

Urbandale Sanitary Sewer District 72nd Street & Ridgemont Drive Footing Drain Connection Pilot Grant Program – 2019/2020 Only



During the summers of 2019 and 2020 the City of Urbandale will be reconstructing 72nd Street, from Douglas Avenue to Prairie Avenue. As part of this project, new storm sewer will be installed on 72nd Street and also on Ridgemont Drive, from 72nd Street to 74th Street. With the new storm sewer the City will also be installing storm sewer services for each lot on these two streets.

As an incentive to encourage residents to disconnect their footing drains from the sanitary sewer, the Urbandale Sanitary Sewer District (USSD) is funding a grant program to help residents fund the installation of a sump basket, sump pump, tie in of the footing drain to the sump basket and the extension of the storm water service from the sump pump to the storm water service stub being installed by the City.

Examples of eligible project cost are:

1. Building Department Permit Fee (required for grant).
2. Installation of sump basket and sump pump (plumber cost).
3. Disconnection of footing drains from sanitary sewer and connection to the sump basket (plumber cost).
4. Installation of underground storm water service line from sump pump to service stub in the street parking area (plumber cost). Sump pump cannot release to the ground.
5. Restoration of yard to address disturbed areas (no landscaping).

Grant Funding Limits

The grant will pay for the first \$1,500 of the project. If the total project goes over \$1,500, the USSD will fund 50% of the additional cost up to maximum USSD payout of \$2,500. The matching funds are the responsibility of the property owner. Any costs over \$3,500 are the total responsibility of the property owner.

Who is eligible to request funding?

The applicant(s) applying for the grant must own the property. **If at any time the qualifications for funding are not met, the grant award may be revoked.**

Qualifications for Funding

City staff will review the grant submittal to verify the project meets the intent of the program. **The property owner is highly encouraged to discuss the project's eligibility with City staff prior to the official submittal of the application.** All work associated with the project, including permit approvals, is the responsibility of the property owner. Each grant request will be reviewed individually. The project must comply with all laws and regulations.

A project that is started before the grant is approved will be ineligible for funding.

Project must be completed by December 31, 2020.

If a grant is approved, a hold harmless would be required to be signed by all property owners associated with the grant; see the section below on the "Hold Harmless Agreement".

If a grant is approved, a single reimbursement will be awarded for eligible expenses at the completion of the project. The grant award amount is a not-to-exceed amount; any additional funding needed to complete the project is the responsibility of the property owner.

The grant award is for the project plan and timeline presented in the application. The applicant must immediately notify the Program Administrator of any changes by providing a detailed written explanation. Written approval from the Program Administrator must be received prior to making changes to the proposed work or schedule in order to keep the grant award in good standing.

Qualifying expenses could include cost of materials, required permit fees and contractor costs for installation. Reimbursement for the property owner's labor/ time will not be allowed, only actual out of pocket expenses. Project expenses that are not eligible for funding should be clearly itemized in the application and invoices.

Grant Information Required:

Use attached template, and attach additional information as needed.

1. Contact information for applicant(s) to include, name, address, phone number, and email address.
2. Verification by City staff that your footing drains are connected into the sanitary sewer.
3. Detailed project description including location and sketch of the project.
4. Construction schedule.
5. Estimated project cost, including a breakdown of qualifying expenses and the grant amount being requested.
6. The Hold Harmless and W-9 forms are required but do not need to be submitted with the application; these will be required after the grant is awarded and prior to reimbursement.

Application Submittal

Applications can be accepted immediately and the City will continue to accept applications until all grant funds are allocated (\$75,000). To apply for the grant, use the attached Application Form. It is recommended that applications be submitted via email to dmckay@urbandale.org. Applications may also be submitted by postal mail or in person at our offices. **We recommend that you submit your application via email. Please limit the combined size of your email attachments to 10 MB.**

An email confirmation will be sent when the application is received. Please note that all conditions of the grant program must be met in order for the application to be accepted, and accepted applications will be reviewed in the order they were received.

Funding will be awarded based on the order that acceptable applications are received. Applications will continue to be accepted until all funds for the grant year are allocated.

Funding Reimbursement

Approved grants may submit for reimbursement starting July 1, 2019. In order for a property owner to be reimbursed, the property owner will be required to provide itemized receipts with proof of payment for the qualifying work. The City will review the work, including a site visit and a follow-up with the contractor, to verify it was installed in compliance with the grant application. Projects must be completed and reimbursements submitted within the timeframe described above in “Qualifications for Funding”. Reimbursements that are requested after this time may be denied.

Hold Harmless Agreement and W-9 form

When a Footing Drain Connection Grant is awarded, the property owners shall be required to sign a “Hold Harmless” agreement. A sample Hold Harmless agreement is attached to this document.

As a condition of the grant, the USSD/City will, in some cases, need to issue an IRS form 1099 to the grant recipient. Therefore, the recipient of the reimbursement monies must provide a completed a W-9 form, including a valid Social Security Number or Tax Identification Number, to the City upon approval of the grant application. This will be provided by the City to recipients, and it is available online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Contact Information

The Footing Drain Connection Grant Program is administered by the City of Urbandale Department of Engineering and Public Works on behalf of the USSD. For additional information, questions, or application submittal, please contact us at:

David McKay
Director of Engineering and Public Works
3600 86th Street
Urbandale, IA 50322
515-278-3950
dmckay@urbandale.org

Urbandale Footing Drain Connection Grant Application 2019

Please Type or Print. Attach additional pages if necessary.

| PROPERTY INFORMATION | | | |
|---|-------------------------|--------------------|--------------|
| Street address: | Urbandale, IA | ZIP: | |
| PRIMARY APPLICANT INFORMATION | | | |
| <i>Note: Primary Applicant must be Owner of property above, or an Official Representative of the HOA.</i> | | | |
| Name: | E-mail: | | |
| <input type="checkbox"/> Check here if same address as above. | Street address: | | |
| City: | State: | ZIP Code: | |
| Home phone no.: () | Cell phone no.: () | | |
| | | | |
| DETAILED PROJECT DESCRIPTION | | | |
| <i>Please provide a sketch and detailed project description, including project location. Attach additional pages as necessary.</i> | | | |
| | | | |
| | | | |
| | | | |
| PROJECT SCHEDULE | | | |
| Approx. Start Date: | Approx. Finish Date: | | |
| ESTIMATED PROJECT COST | | | |
| <i>Attach detailed breakdown of items. Property owner's time or labor will not be reimbursed.</i> | | Materials: \$ | |
| | | Contract Labor: \$ | |
| Requested Grant Amount: | \$ | Other: \$ | |
| | | Total Cost: \$ | |
| SIGNATURE | | | |
| <i>By signing this agreement, the property owner agrees to the terms of the Footing Drain Connection Grant Program, including the conditions for reimbursement and for keeping the grant in good standing. If the terms of the Footing Drain Connection Grant Program are not met at any time, the grant may be revoked and reimbursement denied.</i> | | | |
| Primary Applicant's Signature: | | | Date: |
| For Office Use: | Rev Date: Rev By: | Grant #: | HHA: W-9: |

Footing Drain Connection Grant Application 2019

Hold Harmless Agreement

FOR REFERENCE ONLY: Upon Approval of Grant Application, this Hold Harmless will be provided to the applicant, and will be required to be signed prior to reimbursement.

The Urbandale Sanitary Sewer District (USSD) and City assumes no responsibility whatsoever in the Grantee's project activities. Grantee shall defend, indemnify, and hold harmless the USSD and the City and its employees, agents, and representatives from and against any and all liability, claims, damages, losses, actions, costs, expenses, obligations, fines, and assessments of whatever kind, including defense costs and attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, in whole or in part, from or by Grantee's or its contractor(s), agents, or assigns, negligent acts or misconduct, or errors or omissions, or in any way connected with the activities carried out pursuant to this Agreement, the Grant award or the Footing Drain Connection Grant Program.

Signed this ____ day of _____, _____.

PROJECT ADDRESS

Print Name:

Print Name:

INDIVIDUAL CERTIFICATE OF ACKNOWLEDGEMENT

STATE OF IOWA, COUNTY OF POLK, ss

This record was acknowledged before me on ____ day of _____, _____, by

_____.

Notary Public in and for Polk County, Iowa

My Commission Expires _____