



## City of San Mateo

### Private Sewer Lateral Cost Sharing Program

July 2014

#### Program Overview

The Private Sewer Lateral Cost Sharing Program provides grants from the City of San Mateo to property owners for 50% (up to a maximum of \$5,000) of the cost of a full sewer lateral replacement (from where it exits the structure to the main line connection), including a cleanout, if one does not already exist, near the property structure in compliance with the CA plumbing code and, pursuant to City standard, a new wye connection at the main line if needed. Spot repairs and partial repairs are not included in the cost sharing program. All types of properties (residential, commercial, multi-family, etc.) that are located in the City of San Mateo are eligible for the full lateral replacement cost sharing.

*Please note that funding for the program is limited and available on a first come, first served basis for this fiscal year (July 2014 – June 2015).*

The property owner is responsible for all aspects of the replacement and must obtain at least three written estimates from licensed contractors. You may choose any contractor but the City will only reimburse cost based on 50% of the lowest bid, up to \$5,000. All documentation, including finalized permits, final invoice and W-9 IRS form (because grants are reported as personal income a W-9 IRS form is required) are submitted to the City of San Mateo Public Works Department after the repair is completed. Issuance of the grant is subject to verification of the required documentation.

#### How it Works

1. Property Owner completes and submits application.
2. Property Owner contacts three licensed plumbers/contractors of their choice and obtains three itemized written estimates to replace the entire lateral and install a cleanout, if one does not already exist, near the property structure in compliance with the CA plumbing code. **Estimates should include the following line items: full lateral replacement, cleanout, if necessary, permits, and wye connection, if necessary.** Please note that three written estimates are required and must be submitted for review and approval before any work is completed. Property Owner may select any qualified contractor but City will only reimburse cost based on 50% of the lowest bid, up to \$5,000. *Funding for the program is limited and available on a first come, first served basis for this fiscal year (July 2014 – June 2015).*
3. Property Owner must submit written estimates for review and approval prior to beginning work.
4. Contractor obtains proper permits at City Hall:
  - Building permit for working on private property
  - Encroachment permit if working in the public right-of-way
5. Complete the full lateral replacement: **NOTE: ANY CHANGE FROM ORIGINAL ESTIMATES IN SCOPE OR COST OF WORK MUST BE APPROVED BY CITY PRIOR TO WORK BEING COMPLETED TO BE ELIGIBLE FOR GRANT REIMBURSEMENT.**
  - Contractor must schedule inspections required by City
  - Permits must be "finalized" (this means the permit work inspected and signed as complete by City inspector)
6. When the project is completed, submit the following documents to the City of San Mateo:
  - Building Permit - finalized
  - Encroachment Permit (if necessary) – finalized
  - Final Invoice (*not* the estimate – must be a final invoice)
  - W-9 completed (available at City Hall or online at <http://www.irs.gov/Forms-&-Pubs>)
  - Request for Reimbursement form
7. Grant reimbursement check (50% of repair up to maximum of \$5,000) will be mailed to you upon review and verification of required documents. Reimbursement of 50% of lowest bid, up to \$5,000, regardless of contractor choice.