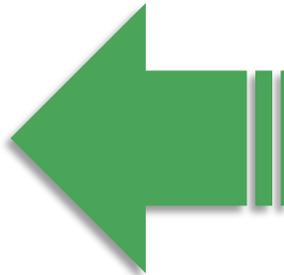


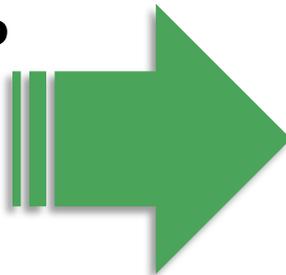
Private Lateral Replacement Program (PLRP) Brochure



**Does Your Sewer
Lateral Look Like
This ?!?**



**Apply for a PLRP
Loan to Help
Replace It!**



**Loans are available to
homeowners for
replacement of their private
laterals !!!!!**

Five (5) year interest free loans are available from West Valley Sanitation District (WVSD) to replace qualifying sewer laterals (up to \$3,500). Review this PLRP brochure to find out more about the program. A one page application is included at the end of this brochure. Funds are very limited and will be allocated on a first-approved, first-served basis.

BACKGROUND

What is the Private Lateral Replacement Program (PLRP)?

The Private Lateral Replacement Program (PLRP) is a new and innovative program that was approved by the West Valley Sanitation District (WVSD) Board in August 2013. The PLRP was created to assist homeowners replace their failing, or failed sewer line serving their home. The PLRP provides homeowners with an interest-free five year term loan, up to a maximum amount of \$3,500. There are certain criteria that must be met in order to qualify for the PLRP loan and specific homeowner responsibilities that must be fulfilled during the PLRP process. More detailed information is provided in this brochure in a Question and Answer format.

What qualifications must be met to qualify for a PLRP loan?

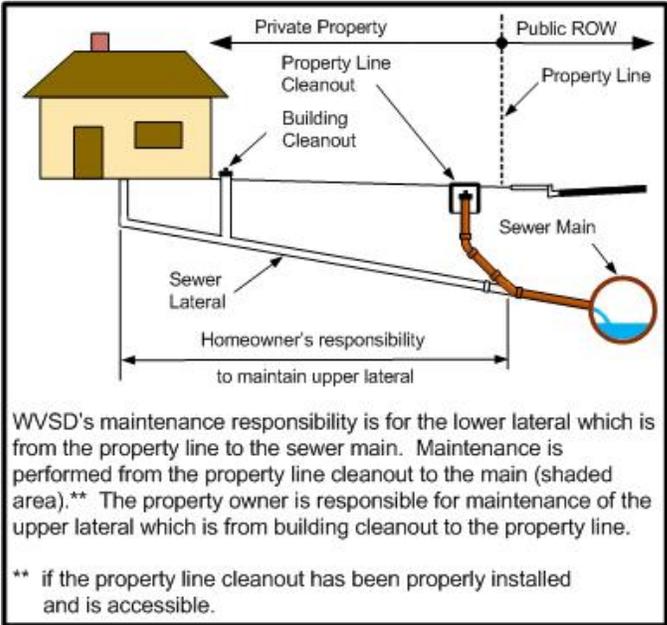
The PLRP is available only to homeowners with a single family residential property connected to WVSD's sanitary sewer system. It is limited to addressing the repair of only one sewer lateral serving the property and a homeowner can only qualify for one PLRP loan throughout the life of the program. Additionally, the lateral serving the property must be a typically configured connection to the public sewer main in a public right-of-way, as shown in the diagram below.

What is the goal of the PLRP?

The goal of the PLRP is twofold: 1) to reduce the amount of infiltration and inflow (I & I) into the public sanitary sewer system, which ultimately saves public funds from being spent on unnecessary sewer system improvements and increased wastewater treatment costs, and 2) to reduce the risk of sewage overflows into homes and in the environment.

What is a sewer lateral?

Typically, most homes have a sewer lateral that runs from their home to a sewer main located in the public street (see diagram). The upper portion of sewer lateral extending from a point two feet from the building foundation to the property line is referred to as a private lateral (upper lateral), while the bottom portion of the lateral from the property line to the sewer main is referred to as the lower lateral. In this situation, the homeowner owns the upper lateral and is responsible for its maintenance and repair.



Sewer Main in Public Right-of-Way

What portion of the sewer lateral is WVSD responsible for?

WVSD owns and is responsible for maintaining the lower lateral which starts at the property line and extends to the sewer main in the public right-of-way. If the lower lateral is determined to be damaged and cannot be cost effectively maintained, WVSD will repair or replace it. If there is no PLCO, WVSD cannot maintain the lateral and the homeowner by default becomes responsible for maintaining the entire length of lateral from the building cleanout to the main.

What are the other features on the sewer lateral?

Other features of the private sewer lateral are the property line cleanout (PLCO) and the backflow protective device (BPD). The PLCO is installed at the expense of, and owned by the homeowner. It provides an access point for the WVSD maintenance staff to clean, maintain, and inspect the lower sewer. If a PLCO does not exist, or if it is not up to current WVSD standards, the PLCO must be installed as part of the PLRP. Although not all homes require it, the BPD is typically located downstream of the building cleanout and is essentially a one-way check valve preventing sewage from coming up the lateral and entering the house. If the home's lowest floor level with plumbing is not at least one foot above the elevation of the upstream sewer manhole, then a BPD is required for a home and must be installed as part of the PLRP.

BASIC PROGRAM INFORMATION

How much funding does the PLRP have and how long will it last?

The current funding level is \$55,000 and is expected to be depleted quickly. The PLRP will continue until all funding is allocated and is based on a first-approved, first-served basis. Funding approvals in subsequent fiscal years, if any, will be determined by the Board.

How does the homeowner start the application process?

The homeowner can obtain the necessary application and forms from the WVSD website: www.westvalleysan.org, picking them up from the WVSD office located at 100 East Sunnyoaks Ave., Campbell, or by calling the Private Lateral Replacement Program line at (408)385-3099 to request mailing of these documents. One of the first steps before submitting a PLRP application (and paying for a CCTV inspection) is to determine if the homeowner meets the qualification requirements for a PLRP loan. One of these qualification requirements requires that the applicant's sewer lateral to be typically configured and connected to the sewer main in a public street. This determination should be made by WVSD staff prior to submitting a PLRP application. Another important step requires the homeowner to verify the condition of their sewer lateral by having a closed circuit television (CCTV) video inspection and condition assessment performed. The PLRP application and CCTV video and condition assessment report are then submitted to WVSD for review and application approval. For further information refer to the **Process Details - Application** section below.

What are the homeowner responsibilities for this program?

There is a considerable amount of responsibility that the homeowner has regarding the PLRP. One of the primary responsibilities is entering into contracts with the CCTV contractor and the PLRP construction contractor and being responsible for payment of their services. The homeowner is also responsible for performing the legwork to obtain their certified grant deed and recording PLRP loan documents at the Santa Clara County Recorder's Office. For further information refer to the **Process Details - Homeowner Responsibilities** section below.

How do I select a PLRP construction contractor?

The property owner will select a contractor from the PLRP Contractor List created by WVSD. The contractors have to meet certain qualifying requirements (licensing, experience, safety, and insurance) in order to be included on the PLRP Contractor List. One or all of the PLRP construction contractors can be asked to provide a proposal to perform the PLRP related work. It is typically a good idea to obtain more than one proposal to obtain the most competitive costs from which to choose from. The lowest price is only one factor that the homeowner may wish to consider in making a contractor selection. Other factors could include the scope of work provided in the proposal, the contractor's experience and qualifications, or more subjective criteria such as the homeowner's comfort level with a particular contractor.

What are the basic steps of the PLRP application process?

Further details can be found in the **Process Details** section and in the PLRP flowchart included at the end of this brochure to assist the homeowner's understanding of the entire PLRP process.

PROCESS DETAILS

APPLICATION

What criteria will be used to approve my loan application?

The following criteria will be used to approve a PLRP loan application:

- The loan is available to homeowners with single family residential properties located within the WVSD service area and currently receiving WVSD sewer service.
- The loan is limited to only one sewer lateral per property.
- The loan is limited to only one property per homeowner for the life of the program.
- The applicant's sewer lateral is typically configured and connected to the sewer main located in a public street.
- The property cannot have any current WVSD liens or fees placed on the property, or other current issues that could result in a future adverse action against the homeowner.
- The upper lateral must be determined by WVSD to require replacement, using the CCTV contractor's condition assessment report. This condition assessment will provide the basis for

the WVSD's determination whether the private lateral has significant defects and is in, or will soon be in an unserviceable condition. The WVSD will also determine which items of work will qualify for the loan and will inform the homeowner of the approved loan allocation.

Who do I contact to perform the CCTV inspection and condition assessment?

A CCTV contractor has been pre-qualified and selected to perform the CCTV inspection and condition assessment for the PLRP. This CCTV contractor has specific certifications and capabilities that satisfy WVSD's requirements and has agreed to perform this work at a fixed cost, under normal site conditions, for all homeowners submitting a PLRP application. Payment by the homeowner is due at the time of service. After payment is made for CCTV contractor services, they will provide both the homeowner and WVSD a video inspection DVD and condition assessment report.

How long will it take to process my application?

Once WVSD receives the PLRP application from the homeowner and the CCTV inspection video and assessment report from the CCTV contractor, it could take up to five (5) business days to determine whether a PLRP application is approved or denied. A letter will be issued to apprise the homeowner of this determination. If approved, the letter will provide a preliminary loan allocation and an explanation of the next steps in the process. There are certain deadlines that the homeowner must meet in order to maintain their approved status.

What are the deadlines the homeowner must meet?

Since a preliminary loan allocation is made upon approval of a PLRP application, these funds are unavailable for use by others who may qualify. To ensure PLRP funds are utilized in a timely basis, deadlines shall be imposed as part of the PLRP process. The first deadline provides fifteen (15) business days from PLRP application approval date to submit the selected PLRP construction contractor's bid to WVSD. Subsequent to this, a second letter will be issued to the homeowner providing confirmation of the loan allocation based on the contract price. The second deadline is ninety (90) calendar days from the loan confirmation date to final completion of all work described in the contractor's bid. Failure to meet either deadline may be grounds for revocation of the PLRP application approval and loan allocation.

Must all work required be performed by the PLRP construction contractor?

All work to be considered for the PLRP loan must be completed by the PLRP construction contractor. The final PLRP loan amount will be primarily based on the total amount paid to the PLRP construction contractor and to the CCTV contractor.

LOAN

How will I know if there are any funds left in the PLRP?

As each PLRP application is approved, the \$55,000 funding will be reduced by the amount of each allocation. A running balance will be kept to indicate the remaining balance of funding available. A prospective applicant can call WVSD to find out if funds are available prior to submitting their applications, however, it should be noted that applications that have already been submitted for review, but not yet approved, could further reduce the remaining fund balance information provided.

What is involved in determining the PLRP loan allocation?

The determination of the PLRP loan allocation is based on the estimated cost of work to replace the upper lateral and associated costs. The PLRP loan allocation will cover the cost to perform this work, up to maximum of \$3,500, but will not to exceed the total costs submitted. Examples of associated costs include costs for: CCTV assessment/inspection, PLCO installation, BPD installation, local jurisdiction (City) permit fees, concrete walkway restoration, landscaping restoration, etc. Although a WVSD permit is still required for this work, these sewer permit fees will be waived.

What is the difference between preliminary loan allocation, PLRP loan allocation, and PLRP loan amount?

A preliminary loan allocation of \$3,500 is used to earmark the funds needed once a PLRP application is approved. This allows WVSD to keep track of the available PLRP fund balance. Upon receipt of the selected PLRP construction contractor's bid, a PLRP loan allocation is made based on this price. The final PLRP loan amount is based on the actual price paid to the PLRP construction contractor as verified by the review of paid invoices after completion of the lateral repair.

How is the loan repaid?

The PLRP loan will be issued as a check to the homeowner after providing WVSD with a copy of recorded PLRP loan document and proof of payments. Repayment of the PLRP loan is collected through the Santa Clara County Assessor's Office, through property tax rolls. The term of the PLRP loan is for five years and the schedule of payment showing when payments are due will be provided to the homeowner soon after the PLRP loan check is issued.

RESPONSIBILITIES

HOMEOWNER RESPONSIBILITIES

The homeowner has a considerable amount of responsibility during the entire PLRP process. The homeowner is responsible for:

1. Obtaining and reviewing all PLRP documents.

2. Calling WVSD to determine if the applicant's sewer lateral is typically configured and connected to the sewer main in a public street. It is suggested the homeowner make this inquiry prior to submitting a PLRP application and paying for a CCTV inspection.
3. Contacting the CCTV contractor shown on the PLRP Contractors List to inspect and assess the condition of the upper lateral.
4. Paying the CCTV contractor for their services (approximately \$300).
5. Submitting the PLRP application. One copy of the CCTV inspection DVD and condition assessment report will be provided directly to WVSD by the CCTV contractor.
6. Upon receiving an approval letter from WVSD and preliminary loan allocation, homeowner contacts PLRP construction contractor(s) to obtain proposals for replacement of their upper lateral and installation of BPD and or PLCO as indicated in approval letter.
7. Within fifteen (15) business days after the PLRP application approval date, homeowner selects a PLRP construction contractor and submits the bid to WVSD for confirmation of PLRP loan allocation. If the homeowner selects a different PLRP construction contractor, than the one originally submitted, the homeowner must resubmit the bid of the new contractor and a new loan allocation letter will need to be written.
8. Within ninety (90) calendar days after the PLRP loan allocation approval date, all work must be completed with final inspections completed by the local jurisdictions and WVSD.
9. Paying the PLRP construction contractor upon completion of the work and obtaining paid invoices and a Release of Lien.
10. Obtaining a Certified Grant Deed from Santa Clara County Recorder's Office.
11. Submitting a paid invoices and Release of Lien from PLRP construction contractor and Certified Grant Deed.
12. Executing the PLRP loan documents. The person(s) required to execute the loan documents must be identical to those shown on the grant deed, or the person given Power of Attorney if a trust (documentation must be provided).
13. Delivering and recording the PLRP loan documents at the Santa Clara County Recorder's Office. Homeowner may request WVSD to mail documents to the County Recorder's Office, however, there could be a two to three week delay in receiving a copy of the recorded documents.
14. Providing WVSD a copy of recorded PLRP loan documents to receive a PLRP loan check.
15. Promptly repaying the PLRP loan through the homeowner's property tax payments.

CONTRACTOR RESPONSIBILITIES

1. Submits PLRP Contractor Application to WVSD for review and acceptance to the PLRP Construction Contractor List.
2. Upon request by homeowner for a bid, reviews condition assessment report and visits property to become familiar with existing site conditions.
3. Provides homeowner bid and scope of work for replacement of upper lateral including all necessary work required, including work specified in the WVSD PLRP application approval letter, and using the itemized format specified by WVSD.

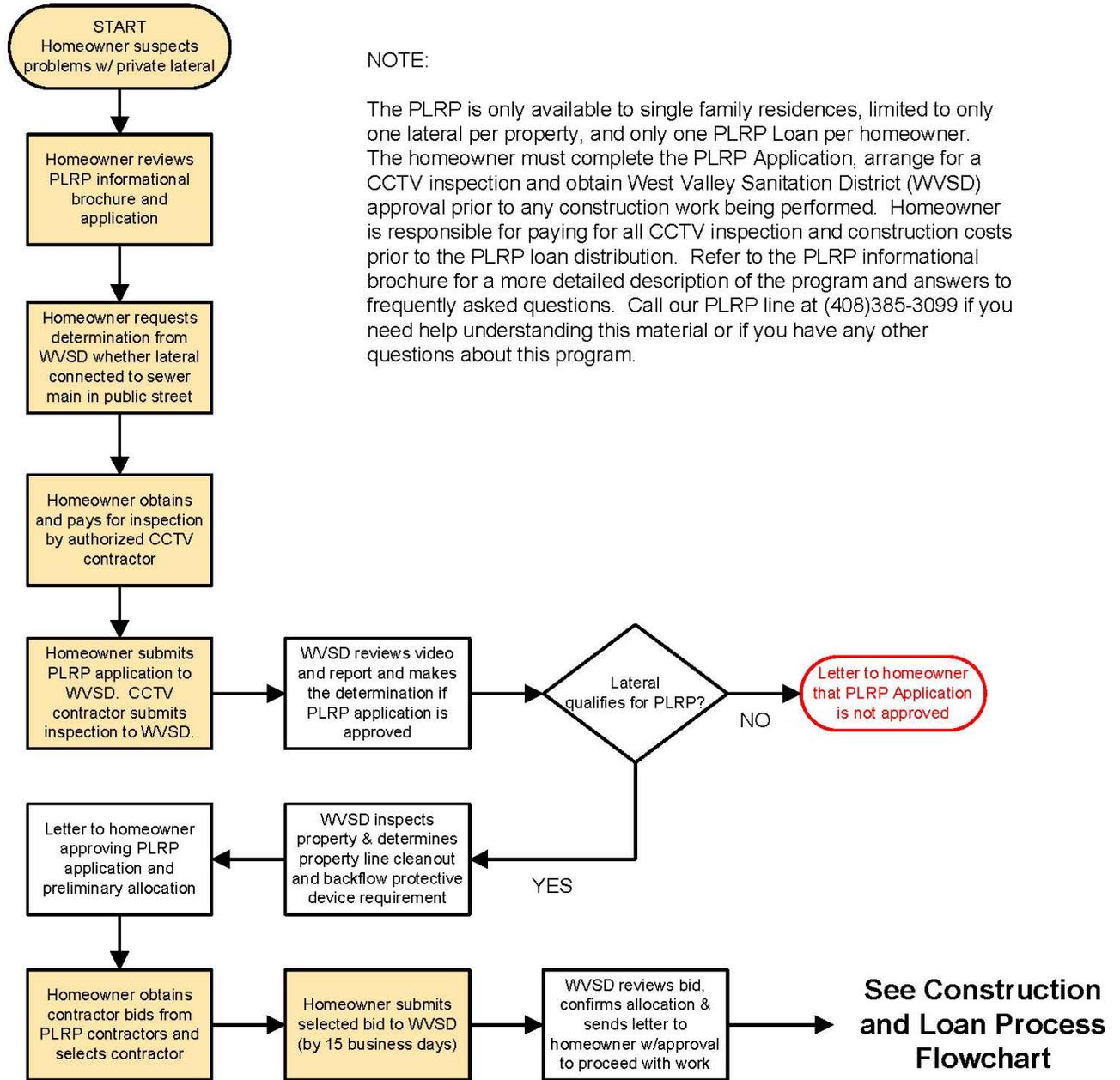
4. Executes contract with homeowner to perform work and agrees on construction schedule.
5. Obtains necessary permits from the local jurisdiction (City that property is located) and WVSD.
6. Completes all work including final inspection by local jurisdiction and WVSD within 90 calendar days as specified in the PLRP loan allocation letter.
7. Provides homeowner with paid invoices and Release of Lien upon receipt of full payment by homeowner.

WEST VALLEY SANITATION DISTRICT RESPONSIBILITIES

1. Provides prospective PLRP applicant with information concerning their sewer lateral and if it is served by a sewer main in a public right-of-way.
2. Reviews the homeowner's PLRP application, and CCTV inspection video and condition assessment report. This condition assessment will provide the basis for WVSD's determination whether the private lateral has significant defects and is, or will soon be in an unserviceable condition. WVSD's determination is final for purposes of approving the PLRP application.
3. Perform a field check at the property to determine if a BPD and or a PLCO will be required as part of the upper lateral replacement.
4. Send letter to homeowner stating whether the loan application has been approved or declined. If approved, WVSD will indicate that a preliminary loan allocation has been made and will identify whether a BPD and a PLCO is/are required. The fifteen (15) business day time requirement to secure a construction contract will also be cited in the letter.
5. Review the PLRP construction contractor's bid and scope of work submitted by the homeowner. If the preliminary PLRP loan allocation requires revision, a letter will be sent letting the homeowner know of the new allocation amount. This letter will indicate the ninety (90) calendar day time requirement to complete all work identified in the construction contractor's scope of work.
6. Perform inspection of the new PLCO installation, and or, connection to the existing PLCO, if applicable. The inspection of the BPD and upper lateral replacement will be performed by the local jurisdiction.
7. Receive and review required documents submitted by homeowner. After verification of costs, loan documents are executed and processed for the PLRP loan.
8. Receive recorded PLRP loan documents and begin processing of PLRP loan check.
9. Provide homeowner with letter showing their schedule of payments for PLRP loan.

PRIVATE LATERAL REPLACEMENT PROGRAM (PLRP) FLOWCHART

APPLICATION AND APPROVAL PROCESS



NOTE:

The PLRP is only available to single family residences, limited to only one lateral per property, and only one PLRP Loan per homeowner. The homeowner must complete the PLRP Application, arrange for a CCTV inspection and obtain West Valley Sanitation District (WVSD) approval prior to any construction work being performed. Homeowner is responsible for paying for all CCTV inspection and construction costs prior to the PLRP loan distribution. Refer to the PLRP informational brochure for a more detailed description of the program and answers to frequently asked questions. Call our PLRP line at (408)385-3099 if you need help understanding this material or if you have any other questions about this program.

LEGEND =

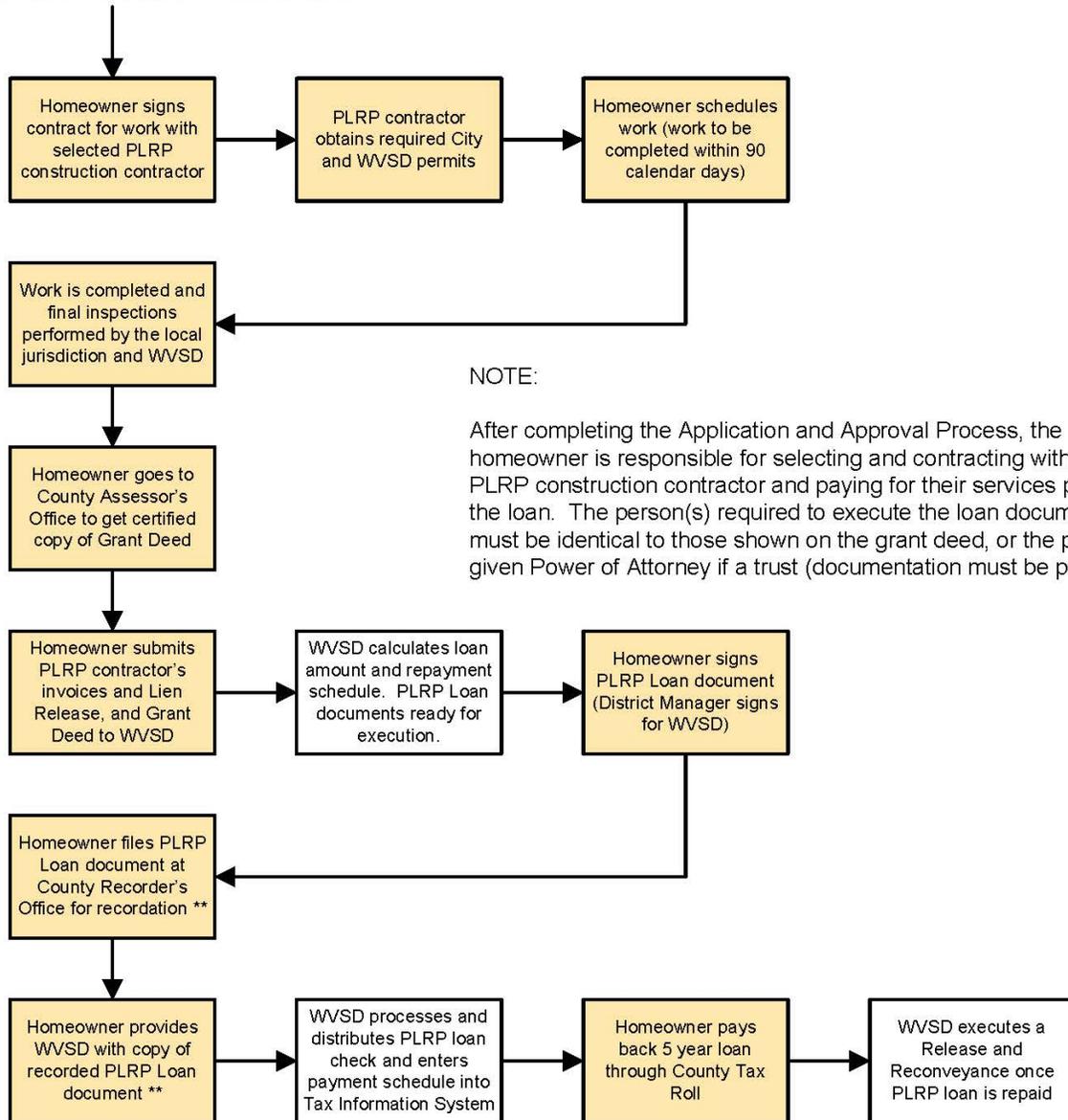
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WVSD
responsibility

Shaded box for
homeowner or
contractor
responsibility

PRIVATE LATERAL REPLACEMENT PROGRAM (PLRP) FLOWCHART

CONSTRUCTION AND LOAN PROCESS

See Application and Approval Process Flowchart



NOTE:

After completing the Application and Approval Process, the homeowner is responsible for selecting and contracting with the PLRP construction contractor and paying for their services prior to the loan. The person(s) required to execute the loan documents must be identical to those shown on the grant deed, or the person given Power of Attorney if a trust (documentation must be provided).

** Homeowner may request that WVSD mail documents into the County Recorder's Office for recordation, however, there may be a two to three week delay before receiving the recorded copy.

LEGEND =

Unshaded box for WVSD responsibility

Shaded box for homeowner or contractor responsibility



PLRP Application No. _____
 Date Received: _____
 Not Approved Approved
 Revoked/Cancelled Completed
For District Use Only

APPLICATION FOR PRIVATE LATERAL REPLACEMENT PROGRAM (PLRP)

SECTION I – HOMEOWNER INFORMATION & CERTIFICATION (Please PRINT clearly)

1. **Property Address:** _____
Street City Zip

2. **Property Owner (Legal) Name:** _____

3. **Property Owner Address:** _____
 (If different from above) Street City Zip

4. **Contact Information:** _____
 (if different than Property Owner) Name Best Contact Number E-mail Address

5. **Indicators by Homeowner to Suspect Lateral Requires Replacement:** (check all that apply)
 Slow Drains Excessive Maintenance Sewage Overflow in Yard
 Sewage Backup into House Odor Age of Home/Sewer Large No. of Trees

6. **CCTV Inspection and Condition Assessment:**
 Date CCTV inspection and condition assessment was performed _____

I certify by signing this application that I am the legal owner, or authorized representative of the legal owner (if owned by a Trust), of the property described above. By submitting this application, I am requesting that West Valley Sanitation District (WVSD) accept my application and evaluate the CCTV video inspection and condition assessment report to determine if I qualify for a PLRP loan. I understand that the approval of a PLRP application and loan is based on the availability of PLRP funds, and meeting the requirements for lateral replacement, as determined by WVSD.

I have read the PLRP Brochure describing the program and its requirements. ***I understand that I am responsible for selecting the PLRP construction contractor and that the contract will be between the construction contractor and homeowner.*** WVSD has no responsibility whatsoever to administer or to otherwise participate in work performed by the PLRP construction contractor (except for PLCO inspection duties). ***I understand that I am responsible for paying the CCTV contractor and PLRP construction contractor prior to, and as a condition of, receiving any funds from the PLRP loan. I understand that the cost of the CCTV inspection and condition assessment WILL NOT be reimbursed if my PLRP application is not approved.***

Signature: _____ **Date:** _____
Homeowner (Must indicate if submitting as an Authorized Representative of a Trust, include the name of Trust)

Please mail or hand carry this application to the West Valley Sanitation District Office at 100 E. Sunnyoaks Ave., Campbell, CA 95008. Indicate on the bottom right corner of the envelope "PLRP Application".

(District Staff: Attach Section II through Section IV after acceptance of PLRP Application from homeowner)