POLICY FOR THE CITY OF CRYSTAL LAKE PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

PURPOSE:
The City of Crystal Lake is required by section 415 ILCS 5/17.12(v) of the Lead Service Line Replacement and Notification Act to ensure the replacement of all lead service lines within the City's drinking water service area by the statutory deadlines.

Several different programs will be needed in order to replace all of the lead service lines in the City. These programs may take the form of City initiated capital water main projects, City initiated lead service line replacement projects and property owner initiated lead service line replacements.

Under the City of Crystal Lake Ordinance § 515-43(E), the property owner owns and maintains their water service line from the connection at the water meter to the shut off (B-Box) and the City owns and maintains the B-Box, curb stop, and the service line from the B-Box to the water main.

The City is providing this reimbursement program to assist property owners who choose to replace their private side lead service lines independent of a City capital improvement project or other program. When the private and public side of the water service line are both lead, both sides of the service line must be replaced at the same time. The City will evaluate funds available for this program annually.

Applications will be reviewed in the order that they are received by the City; however, preference will be given to high-risk facilities (i.e., parks, playgrounds, clinics, child care facilities, etc.) or other specific geographic areas of concentration in a specific year as determined by the City. Applications submitted after funding is exhausted for a particular fiscal year will automatically move to the next fiscal year for consideration of replacement.

ELIGIBLE PARTICIPANTS/FUNDING:
This policy and reimbursement of costs by the City will apply only to property owners with buildings that have a confirmed private side lead service line entering into a residence or business.

The City will provide reimbursement to the property owner for actual incurred and eligible costs, subject to the following maximum reimbursement amounts:

Condition A: $11,000 per line for lead service line replacement from the water meter to the B-Box (private side replacement only); or,

Condition B: $16,000 per line for lead service line replacement from the water meter to the water main (private and public side replacement)

COSTS ELIGIBLE FOR REIMBURSEMENT FOR BUILDINGS WITH LEAD OR GALVANIZED SERVICE LINES:

- Costs of replacement of the water service line from the water main to the B-Box;
- Costs of replacement of the curb stop valve and the B-Box;
- Costs of replacement of the water service line from the B-Box to the valve before the water meter inside the building;
- Costs of excavation or boring;
- Costs to replace/repair concrete sidewalk or driveway (asphalt or concrete). The area of replacement for which reimbursement may be provided shall be discussed and approved by the City staff prior to removal;
- Costs to backfill excavation with approved material;
- Costs to repair curb/gutter;
- Costs to repair roadway pavement; and
- Costs to repair landscaping limited to sod/seed/erosion blanket in the disturbed areas

COSTS NOT ELIGIBLE FOR REIMBURSEMENT:

- Landscaping, including shrubs, flowers, trees, etc.;
- Costs related to relocation of the water meter to meet the existing plumbing code;
- Costs associated with interior restoration or remodeling (drywall, paneling, flooring, carpet, cabinetry, etc.);
- Decorative sidewalk/driveway (stamped concrete) or paver bricks;
- Costs associated with damage to neighboring properties due to the plumbing contractor or owner's work unless pre-approved by City staff;
- Costs above the lowest contract proposal amount;
- Use of materials not meeting the requirements of the City's guide specifications or City Codes;
- Ancillary homeowner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead water service;
- Costs above the lowest contract proposal amount

HOW TO APPLY AND PROPERTY OWNER'S RESPONSIBILITIES:
Property owners must complete the following steps before commencing replacement:

1. Visit https://bit.ly/leadserviceCL to navigate to the City of Crystal Lake web page that provides information on drinking water and lead. Located on this page is a link to the Property Owner Initiated Lead Service Line Replacement Reimbursement Program application. Alternatively, the Property Owner may obtain a paper copy of the application from City Hall or scan the QR Code for the web page.
2. Complete the Property Owner Initiated Lead Service Line Replacement Reimbursement Program application, obtaining signatures for each step where required.
3. Allow inspection of the property service line by City staff or contractor.
4. Obtain of (3) qualified Contractor Bid Proposals on forms provided by the City unless a lower number of proposals is approved by City Staff.
5. Submit all received bid proposals for review and approval by City Staff.
6. After approval of bid proposals by City Staff and execution by the property owner of the Letter of Agreement, the property owner shall enter into a contract with their selected contractor to complete the replacement of the lead service line. A copy of signed contract consistent with the City approved bid proposal must be provided to the City prior to commencement of work.
7. Work to be conducted and completed by contractor in accordance with the City approved bid proposal.
8. Schedule inspection of the work by City Staff.
9. Submit a Disbursement Request to the City.
10. Provide a Final Waiver of Lien to City Staff after full payment to the Contractor. Lien waiver must include the City of Crystal Lake.

Eligible participants must provide access to the property to City employees or City contractors during regular work hours (7:00 a.m. to 3:00 p.m., Monday through Friday) to inspect the building's plumbing before approval into the Program by the City, and to inspect the completed work before receiving reimbursement from the City.

PLEASE NOTE: The City will not reimburse any property owner for work done without the prior authorization of the City of Crystal Lake.

ADDITIONAL PROGRAM ELIGIBILITY REQUIREMENTS:

1. The private side of the service line must be confirmed as lead pipe by the City.
2. Service line must be directly connected to the City of Crystal Lake community water supply and within the City corporate limits.
3. Project must meet all City of Crystal Lake Plumbing Code Requirements.
4. Property owner must have no outstanding City Code violations.
5. Property owner must have no past due balances outstanding with the City of Crystal Lake.

OWNERSHIP AND MAINTENANCE:
Improvements completed under this policy shall be divided into property owner and City ownership. The property owner shall own, maintain and repair/replace the service line from the water meter located inside the building to the B-Box. The City shall own, maintain, and repair/replace the B-Box, corporation valve, and the service line from the corporation valve to the water main. The property owner must confirm their responsibility as part of the application process.

PRIOR WRITTEN CONFIRMATION REQUIRED:
The City will provide reimbursement for the installation of service line materials only when such payment has been pre-approved in writing by the City of Crystal Lake using the application form and in accordance with this Policy.

The City will only be responsible for reimbursement of costs for changes and improvements made by the property owner with prior written approval from the City.

COMPLETION OF CONTROL MEASURES:
The property owner shall hire a Plumbing Contractor registered with the Illinois Department of Public Health (IDPH) in accordance with the Illinois Plumbing License Law (225ILCS320). The Plumbing Contractor must utilize a plumber who has obtained an IDPH license to complete the improvements. The property owner is responsible for making all payments to the Plumbing Contractor and shall be responsible for coordinating, planning, scheduling, and accepting the upgrades.

The Property Owner will hire the Plumbing Contractor, and the City of Crystal Lake will not be a party to that agreement/contract.

The Property Owner will obtain a building permit from the City of Crystal Lake. Permit fees associated with this Program will be waived.

Before reimbursement, the City will make a final inspection of the project to verify the replacement of the service line per City plumbing code requirements.

The City does not warranty nor guarantee the work or the effectiveness of the property owner selected plumbing contractor.

PAYMENT BY THE CITY:
If approved, the City will provide written confirmation to the Property Owner of the maximum amount that the City will reimburse for the plumbing improvements. The plumbing contractor may then apply for a water service line replacement permit with the fee waived. Upon receipt of the permit, the work may begin. The licensed plumbing contractor shall arrange for all required inspections according to the permit.

Once the work is complete, the following steps must be taken to receive the disbursement of funds:

1. City plumbing inspector will review the completed work. The inspector will need to certify the replacement of the service line and that the plumbing improvements previously approved by the City meet all local and state codes before approval for reimbursement.
2. The City will issue a Certificate of Completion.
3. The Property Owner submits a Request for Disbursement.
4. The City will disburse 100% of the maximum payout less $200.00.
5. The Property Owner pays 100% of the invoice to the Plumbing Contractor.
6. The Property Owner submits a copy of the Contractor's Final Waiver of Lien and paid receipt to collect the remaining $200.00 holdback.

When all criteria are met, the City will provide payment to the property owner within up to 15 business days via a paper check. The maximum amount to be paid by the City to the property owner shall not exceed the lower of: 1) the lowest of the three written quotes submitted as per the above stated policy, or 2) the maximum reimbursement amounts set forth in this policy, or 3) the final invoice from the Plumbing Contractor.

The City reserves the right to change the policy or reimbursement amount at any time.

Original Date: June 18, 2024
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