

BOARD OF PUBLIC WORKS
RULES AND REGULATIONS FOR
ADMINISTRATION OF THE SEWER REPAIR
FINANCIAL ASSISTANCE PROGRAM
ADOPTED _____

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SECTION 1 Purpose

These rules and regulations, adopted by the Board of Public Works of the City of Los Angeles are supplementary to Article 4.5 of Chapter VI of the Los Angeles Municipal Code (LAMC) establishing a Financial Assistance Program for Sewer Repair.

SECTION 2 Definitions

The following terms are defined for purposes of these rules and regulations. Undefined terms shall be interpreted consistently with Article 4.5 of Chapter VI of the LAMC.

- A. **“APN”** - Los Angeles County Assessor’s Parcel Number that is unique to a property.
- B. **“Board”** – The Board of Public Works of the City of Los Angeles.
- C. **“CCTV” – Closed Circuit Television** – The practice of inserting a video camera into a section of pipe to determine the extent of damage to a sewer lateral or other structures.
- D. **“City”** – The City of Los Angeles.
- E. **“Contractor”** – A licensed and bonded sewer or plumbing contractor in good standing as determined by the California Contractors State License Board.
- F. **“Director”** - The Director of LA Sanitation and Environment of the Department of Public Works of the City of Los Angeles or the duly authorized representative thereof.
- G. **“Eligible Costs”** - Costs which may be included in the financial assistance to the Owner and paid to the Contractor. The Director or his appointed representative will have the power to approve any eligible costs.
- H. **“Owner”** - The legal owner(s) of the premises, except when the legal owner(s) of said real property is such due to the holding of a mortgage, note or other such security, in which case the **“Owner”** shall be deemed to be the beneficial owner(s) of said premises with the responsibility for paying property taxes.
- I. **“Premises”** - One or more contiguous parcels of real property under one ownership.
- J. **“Sewer Lateral” or “House Connection Sewer”** – Any sewer pipe line, or portion thereof, connecting, any lot or part of a lot with any public sewer.
- K. **“Sewer Repair Financial Assistance Program (SRFAP)”** – A program to provide rebates to eligible property owners to CCTV their lateral, and/or replace or rehabilitate their sewer lateral.
- L. **“Sewer Service Charge” (SSC)** – The fee paid by a customer connected to the City’s Wastewater Collection (sewer) System pursuant to LAMC 64.41.
- M. **“Wastewater Collection System (Sewer System)”** - All of the property involved in the operation of the sewage collection, treatment, and disposal system of the City of Los Angeles, including land, sewers and appurtenances, pumping stations, treatment works

and equipment.” (LAMC 64.41.01).

SECTION 3 Delegation to Director

The Director is delegated the responsibility for processing applications for financial assistance and making other determinations as provided herein.

SECTION 4 Financial Assistance Program

A. The rebate is provided on a one-time, first-come, first-serve basis to any eligible premise, and shall be limited to a maximum of \$300 for sewer CCTV inspection, and/or a maximum of \$2,500 for sewer lateral repair/replacement per property, not to exceed the actual cost of inspection or repair. There is no guarantee that an applicant will receive a rebate as the rebate depends on the availability of funds and the eligibility of the application.

B. Financial assistance is open to property owners who:

1. Own a property within the City of Los Angeles, where that property is connected to the City’s Wastewater Collection System (sewer system), or
2. A property outside the boundaries of the City that is connected to the City’s Wastewater Collection System (sewer system), and
3. Are assessed Sewer Service Charges (SSC) for that property, and are in good standing on their Sewer Service Charge (SSC) payments. Each independent sewer lateral for each APN is limited to receive one CCTV Sewer Inspection Rebate and one Sewer Lateral Repair Rebate. The eligibility for the rebates is subject to the Director’s review and determination on a case by case basis.

C. Financial assistance is provided in the form of a rebate check made payable to the Owner of a property that is paying sewer service charge for that property.

D. Eligible Costs:

1. The actual cost of CCTV inspection to determine the sewer lateral condition.
2. All necessary permits and expenses for excavation, backfill, and repair or replacement or rehabilitation of the damaged sewer lateral from the foundation of the structure including site restoration, limited to the re-establishment of a reasonable grade using materials on-site and cost of restoration of street pavement, sidewalk located on public or private right- of-way, and driveways and sidewalk located on private property and post construction CCTV inspection.

E. Costs Not Eligible for the SRFAP:

1. The cost of interior clean-up or other damage to the interior of the home, business, or personal property caused by sanitary sewer back-ups resulting from the failure or malfunction of the private sewer lateral.

2. The cost of lost wages or income to the home occupant due to absence from work necessary to work with the City or Contractor to complete the repairs necessary under this program.
3. The costs of temporary relocation of the occupants of the structure due to the failure, malfunction, or repairs to the sewer lateral.
4. The costs of cabling or other similar methods to attempt to clear any blockage to the sanitary sewer lateral.
5. The cost of repair, replacement, relocation, or damage to mailboxes, repair of structures, underground sprinkler systems, underground/above ground dog fences, utility services, trees, shrubs, landscaping, retaining walls, fences, patios, porches, decks, accessory structures, or any damage caused by the performance of the Contractor. The Owner will be responsible for moving and or relocating any of these items, and will be responsible for any and all costs associated with moving, and or relocation of these items.
6. Any work not done by the Contractor.
7. CCTV inspection completed more than 6 months prior to submittal of the rebate application.
8. CCTV inspection that was performed by or paid for by the City.
9. CCTV inspection performed by the Contractor that is free of charge.
10. Repairs, operation & maintenance costs, and inspections related to sewer laterals completed more than 60 days prior to submittal of the rebate application.
11. Lateral construction related to new development.
12. Work on oil or grease separators/traps.
13. Work performed or already required as part of a court order.
14. Work done to eliminate illegal connections.
15. Purchase of backup generators to run a sump pump during power outages.

F. In the event that any items listed in 4.E.5 cannot be moved, the property owner may be eligible for the rebates if the lateral is properly abandoned and a new lateral sewer service line segment is installed in an alternative location, which is subject to the Director's review and approval on a case by case basis.

SECTION 5 Application

A. The City of Los Angeles is offering two rebates. An Owner (not a tenant) must submit the following documents:

B. For the CCTV Sewer Lateral Inspection Rebate, the Owner must submit:

1. An official LASAN Application (online or paper)
2. A copy of the licensed contractor/plumber invoice that shows:
 - a. The contractor's license number,
 - b. The itemized costs of materials and labor for the CCTV inspection,
 - c. The date the work was performed,
 - d. The property address, and
 - e. Evidence that the work was paid in full to the contractor (e.g. canceled checks and/or debit/credit card statements with account information redacted).
3. A copy of the CCTV video showing the property address at the

beginning of the video.

4. A copy of the CCTV inspection report describing the condition of the sewer lateral.
5. A copy of the most recent DWP bill for the property.
6. The APN # for the property (from the Los Angeles County Assessor property tax bill).
7. A completed IRS W-9 form (upon approval of application).
8. A signed Release and Waiver of Liability for each rebate application.
9. The Director may, at their discretion, approve an application that does not fully comply with the foregoing requirements if the application: (A) achieves substantial compliance with the requirements; and (B) presents unique facts and circumstances that the Director determines warrants its approval.

C. For the Sewer Lateral Repair Rebate, the Owner will need to submit:

1. An official LASAN Application (online or paper).
2. A copy of the licensed contractor/plumber invoice that shows:
 - a. The contractor's license number,
 - b. The itemized costs of materials and labor for the repair of the Sewer Lateral,
 - c. The date the work was performed,
 - d. The property address, and
 - e. Evidence that the work was paid in full to the contractor (e.g. canceled checks and/or debit/credit card statements with account information redacted).
3. A copy of the sewer lateral inspection CCTV video showing the address at the beginning of the video as well as the damage to the sewer lateral needing repair.
4. A copy of the CCTV inspection final report, describing the damage repaired to the sewer lateral.
5. A copy of the final permit signed by a City of Los Angeles Inspector for the sewer lateral repairs.
6. A copy of the most recent DWP bill for the property.
7. The APN # for the property (from the Los Angeles County Assessor property tax bill).
8. A completed IRS W-9 form (upon approval of application).
9. A signed Release and Waiver of Liability for each rebate application.
10. The Director may, at their discretion, approve an application that does not comply fully with the foregoing requirements if the application: (A) achieves substantial compliance with the requirements; and (B) presents unique facts and circumstances that the Director determines warrant its approval.

D. The Director shall verify the premises' eligibility for requests based upon the repair of an existing sewer lateral by:

1. A record search confirming that the premises are connected to a City sewer; and are being charged or should be charged a sewer service charge,

2. CCTV footage of the sewer lateral before any repairs, to verify that the sewer lateral is in need of rehabilitation or replacement. The CCTV inspection must be performed not more than 6 months prior to submittal of the rebate application.
3. A copy of the final inspections and approved permits by the Bureau of Contract Administration, the Bureau of Engineering, and/or the Department of Building and Safety, as applicable.

E. The Director may require submittal of any additional information necessary to make the required determination or perform any investigations, which the Director deems reasonable and necessary to verify the applicant's statements. If the applicant fails to produce the requested data within (30) days of the date of mailing or delivery of the request for additional information, the application shall be denied.

F. The Director shall notify the applicant in writing of any determination to grant or deny an application.

G. Requests for the Director's re-evaluation may be made in accordance with Section 7 of these rules and regulations.

SECTION 6 Technical Requirements

A. Initiation of Work

1. The City reserves the right to perform random site visits as necessary.
2. Work must have been completed no more than 6 months before the date of submittal of the rebate application.

B. Payment and Completion of Work

1. If the application is determined to be eligible, and funds are available, financial assistance will be provided following City staff review of any documents related to Sewer Lateral repair and/or performance of inspections to confirm satisfactory completion of work.
2. The City will pay a rebate for eligible costs as specified in Section 4.D.
3. Payments will be issued by the City to the Owner.

SECTION 7 Appeals

A. If determined by the Director to be ineligible for the requested rebates, the Owner may submit a request for re-evaluation by submitting additional documentation. Any such request must be filed in writing within thirty (30) days following the date on the notice of determination. The request for re-evaluation can be emailed to san.slrebates@lacity.org or mailed to:

LA Sanitation and Environment
Wastewater Engineering Services Division
Financial Assistance Program
2714 Media Center Drive
Los Angeles, CA 90065

B. The Director shall issue a final notice of determination regarding the Owner's request for re-evaluation within 90 days of its filing.