



# Ross Valley Sanitary District

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## Lateral Replacement Grant Program Guide

Updated November 19, 2019

Thank you for helping us protect and preserve our local environment by replacing your privately-owned sewer lateral. By allowing the District to assist you with this project, together we will reduce contamination in our community and waterways, as well as reduce treatment costs for the entire Ross Valley. Hopefully, through the District's public outreach efforts, you've learned that nearly 50% of all sewer spills are caused by leaking private laterals. Private laterals are the responsibility of the property owner, from the building to the District main line, including the connection with the main. The Lateral Replacement Grant Program (LRGP) was designed to encourage property owners like you to replace your pipe and help to protect the beautiful Ross Valley.

Qualified applicants will receive **50% of the lateral replacement cost, up to \$1,500**. Some applicants may receive additional funding based on pre-defined qualifying criteria. On April 18, 2018 the Board of Directors adopted Resolution No. 18-1541 amending the guidelines and qualification requirements of the LRGP (available at [www.rvsd.org](http://www.rvsd.org)).

**NOTE: Common (shared) laterals are not eligible for grants because they do not conform with the District's specifications or the Uniform Plumbing Code Section 721.1, which require laterals from each property to connect directly to the public sewer main.**

The following is a list of minimum requirements necessary to take advantage of the grant program:

1. Signed Lateral Replacement Grant Program Application,
2. A DVD of the video inspection and inspection report performed by a licensed (Class A, B, C-36, C-42) or PACP-certified contractor. **Inspection must be within a year prior to the date of application.**
3. Completed Private Sewer Lateral Inspection Report Form, and
4. **One (1) or more lateral replacement bids from contractor(s) holding an A, B, C-36 or C-42 license with the California Contractors State License Board** that will also qualify with the agency having jurisdiction over the right-of-way for any required encroachment permit for work to replace the lateral. **Bid(s) must be within 90 days prior to the date of application.** The District strongly encourages property owners to obtain three (3) bids as there can be a large range in price between contractors. If multiple bids are submitted to the District for review with the application, inspections staff can identify for the property owner, if requested, any differences in the scope of work between the bids.

The District will review the DVD, bids and your application then notify you about the status of your grant funding request, usually within 14 business days. **Important: Any repair work performed prior to receiving an approval letter from the District will not be eligible for a grant.**

A flow chart of these steps, the Inspection Report Form, and the grant application is included on the following pages. Many contractors already understand the program and can assist you in applying for it. We are more than happy to assist you over the phone, in our office, or in the field as well. Please contact us with any questions you may have.

# Lateral Replacement Grant Program Flowchart

Now that your lateral replacement grant has been approved follow the steps and deadlines outlined in the flowchart below to ensure that you receive your grant. If you have any questions, please don't hesitate to contact the District at (415) 259-2949 or [info@rvsd.org](mailto:info@rvsd.org)

Work Performed

**Select Contractor:** Property Owner selects any licensed Contractor for the lateral replacement work

**Schedule Work:** Property Owner schedules lateral replacement with contractor

**Permits:** Property Owner or Contractor obtain required permits from RVSD & applicable town/city planning departments

**Final Inspection:** Contractor schedules final inspection before backfilling

Please be aware that contractors are very busy. It is important that you call as early as possible to get on their schedule and ensure that you don't miss upcoming deadlines

Documentation & Payment

**Required within 90 days from date of approval**

**Property Owner submits verification of payment to RVSD (i.e. Paid-In-Full Invoice)**

Final invoice and additional charges will be reviewed by RVSD for approval

**RVSD will issue reimbursement within 30-days of receipt of verification of payment**

- Blue – Property Owner's responsibility
- Green – RVSD responsibility
- Red – Important notices

## Private Sewer Lateral Inspection Report Form

This form must be completed by the Property Owner and submitted with the application for the Lateral Replacement Grant Program or Lateral Replacement Loan Program. The Property Owner is responsible for ensuring that the contractor conducting the video inspection meet the following requirements:

1. Contractor shall hold either: an A, B, C-36 or C-42 license with the California Contractors State License Board, or National Association of Sewer Service Companies Pipeline Assessment and Certification Program (NASSCO PACP) certification,
2. Video shall visually verify the property address of the lateral being inspected,
3. An audio recording describing all issues with the lateral being inspected along with a footage counter to show the length of pipe MUST be included as part of the inspection report,
4. Lateral must be cleared of significant debris and/or obstructions to provide a clear view,
5. All reasonable efforts must be made to fully inspect the entire lateral, including cleaning and removal of obstructions,
6. Any lateral tie in connections need to be inspected and their source identified.

**Applications that do not include this form will be rejected. DVDs submitted that do not meet the above requirements will be rejected. Incomplete video inspections, where reasonable efforts to clear the lateral were not made, will be rejected.**

Date: \_\_\_\_\_

Company: \_\_\_\_\_ Technician: \_\_\_\_\_

License Type/Number: \_\_\_\_\_ PACP Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Access type: \_\_\_\_\_  
(e.g. cleanout, roof vent, toilet, etc.)

Access location & terrain: \_\_\_\_\_  
(e.g. side of house in dirt, near front door in concrete, garage exits house under planter box)

Location of connection w/ RVSD main: street / easement \_\_\_\_\_  
(describe)

Inspection notes: \_\_\_\_\_

Number of Cleanouts: \_\_\_\_\_ Number of Outlets from Building(s): \_\_\_\_\_

Total length: \_\_\_\_\_ Pipe material(s): \_\_\_\_\_ Pipe Diameter(s): \_\_\_\_\_

Does the upper or lower lateral appear to have been replaced in the last 20 years? Y / N

Depth at building: \_\_\_\_\_ Depth at curb: \_\_\_\_\_ Depth at main: \_\_\_\_\_

Main Material: \_\_\_\_\_ Main CIPP-Lined? Y / N Connection Type: Wye / Hammer / Tee / \_\_\_\_\_

Sags: Y / N Distance: \_\_\_\_\_ Bends  $\geq 45^\circ$ : Y / N Distance: \_\_\_\_\_

## Lateral Replacement **GRANT** Program Application

I certify by signing this application that I am the legal owner of the property described herein. I am aware the submission of this document does not constitute that a grant has been approved by the District. I have read the brochure discussing the requirements for the Lateral Replacement Grant Program and am aware that a letter will be issued advising if funds have been granted.

**I understand that any repair work performed prior to receiving a letter of approval from the District will not be eligible for a grant.**

If approved, grants will be obligated for a period not to exceed ninety (90) days. **I understand that all repair work, inspection(s), and verification of payment (i.e., paid-in-full invoice) must be completed and submitted to the District within this ninety (90) day period.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ License Type: A / B / C-36 / C-42 #: \_\_\_\_\_  
circle one

How did you find out about the lateral grant program? \_\_\_\_\_

Why are you replacing your lateral?

- |   |  |
|---|--|
| <input type="checkbox"/> Lateral failure/backup/condition       | <input type="checkbox"/> Buying/Selling Home                         |
| <input type="checkbox"/> Remodel $\geq$ \$75K/adding a bathroom | <input type="checkbox"/> Paving project area or RVSD Capital Project |
| <input type="checkbox"/> Common Interest Development            | <input type="checkbox"/> Other: _____                                |

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### Staff Use Only

Fiscal Year: \_\_\_\_\_ LRGP#: \_\_\_\_\_

CCTV Inspection Video Provided? Y / N      Inspection Report Form Provided? Y / N

No. of Bids (1 minimum) \_\_\_\_\_ License Y / N

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

Bid Amount \_\_\_\_\_

**Grant Amount (50% of lowest bid, up to \$1,500)** \_\_\_\_\_

PCI  $\leq$  30: Y / N (50% of lowest bid, up to \$2,500) \_\_\_\_\_

High RDI/I: Y / N (50% of lowest bid, up to \$2,500) \_\_\_\_\_

Application Approved: Y / N Reason: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Expires ninety (90) calendar days from date issued, or cancelled by recipient or District)