet of Turf Removal	Turf Contribution	(B) Agency Turf Contribution Total
	X \$ /sq ft.	= \$
Square Feet of Synthetic	Synthetic Contribution	(C) Synthetic Contribution Total
<b>Total Rebate Amount</b>		
(A)+(B)+(C)		
\$ <span style="font-size: large; font-family: cursive;">2082</span>		

## Example 3

---

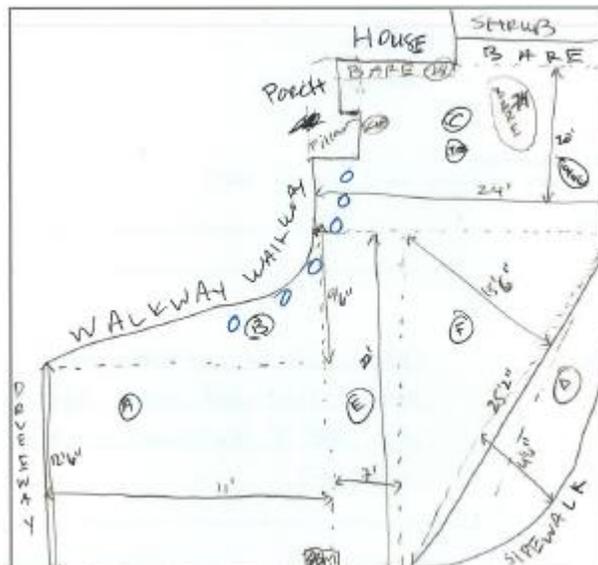
### Introduction

Example 3 shows the following situations:

- The project retained the original footprint but only converted part of the project
  - The Pre-inspection and Post-inspection utilized different boundaries
  - The finished area had square footage that was not eligible at the Pre-Inspection but was converted at the Post-Inspection.
- 

### Pre-Inspection Drawing

The drawing for Example 3 at the Pre-Inspection is:



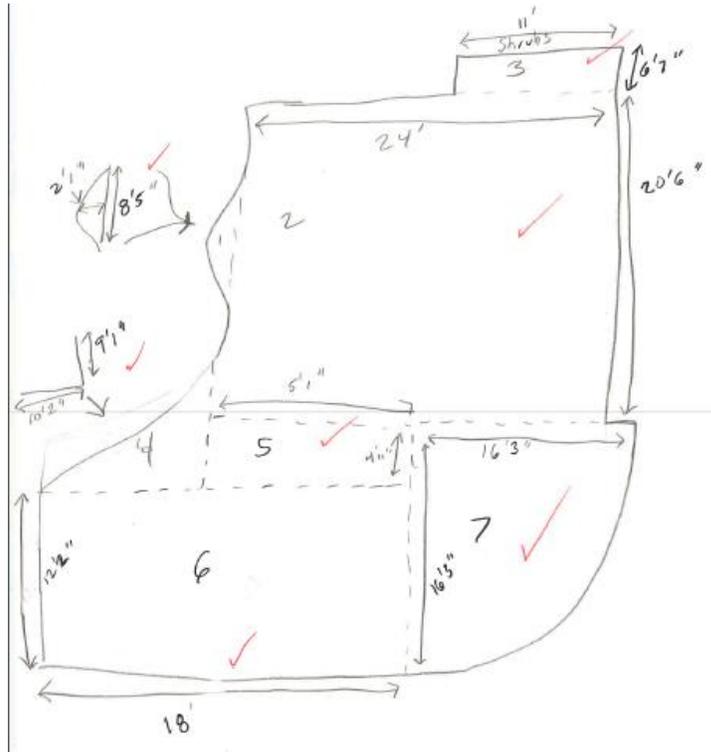
*Continued on next page*



### Example 3, Continued

Post-Inspection  
Drawing

The drawing of areas that were eligible at both the Pre-Inspection and the Pre-Inspection:

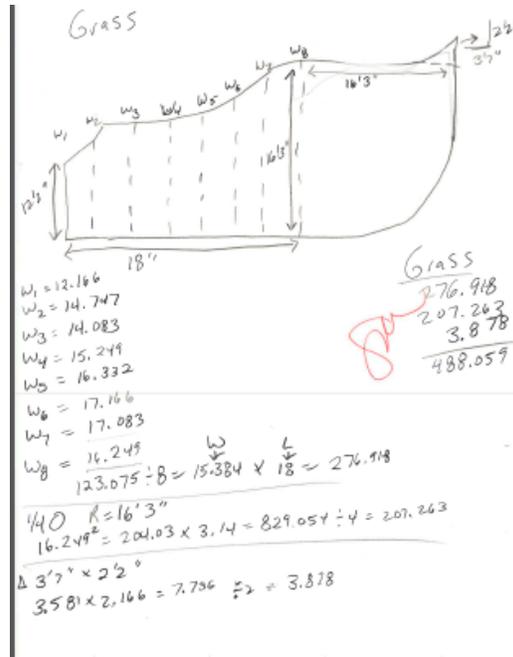


*Continued on next page*

### Example 3, Continued

Drawing of  
Unconverted  
area

The drawing of areas that were not converted is:



Continued on next page

### Example 3, Continued

#### Post-Inspection Spreadsheet

The spreadsheet for Example 3 at the post-inspection is:

Front Yard Project Area		710							
Front Yard Ineligible Area		-174							
Front Yard Eligible Square Feet		536							
<b>Area 1</b>									
Location									
Section#	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	w Foot	w Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)	
Section 1	Triangle	8	5	2	1	8.417	2.083	8.767	
Section 2	Rectangle	14		20	6	14.000	20.500	287.000	
Section 3	Rectangle	11	0	6	7	11.000	6.583	72.417	
Section 4	Triangle	10	2	9	1	10.167	9.083	46.174	
Section 5	Rectangle	5	1	4	11	5.083	4.917	24.993	
Section 6	Rectangle	18	0	12	2	18.000	12.167	219.000	
Section 7	QTRCircle	16	3			16.250	0.000	51.822	
<b>Area 1 Total Measured Area</b>								<b>710.173</b>	<b>710</b>
<b>Area 1 Ineligible</b>									
Section# Type	Shape Type	L Foot D Foot Distanc e Foot	L Inch D Inch Distanc e Inch	w Foot	w Inch	Length Feet D Feet Distanc e Feet	Width feet	Area (feet)	
not converted						0.000	0.000	0.000	
not converted		16	3			16.250	0.000	0.000	
not converted		3	7	2	2	3.583	2.167	0.000	
bare @ pre	Circle	9	9			9.750	0.000	74.624	
stones @ pre	1MultiCirc					0.000	0.000	6.411	
bare @ pre	Rectangle	11		4		11.000	4.000	44.000	
tree @ pre	Circle	4				4.000	0.000	12.560	
bare @ pre	Rectangle	14		2		14.000	2.000	28.000	
bare @ pre	Circle	3				3.000	0.000	7.065	
Pillar @ pre	Rectangle	2		1		2.000	1.000	2.000	
<b>Area 1 Total Ineligible Area</b>								<b>174.660</b>	-174.660
<b>Area 1 Total Eligible Square Feet</b>								<b>710</b>	<b>-174</b>

Continued on next page

### Example 3, Continued

**Work Order**

The Work Order for Example 3 at the post-inspection will be filled out in the following manner:

Area Measurements		
	<b>Pre</b>	
Pre Evaluation Proposed Turf Measurement	701	sq ft.
	<b>Post</b>	
Eligible Turf Removal Post-Project Area SqFt	536	sq ft.

For Agency Use Only		
<u>MWD/MWDOC Base Rebate</u>		
536	X \$ 2 /sq ft.	= \$ 1072
Square Feet of Turf Removal	Base Rebate Level	(A) Base Rebate Total
<u>Additional Agency Contribution (if applicable)</u>		
	X \$ /sq ft.	= \$
Square Feet of Turf Removal	Turf Contribution	(B) Agency Turf Contribution Total
	X \$ /sq ft.	= \$
Square Feet of Synthetic	Synthetic Contribution	(C) Synthetic Contribution Total
<b>Total Rebate Amount</b>		
\$		1072 <small>(A)+(B)+(C)</small>

## Example 4

---

### Introduction

Example 4 shows the most complex situation that requires additional steps to determine the areas that were eligible at both the pre-inspection and post-inspection due to the presence of non-uniform shapes.

For this project, the following situations exist:

- The project changed the footprint and expanded the project
- The Pre-Inspection and Post-Inspection utilized different boundaries
- The pre-inspection had non-uniform shapes in the areas that were eligible at both inspections

---

### Pre-Inspection Drawing

The drawing for Example 4 at the Pre-Inspection is:

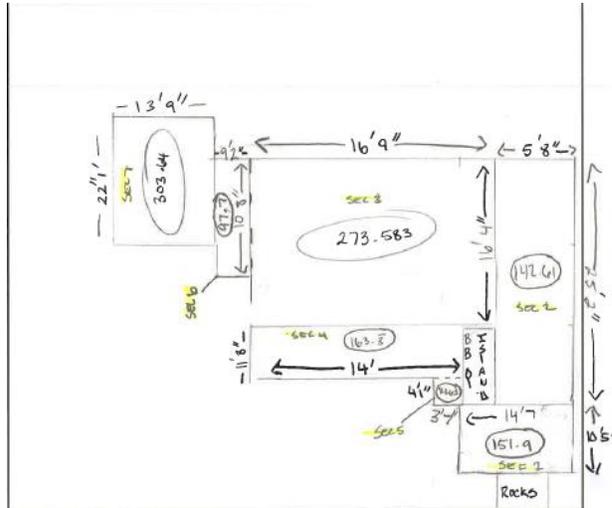


*Continued on next page*

## Example 4, Continued

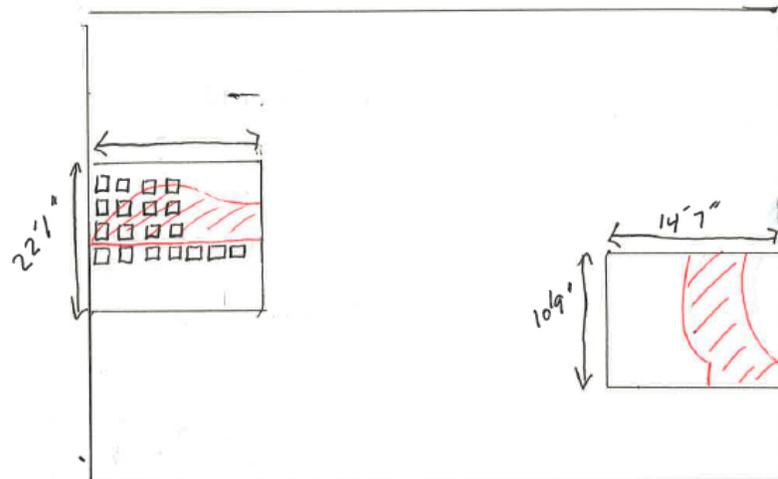
### Post-Inspection Drawing

The drawing for Example 4 at the Post-Inspection is:



### Overlay of Areas that were Eligible at Both Inspections

The drawing that shows the overlay of both eligible areas:



Continued on next page

## Example 4, Continued

### Steps for Determining Rebate Square Footage

The steps involved in determining the measurements for the areas that will be eligible for the rebate area are as follows:

Step	Action	Picture
	Utilizing measurements from the areas of overlap, determine either the constant of length or width	
	Verify measurement calculations from the Pre-Inspection drawings for those areas	<p>Non-Uniform Rectangle measurements Used at Pre widths taken every 2 feet</p>
	Enter the measurements in the Pre-Inspection Measurement Spreadsheet	See picture below

Continued on next page



## Post-Inspection Review and Submission

---

### Introduction

After completing a Post-Inspection, there are certain tasks that must be completed prior to submitting the Post-Inspection to MWDOC as well as administrative tasks that must be completed after the inspection is submitted.

---

### Post- Authorization Review

Upon completing a Post-Inspection, the following tasks must be performed:

- Set up file in Turf Removal Shared drive by fiscal year, address and type of inspection
  - Complete work order paperwork and drawing
  - Complete Measurement Template and Print
  - Enter inspection in Droplet
  - Upload pictures to Droplet
  - Place inspection in the folder for authorization
- 

### Entering Information in Droplet

The following fields must be populated when entering the inspection results in Droplet:

Fill out the following fields:

- Inspected by
- Date of Inspection
- Qualified square feet
- Recycled Water
- Recommendation
- Comments

Comments should indicate if the Post-Inspection was higher or lower than the Pre-Inspection square footage, the reason for the difference and the number of square feet that should be used for the rebate.

After the information has been entered, click next and upload photos.

***\*Do not click submit at this time.***

---

*Continued on next page*

## Post-Inspection Review and Submission, Continued

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**Place Inspection in Authorization Folder** After the information has been uploaded to Droplet, the file should be placed in the red folder for authorization review. All supporting documents should be attached.

---

**Post-Authorization Administrative Tasks** After an inspection has been authorized, the following tasks must be performed:

- Scan work order
- Save work order to address file in Turf Removal folder
- Submit inspection on Droplet
- Email scanned work orders to MWDOC at [turfremoval@mwdoc.com](mailto:turfremoval@mwdoc.com)
- Update Master Turf Spreadsheet
- Upload the work order and supporting documents to WebDocs and link to the SP ID in CC&B
- File work order

---

**Scanning and Saving Work Order** The authorized work order and all supporting documents should be scanned and saved to the shared drive for the fiscal year, address and type of inspection.

The work order should be named with the application number and type of inspection.

---

**Submit Information on Droplet** After the inspection has been authorized, review the information entered in Droplet to ensure that no changes are necessary. After the information has been verified, click on Submit to submit the inspection to MWDOC.

---

**Submit Work Order to MWDOC** PDF files cannot be uploaded to Droplet and will need to be emailed to [turfremoval@mwdoc.com](mailto:turfremoval@mwdoc.com).

- In the subject line, note the number and type of work orders that are being sent.
  - In the body of the email, note the application number, the name of the applicant and the address.
  - Attach all of the work orders that are being sent
- 

*Continued on next page*

## Post-Inspection Review and Submission, Continued

**Update Master Turf Spreadsheet**

Update the following fields in the Master Turf Spreadsheet:

Column	Title	Information
AF	Post-Inspection Complete	Enter an X in this cell
AG	Post-Inspection Sent to MWDOC date	Enter the date the inspection was submitted on Droplet and emailed to MWDOC
AH	MWDOC Rcvd Post-Inspection	Enter an X in this cell
AI	Post-Inspection Turf Area	Enter the square footage measured at the Post-Inspection
AJ	Rebate Sq Ft	Enter the square footage that will be used to calculate the rebate
AK	Notes	Enter one of the following comments: <ul style="list-style-type: none"> <li>• Post-Inspection measurements higher, pd at pre sq ft</li> <li>• Post within 10% differential, pay at Pre amount</li> <li>• Customer did not convert entire project area</li> <li>• Customer converted some areas with non-eligible material</li> </ul>
AL	Pre-Only Cost Estimate	Remove the value from this cell
AM	Post Cost Est	Enter the anticipated rebate based on the authorized square footage from the Rebate Sq Ft
AP	IRWD Liability	Enter the amount of the rebate that will be funded by IRWD based on the applicable terms and conditions
AT	Post Y or N	Update this field to a Y

**Upload the Work Order**

The PDF file for the work order should be uploaded to WebDocs and linked in CC&B.

*Continued on next page*

## Post-Inspection Review and Submission, Continued

---

**File Work Order** The work order should be stapled and filed in the cabinet in order of the date it is sent to MWDOC with the most recent date in front.

---

# Submitting a Post-Inspection

## Introduction

Post-Inspections must be submitted on Droplet in addition to sending the scanned work order via email.

## Submitting a Post-Inspection

To submit a Post-Inspection Droplet, perform the following steps:

Step	Action	Picture
1	From the Process Projects Screen, select the Post Assigned Tab	
2	Locate the correct application and click on the Actions button to select Complete Post-Inspection	
3	Fill out the following fields: <ul style="list-style-type: none"> <li>• Inspected by</li> <li>• Date of Inspection</li> <li>• Square feet removed</li> <li>• Recycled Water</li> <li>• Number of persons residing at the residence</li> <li>• Did you issue a sign</li> <li>• Recommendation</li> <li>• Comments</li> </ul> Click Next	

*Continued on next page*

## Submitting a Post-Inspection, Continued

### Submitting a Post-Inspection, continued

Step	Action	Picture
4	<p>Upload the photos taken at the Post-Inspection.</p> <p>Browse the shared drive to select the photos to add files</p> <p>Click Upload images to upload to Droplet</p>	
5	Click Submit	

# Invoicing and Data Management

## Overview

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### Introduction

This section covers the procedures for updating information on the invoicing and updating information on the program to track available funding.

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### Contents

Topic	See Page
Invoicing and Data Management	129

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# Invoicing and Data Management

## Introduction

Invoices are received monthly from MWDOC. They are scanned and sent to Accounts Payable for invoicing. They are paid based on the Purchase Order number for the appropriate fiscal year.

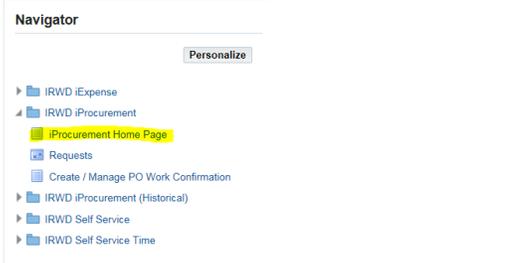
## Purchase Order Numbers

The Purchase Orders by Fiscal Year are:

Fiscal Year	Purchase Order Number
2014-15	517178
2015-16	531059
2016-17	600243

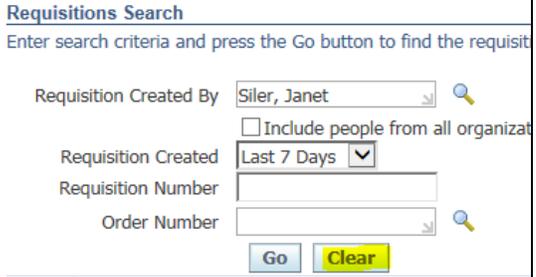
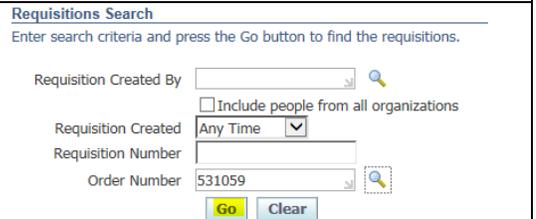
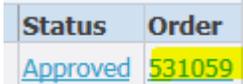
## Procedure for Accessing Invoices

The invoices are scanned and available in EBS. The procedure for accessing the invoices is as follows:

Step	Action	Picture
	From the desktop, open EBS and Log in	
	Select IRWD iProcurement	
	Select iProcurement Home Page	
	Select the Requisitions tab	

*Continued on next page*

## Invoicing and Data Management, Continued

Procedure for Accessing Invoices, continued	Step	Action	Picture
		Click the Search button (upper right hand corner)	
		Click Clear	
		Enter the Purchase Order Number:  Select the Purchase order from the drop down menu	
		Click Go	
		On the right hand side, click on the order number	
		On the right hand side in the Actions menu, select View Invoices from the drop down menu and click go	
		Select the invoice you would like to view based on the date of the invoice	

Continued on next page

## Invoicing and Data Management, Continued

Procedure for Accessing Invoices, continued	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> <th>Picture</th> </tr> </thead> <tbody> <tr> <td></td> <td>                     Confirm the amount and the payment status.                      This represents a payment by IRWD on the invoice.                 </td> <td> <table border="1"> <thead> <tr> <th>Amount</th> <th>Due Status</th> <th>On Hold</th> <th>Payment S</th> </tr> </thead> <tbody> <tr> <td>17,830.41</td> <td>17,830.41 In-Process</td> <td></td> <td>Not Paid</td> </tr> <tr> <td>18,913.98</td> <td>0.00 Approved</td> <td></td> <td>Paid</td> </tr> </tbody> </table> </td> </tr> <tr> <td></td> <td>To view the invoice, click on the link in the far right hand side under attachments</td> <td> <table border="1"> <thead> <tr> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Step	Action	Picture		Confirm the amount and the payment status. This represents a payment by IRWD on the invoice.	<table border="1"> <thead> <tr> <th>Amount</th> <th>Due Status</th> <th>On Hold</th> <th>Payment S</th> </tr> </thead> <tbody> <tr> <td>17,830.41</td> <td>17,830.41 In-Process</td> <td></td> <td>Not Paid</td> </tr> <tr> <td>18,913.98</td> <td>0.00 Approved</td> <td></td> <td>Paid</td> </tr> </tbody> </table>	Amount	Due Status	On Hold	Payment S	17,830.41	17,830.41 In-Process		Not Paid	18,913.98	0.00 Approved		Paid		To view the invoice, click on the link in the far right hand side under attachments	<table border="1"> <thead> <tr> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table>	Attachments		
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### Invoice Cover Sheet

The invoice cover page will show the invoice date and the amount of the invoice.



**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

P.O. Box 20895  
Fountain Valley, CA 92728  
Phone: (714)953-3058  
Fax: (714)954-9389

Invoice No. 2015

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**INVOICE**

**Customer**

Name: Irvine Ranch Water District  
Street: P.O. Box 5700  
City: Irvine State: CA ZIP: 92619-7000  
Attn: Amy McNulty IRWD PO# 531055 (600,243)

Date: 5/30/2017  
Due Date: Upon Receipt

Description	Amount
Please find included all documents designed to comply with reporting requirements for the request of funding as outlined in the Agreement between the Municipal Water District of Orange County (MWDOC) and your agency. This report covers all activity of the month indicated and for the Turf Removal Program additional funding.	
<b>April 1 to April 30, 2017</b>	
<small>Funding Category</small>	<small>Qty Funding Amount</small>
Turf Removal Program Additional Funding	20,217 See Report. \$15,246.89
Administration fees	1 \$65.00
<b>Subtotal this month \$15,311.89</b>	
<b>RECEIVED</b>	
MAY 31 2017	
<b>Total Amount Due \$15,311.89</b>	
<b>PURCHASING</b>	

**Payment Details**

Cust #: 210  
4340-5235-34-1230-860-3418-108-4-\$15,246.89  
Charge Cd: 4340-5235-34-1205-600-3418-108-4-\$65.00  
Amount: \$15,311.89

Please direct your inquiries to the Accounting Department.

Continued on next page

## Invoicing and Data Management, Continued

### Invoice

The invoice will show the following information:

Turf Removal Program Participation										
Municipal Water District of Orange County - Monthly Program Report										
Check Date	App #	First Name	Last Name	Street Address	City	Zip Code	Pre Project Turf Measured (sqft)	Post Turf Removed (sqft)	Grant Amount Funding Requested	MET Agency Admin Fee

### Information

Invoice data will need to be entered into the Master Turf Spreadsheet to track the funding that has been paid out.

Information	Explanation
Check Date	This is the day the check is processed by MWDOC
App #	This will correspond with the application number assigned by MWDOC
First Name/ Last Name	This will be the name on the check and should correspond to the name on the application in most cases.
Street Address City, State, Zip	This is the street address where the project occurred. This is not always where the check was mailed.
Pre-Project Turf Measured Sq Ft	This is the square footage that was approved at the Pre-Inspection
Post Turf Removed	This is the square footage measured at the Post-Inspection
Grant Funding	Funds applied by MWDOC grant funding
MET Amount Requested	Funds applied by Metropolitan Water District Funding
Agency Funding	Funds applied and invoiced to Irvine Ranch Water District
Admin Fee	An admin fee of \$65 per application is applied for projects that are fully funded by IRWD. When Grant funding or Metropolitan funding is applied, the application fee is waived.

*Continued on next page*

## Invoicing and Data Management, Continued

### Updating the Master Turf Spreadsheet

The Master Turf Spreadsheet will need to be updated with the following information:

Column	Title	Entry
AM	Post Cost Est	Remove the entry from this cell
AN	Pd Cost	Enter the total amount paid to the customer from all funding sources
AO	Invoiced Amount	This cell originally had a different purpose but is not used at this time. Enter the amount that was entered in the Pd Cost cell
AR	IRWD Liability	Enter the total amount invoiced to IRWD as agency funding
AQ	Pd Date	The check date as indicated on the invoice
AR	Invoiced Date	The date on the invoice
AU	Pd by MWDOC	Enter a Y
AV	Invoiced by MWDOC	Enter a Y
AX	Funding Switch	Enter a Y if this was a TR8a that was invoiced to MWD for \$.30 per square ft. If not a TR8a, leave blank
BA	Pmt chg	If this is a TR8a, enter the total amount that was invoiced to MWD

### Closing the Project

IRWD will pay the invoice through the AP system processes and it will be indicated in EBS.

When the invoice has been paid by IRWD, the project is considered closed. At this point, conduct the following tasks:

- Enter a Y in column AW, Pd by IRWD.
- Pull the Post-Inspection paperwork and shred it.

*Continued on next page*

## Invoicing and Data Management, Continued

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### Updating Funding

After the invoices have been paid, the Funds Committed worksheet on the Master Turf Spreadsheet must be updated to track the funding levels to ensure the availability of funds for active projects.

Updates need to be done based of Fiscal Year, Application Number, and IRWD contribution/liability for the following categories:

FY - 2015
FY - 2016 Jul - Dec
January 2016
FY - 2016 2/1 - 5/4 TR7
FY - 2016 - 5/5 - 6/30 TR8
FY - 2017 7/1-8/30 TR8
FY - 2017 9/1-2/8 Tr8a
FY - 2017 2/9-6/30 TR10
FY - 2018 7/1-present TR11

FY – 2015 through FY 2016 TR8 applications have all be closed so no further update is needed.

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### Required Updates

Updates to current and active fiscal year projects will need to be made in the following categories:

- Pre-Inspection status for the funds committed
  - Post-Inspection status for the funds committed
  - Pd and Invoiced status for the funds committed
  - Pd and Invoiced by MWDOC and Paid by IRWD for the funds paid
- 

*Continued on next page*

## Invoicing and Data Management, Continued

### Required Updates, continued

	Pre complete & No Post - still active	Post complete - Not paid by MWDOC	Pd & Invoiced by MWDOC- Not Pd by IRWD	Pd & Invoiced by MWDOC - pd by IRWD
FY - 2015	\$0	\$0	\$0	\$562,778
FY - 2016 Jul - Dec	\$0	\$0	\$0	\$0
January 2016	\$0	\$0	\$0	\$0
FY - 2016 2/1 - 5/4 TR7	\$0	\$0	\$0	\$7,510
FY - 2016 - 5/5 - 6/30 TR8	\$0	\$0	\$0	\$113,769
FY - 2017 7/1-8/30 TR8	\$0	\$3,308	\$0	\$115,563
FY - 2017 9/1-2/8 Tr8a	\$23,629	\$16,046	\$0	\$87,412
FY - 2017 2/9-6/30 TR10	\$39,829	\$6,807	\$0	\$1,032
FY - 2018 7/1-present TR11	\$0	\$0	\$0	\$0

### Filtering

Filters are used to gather the data, the filter settings are documented on the Filter Info Worksheet.

### Funds Released

Funds that have been reserved and released must also be tracked. Released funds fall into the following categories:

- TR7 applications originally funded by IRWD and paid by MWD
- TR8a applications originally funded by IRWD and paid at \$.30 per square foot by MWD
- Cancelled, denied and withdrawn applications

This will only need to be maintained for fiscal years with active projects.