

**SSMP  
ELEMENT 11  
COMMUNICATION PROGRAM  
APPENDIX 11.2**

**Private sewer Lateral Program  
(PLRP) Public Outreach**



## **PRESS RELEASE FOR IMMEDIATE RELEASE**

### **SUCCESSFUL PRIVATE SEWER LATERAL COST SHARING PROGRAM RETURNS FOR SAN MATEO PROPERTY OWNERS**

San Mateo, Calif. — San Mateo’s recently approved 2014-2015 budget has once again allocated funding for the Private Sewer Lateral Cost Sharing Program.

Interested property owners are encouraged to take advantage of this grant opportunity which is available on a first come, first served basis. In 2013 the private lateral cost sharing program was so successful that all funding was exhausted. The Public Works Department awarded 167 grants last fiscal year.

To learn more about the City of San Mateo’s private sewer lateral cost sharing program, please contact Sandy Russell at 650.522.7243 or visit [www.cityofsanmateo.org/publicworks](http://www.cityofsanmateo.org/publicworks).

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Department of Public Works, City of San Mateo  
PRIVATE LATERAL COST SHARING PROGRAM



**PROGRAM APPLICATION**  
(July 2015)  
**Please Write Legibly**

<b>Part 1: Participant Information</b>		
Name:		
Property Address:		
Property Type (Please check One): Single Family Owner Occupied ____ Other (please specify): _____		
Mailing Address (if different from Property Address):		
Work Phone:	Home Phone:	Cell Phone:
Circle best number to reach you during regular business hours.		
Date	Email	

<b>Part 2: Program Requirements</b>
Cost Sharing Program Requirements (please see other side for more details):
<b><i>Full Lateral Replacements Only are eligible for the Cost Sharing Program</i></b>
<ul style="list-style-type: none"><li>• Submit Application</li><li>• Submit Estimates for Approval – <b><i>do not start any work until approved!</i></b></li><li>• Reimbursement Request Form with:<ul style="list-style-type: none"><li>○ Final Permits</li><li>○ Final Invoice</li><li>○ IRS W-9 (grants are reported as personal income)</li></ul></li></ul>
<i>Please note that funding is limited and available on a first come, first served basis.</i>

<b>Part 3: Submit Application</b>	
Please return your application by mail, email or fax:	
<b>Mail:</b> Sandy Russell Department of Public Works 330 W. 20th Avenue San Mateo, CA 94403	<b>Email:</b> srussell@cityofsanmateo.org  <b>Fax:</b> 650.522.7301
<b>Disclaimer:</b> Please be advised that information submitted in your application may be subject to disclosure under the California Public Records Act.	

<b>QUESTIONS?</b>
Web: <a href="http://www.cityofsanmateo.org/PrivateSewerLaterals">www.cityofsanmateo.org/PrivateSewerLaterals</a>
Contact: Sandy Russell 650.522.7243 or srussell@cityofsanmateo.org



## City of San Mateo

# Private Sewer Lateral Cost Sharing Program

July 2015

### 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 2015 – June 2016).*

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 2015 – June 2016).*
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” (the 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
  - 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.

City of San Mateo Public Works Department 650.522.7243 [www.cityofsanmateo.org](http://www.cityofsanmateo.org)



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*Please note that funding for the program is limited and available on a first come, first served basis for the 2015-2016 fiscal year (July 2015 – June 2016), beginning July 1, 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.

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  - 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.



**CITY OF SAN MATEO**  
**PRIVATE SEWER LATERAL REPLACEMENT COST SHARING PROGRAM**  
**REIMBURSEMENT GRANT REQUEST**

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*Grant recipients will be issued a 1099 form for grant funds received.  
 This income is to be reported on your personal income tax.*

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Final Invoice Amount: \_\_\_\_\_

Length of full lateral replacement: \_\_\_\_\_ Depth of Lateral \_\_\_\_\_  
 Check if applicable: \_\_\_Cleanout installed during replacement \_\_\_Wye installed during replacement

**Required Documents (attach and submit with this form)**

- Building Permit #** \_\_\_\_\_ **Date Finaled** \_\_\_\_\_
- Encroachment Permit #** \_\_\_\_\_ **Date Finaled** \_\_\_\_\_
- Final Invoice (not the estimate – must be a final invoice)**
- W-9 (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)**
- Reimbursement Request Form**

I certify that the information submitted is true and accurate. I understand and agree that the grant reimbursement is not an acceptance of liability on the City's part, and that any future repairs of the lateral are my responsibility, with the exception of warranty workmanship as outlined in my private contract. Should a warranty issue arise, I will contact the hired contractor to address any workmanship issues.

\_\_\_\_\_  
 NAME Date  
 \_\_\_\_\_  
 PRINT NAME

**Submit this form and all required documents to:**

City of San Mateo Public Works Department Attn: S. Russell 330 W. 20<sup>th</sup> Avenue San Mateo, CA 94403 650.522.7243