



**HOMEOWNERS:
NEED TO REPLACE
THAT LEAKY OLD
PRIVATE SEWER
LATERAL?**

Let CVSan help you pay for it!

Grants up to
\$2,000 available.

**LATERAL REPLACEMENT GRANT
PROGRAM GUIDELINES**

2023/24



Castro Valley Sanitary District's **Lateral Replacement Grant Program (LRGP)** will **cover 50% of the cost of the lowest bid, up to a maximum of \$2,000**, provided you qualify. For more information—and before you hire a contractor—look inside, or call CVSan at (510) 606-1300.

Not all applications will be granted.
All applications are subject to a Condition Rating* by CVSan.

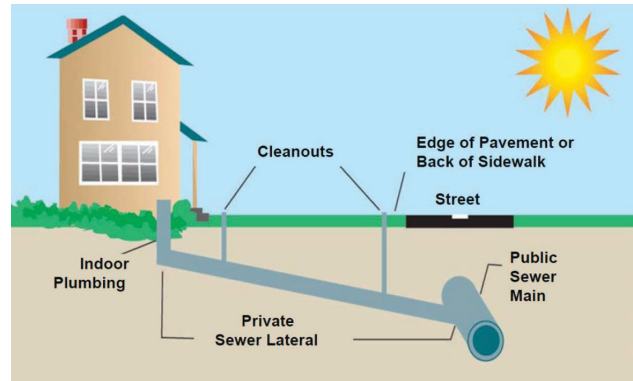
WHAT IS A PRIVATE SEWER LATERAL?

Within the Castro Valley Sanitary District (CVSan), the private sewer lateral (lateral) is defined as the portion of the sewer system, beginning at the junction with the building plumbing system, usually located within two feet of the foundation wall of the building, and extending to and including the connection to the public sewer main. The lateral is the private property of the property owner who is, therefore, responsible for all costs relating to the installation, connection, maintenance, repair, construction, alteration, abandonment, or removal of the lateral.

These laterals are often a significant source of inflow and infiltration (I&I), which is when unwanted water enters the wastewater collection system, causing sanitary sewer overflows. The Lateral Replacement Grant Program (LRGP) is designed to help defray a portion of the costs when the property owner or their agent is required to replace the lateral, including the connection to the public sewer main.

AMOUNT OF GRANT

The maximum amount of assistance for any one residential lateral replacement is 50% of the lowest bid received by a CVSan qualified contractor up to a maximum reimbursement of \$2,000. **Only a replacement of more than 50% of the lateral,**



which completely eliminates I&I, is eligible for the program. Not all applications will be granted. All applications are subject to a Condition Rating* by CVSan.

The property owner is responsible for notifying the CVSan qualified contractor they select that their entire lateral must pass CVSan inspection requirements (even if only a partial replacement was performed) in order to be eligible for reimbursement. Grant payments will be made to the property owner(s).

Notice: All work for the LRGP must be performed by a CVSan qualified contractor. For a list of CVSan qualified contractors, please visit cvsan.org/Grants or contact CVSan at (510) 606-1300.

IMPORTANT REQUIREMENTS

BEFORE BEGINNING ANY CONSTRUCTION WORK:

- A.** The property owner must submit a completed application with copies of price quotations from at least three CVSan qualified contractors via email to LRGP@cvsan.org on or after Monday, August 14, 2023 at 7:30 a.m. Your application will be placed in a queue in the order in which it is received. A CVSan staff member will call you in your queue order to schedule a video inspection.
- B.** A recorded video inspection must be performed by a CVSan qualified contractor, and witnessed by CVSan personnel.
- C.** A Letter of Approval must be issued by CVSan to the property owner.

Warning: If the above requirements are not met **prior** to commencement of construction work, no funds will be obligated to the property owner.

APPLICATION

The property owner(s) will submit a **Lateral Replacement Grant Program application via email to LRGP@cvsan.org, prior to commencement of work.** The application will be reviewed by CVSan staff, and the determination of eligibility will be made by the designated representative whose decision will be final.

Grant funds are available for fiscal year (FY) 2023/24 starting **Monday, August 14, 2023 at 7:30 a.m.** Applications submitted before 7:30 a.m. on Monday, August 14, 2023 will not be considered valid and may result in disqualification from the current program year. Funds will be obligated on a first come, first qualified, first served basis, until all funds are allocated or the end of the FY (June 30, 2024).

Funds will be obligated for a period not to exceed 90 days from the date of approval. The obligation period will include all work, inspection(s), payment to the contractor by the property owner, and submission of "Paid-In-Full" invoice to CVSan.

Work not completed by June 30, 2024, will not be eligible for payment and may result in disqualification from the current program year.

For consideration of the FY 2023/24 LRGP, applications must be submitted **prior to the lateral qualifying for grant funding.** Property owners must complete the current 2023/24 form and submit it with copies of price quotations from at least three CVSan qualified contractors via email to LRGP@cvsan.org. Applications are accepted on a continual basis until the program year is completed or all funds are allocated.

LATERAL INSPECTION

A lateral inspection must be performed prior to the replacement of the lateral in order for grant funding to be considered. Inspecting and testing methods will include the following technique:

- Recorded Video Inspection

Video inspection will reveal the condition of the lateral and each service connection.

Video inspection will be done by a CVSan qualified contractor and observed by CVSan personnel who will document the inspection.

The video inspection must be adequately viewable and recorded. Cleaning and/or de-clogging may be necessary prior to the inspection.

LRGP CHECKLIST

- The property owner submits an application and copies of three valid price quotations from CVSan qualified contractors to CVSan via email to LRGP@cvsan.org no earlier than **Monday, August 14, 2023 at 7:30 a.m.** Qualification for funding is determined after the recorded video inspection. All applications are subject to a Condition Rating* by CVSan. Not all applications will be approved. **Applications submitted by a contractor or to CVSan field personnel will not be accepted.**
- Schedule an appointment - After you have submitted a completed application and copies of three valid price quotations, no earlier than Monday, August 14, 2023 at 7:30 a.m., a CVSan staff member will call you in the order in which your application was received to schedule a recorded video inspection appointment.
- Recorded video inspection observations will be scheduled beginning Wednesday, August 16, 2023, and will be conducted between 8:30 and 11:30 a.m. only.
- A Letter of Approval must be issued by CVSan to the property owner.
Warning: If items A.-C. (see "Important Requirements" on previous page) are not met prior to commencement of construction work, no funds will be obligated to the property owner.
- The property owner/contractor obtains all required permit(s).
- The property owner schedules work directly with the contractor. CVSan will not schedule any work.
- The construction inspection of replacement work by CVSan personnel is completed prior to backfilling and will be scheduled by the property owner/contractor during or after obtaining all required permit(s).
- The property owner submits a copy of the "Paid-In-Full" invoice to CVSan for the work performed by the contractor.
- CVSan processes the "Paid-In-Full" invoice for payment. Payment will be made within 30 - 60 days.

FREQUENTLY ASKED QUESTIONS

APPLICATION

How do I obtain an application for the Lateral Replacement Grant Program?

Property owners can download an application at cvsan.org/Grants or request a copy to be mailed or emailed to you by calling (510) 606-1300. Please be aware the property owner is responsible for obtaining an application.

What should I do after I receive my application?

After you receive your application, you will need to complete Sections I-III and submit it to CVSan on or after Monday, August 14, 2023 at 7:30 a.m.

RECORDED VIDEO INSPECTION AND PRICE QUOTATIONS

From whom do I obtain price quotations?

Property owners must obtain price quotations from contractors listed on CVSan's Qualified Contractors List (QCL).

How many price quotations do I need to obtain?

The property owner is required to obtain and submit a minimum of three price quotations.

Can CVSan recommend a contractor?

Legally, CVSan may not recommend any contractors; however, CVSan requires work for the LRGP be completed by a contractor listed on CVSan's QCL. CVSan's QCL is comprised of contractors who have worked in CVSan's boundaries and have been thoroughly vetted. Only contractors listed on CVSan's QCL are eligible to provide valid price quotations for submission and to complete work through the program. For a list of CVSan qualified contractors, please visit cvsan.org/Grants or contact CVSan at (510) 606-1300.

*What is a Condition Rating?

A condition rating is an assessment of the private sewer lateral to determine the degree of defects to the lateral. Condition ratings take into consideration pipe cracks,

roots, water infiltration evidence, and other defects. Each defect is given a numerical designation (this is similar to the method used on the public sewer main). Property owners with laterals receiving a poor condition rating may receive grant funding.

APPROVAL AND PERMITS

How do I know if I have qualified for the LRGP?

When you receive a Letter of Approval from CVSan stating that you have qualified and funds have been obligated for your project.

Do I need any permits for this work?

Yes, property owners will need a repair permit from CVSan to perform lateral replacement work. You may also need an encroachment permit from Alameda County Public Works if you are doing work in the public roadway. All permits must be obtained prior to commencement of construction work.

What should I do after I have received my Letter of Approval?

Select one of the contractors from whom you have received valid price quotations to commence work. You will have 90 days in which to complete construction, inspection, pay the contractor in full, and submit a copy of your "Paid-In-Full" invoice to CVSan. Please note, it is the property owner's responsibility to ensure the contractor has been issued all necessary permits for the job prior to work commencing.

SITE INSPECTION AND PAYMENT

When do I need an inspection?

A site inspection must be performed by CVSan personnel after the new lateral has been installed, but prior to any backfilling. CVSan personnel will witness testing of the entire lateral from the building foundation to the connection to the public sewer main. Testing will be performed by your contractor.

What happens after the site inspection?

Once the inspection is complete, you need to submit a copy of your "Paid-In-Full" invoice to CVSan for the work performed. CVSan will then process your invoice for payment of your grant award; payment will be made within 30 days. Please note, your "Paid-In-Full" invoice should be stamped "Paid-In-Full" or written and initialed by the contractor that it is "Paid-In-Full".