



Stormwater Flood Control Program

Homeowner Application Packet

Homeowner Application Packet List

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Program Description Materials

SFCP Homeowner Qualification Process - Introduction

Introduction:

Your official start date is the date that your Request for Information (SFCP) form is received. You will be placed on a waiting list. The Program Manager will contact you when your name comes up in the order that it was received. The Wastewater Enterprise Fund will fund the Stormwater Flood Control Program each year.

Funding Assistance: If you wish to receive Program funding for certain improvements to your property there are specific rules that you need to know about.

Rule #1: There are 4 steps required in order to qualify for funding from the Environmental Services Division of Public Works. These steps are explained later.

Rule #2: Program funding is not guaranteed. It is on a first-come, first-served basis according to qualifications. Those that become qualified first are first to receive funding according to their order in the application process. This means that when the budgeted funds are expended, reimbursement agreements cannot be approved until other funding is available. It is in your best interest to complete each step as soon as possible.

Rule #3: The time required for each of the 4 qualifying steps is up to the homeowner. Once you have completed Step 4, you will be eligible for funding based upon your position on the waiting list and available funding. There are no guarantees.

Rule #4: The Program requires participation of time and cost by the homeowner. This means setting time aside for meetings, surveys and inspections. There will also be out-of-pocket costs for expenses that are not covered by the Program.

Rule #5: Participation in the Program will require that the homeowner execute a formal written Waiver and Covenant Not to Sue the City, to protect the City from claims related to contractor's performance, the failure of the equipment or improvements or other potential liability.

Participants in the program can contact the Program Manager regarding their status on the waiting list during the normal business hours of 8:00 AM to 4:30 PM Monday through Friday by calling 715-395-5831. All applicants are eligible for a free on-site stormwater survey to help them determine priorities and options for stormwater control. In some cases the homeowner will qualify for Program funding and in other cases they will need to correct existing problems that may actually be causing or contributing to the flooding. The homeowner may resume participation in the program once the problems have been addressed.

There are 4 Phases to the Stormwater Flood Control Program. The homeowner participates in phases 2 through 4. They are outlined below.

- Phase 1: The Contractor Qualification Phase
- Phase 2: The Homeowner Qualification Phase
- Phase 3: The Construction and Inspection Phase
- Phase 4: Follow Up

SFCP Homeowner Qualification Process - Outline

Phase 1: The Contractor Qualification Phase

- A. Completed prior to homeowner participation.**

Phase 2: The Homeowner Qualification Phase

A. Application and Qualification

1. The application materials must be fully completed and submitted before the applicant can be considered for the program. Submit the following application materials:
 - a. Stormwater Flood Control Program Qualification Questionnaire
 - b. Application for Environmental Services Division of Public Works Stormwater Flood Control Program Funds
 - c. Homeowner Survey/Inspection Waiver Form
 - d. Low Income Application Affidavit (if applicable)

Send the application materials to the following address:

Stormwater Flood Control Program
Environmental Services Division of Public Works
51 East 1st Street
Superior, WI 54880.

If you have questions about the application process or the program, please contact Amy Homstad, Stormwater Flood Control Program Manager, at 715-395-5831.

2. In order to qualify for the Program, homeowners will need to follow a 4-step qualification process. This process is outlined below.

- Step 1: Application/Orientation Process
- Step 2: Stormwater/Surface Water Survey
- Step 3: Building Sewer Inspection
- Step 4: Proposals and Agreements

B. 4 Step Qualification Process

Step 1: Application/Orientation Process

- a. Upon successful completion and return of the homeowner application materials the Program Manager will review these materials and establish a list of orientation meetings for preliminarily qualified homeowners.
- b. The Program Manager will contact the homeowners on the list regarding a time and date of the scheduled homeowner orientation meeting. The Orientation Meeting is mandatory to proceed with the SFCP.
 - 1) At the orientation meeting program staff will answer any questions you have and go over all necessary rules, timelines, lists, forms and contracts. This includes waiver forms for inspections and backwater valve installations.
 - 2) Program staff will also explain the 4 steps or levels of homeowner qualification:
Step 1: Application/Orientation Process
Step 2: Stormwater/Surface Water Survey
Step 3: Building Sewer Inspection
Step 4: Proposals and Agreements
- c. The Program Manager will schedule a free “Stormwater/Surface Water Survey” of your home once you have attended a Homeowner Orientation Meeting. This survey is conducted to identify causes of flooding.

Step 2: Stormwater/Surface Water Survey¹

- a. If there is no suitable clean-out access for inspecting the building sewer, this will need to be added before proceeding to Step 3.
- b. If a suitable access point to the building sewer for cleaning and televising cannot be determined at the time of the survey, you will be asked to sign the “Outside Consultation – Additional Inspection Waiver” form that will allow SFCP staff to consult the professional advice of a Sewer Service Contractor.
- c. After the survey of your home, if you do not qualify at Step 2, the Program Manager will send you a letter explaining what is required in order to qualify for the Program.²
- d. All homeowners on shared private interceptor sewers are required to have a consent form signed before the cleaning and televising can take place. This form protects you and the City in the event that damage is caused to other homes that share your lateral.
- e. Upon successful completion of the “Homeowner Stormwater/Surface Water Survey”, the Program Manager will send you the “Notice to Proceed with a Building Sewer Inspection”.
- f. You will be authorized to contact a sewer service contractor selected from the “SFCP List of Qualified Sewer Service Contractors” to schedule the required building sewer inspection.

¹ The Stormwater/Surface Water Survey consists of an outdoor surface drainage assessment and an indoor basement drain system assessment. Together this information identifies sources of household flooding and helps the City determine an overall plan for assisting the homeowner in dealing with flooding issues. It is also used to determine qualifications for the Stormwater Flood Control Program and is conducted at no cost to the homeowner.

² If code violations are found, you will receive recommendations for correcting these deficiencies in the letter. It is your responsibility to make the necessary corrections. Program correspondence may be subject to review by building code inspectors.

Step 3: Building Sewer Inspection

- a. You schedule the sewer service contractor and notify the Program Manager at least 24 hours in advance of the inspection so that they can arrange to have a Program Inspector Manager during the televising.
- b. The sewer service contractor will conduct the building sewer inspection.
- c. If the building sewer is inaccessible, funding is available for house trap removal and/or cleanout installation. As explained in Phase II Step 4, you will contact Plumbing Contractors from the "List of SFCP Qualified Plumbing Contractors" to provide proposals for house trap removal and/or cleanout installation/Backwater Valve and the Phase III construction work to be done. Once a proposal has been approved, the Plumbing Contractor will install suitable access to the building sewer. Immediately after installation, the Plumbing Contractor will perform the building sewer inspection. If the building sewer is found to be in good condition, you will then continue on with Phase III: The Construction Phase. If the building sewer is found to be in poor condition, the Plumbing Contractor cannot continue with the Phase III construction until the building sewer is repaired. It is your decision to repair your building sewer.
- d. The program will fund up to \$150 for the building sewer inspection and you are responsible to pay any cost exceeding \$150 for the inspection.¹
- e. The Sewer Service Contractor will submit a bill to the Program Manager and you, as applicable. The Environmental Services Division of Public Works will issue a check made payable to the Sewer Service Contractor for an amount not exceeding \$150. You are responsible for any cost exceeding \$150 (\$300 for low income). Failure to make payment to the contractor will prevent you from advancing in the Program.
- f. The contractor turns in all required inspection reports and video recordings to the Program Manager for review in order to qualify you for Step 3. The Program Manager will provide a copy of the video and report to you upon completion of the review process and payment by you to the contractor for costs exceeding \$150 (\$300 for low income).
- g. If the building sewer inspection reveals that the building sewer is in good condition, the Program Manager will send you the "Notice to Proceed with Plumbing Contractor Proposals".
- h. The Program Manager will authorize you to obtain proposals and drawings from at least three (3) plumbing contractors (or, as available). All proposals must be obtained from the "SFCP List of Qualified Plumbing Contractors" provided by the City.
- i. If there are gray water connections to the sump pit, the Contractor will notify you and the Program Manager of the potential cost to correct the connections.²
- j. If your home does not pass the inspection, the Program Manager will send the "Notice to Homeowner – Status of Step 3 Qualification – NOT APPROVED." This notice will explain what you need to do in order to repair the disqualifying condition(s) and continue with the qualification process. If your building sewer is defective, it will need to be repaired before you can proceed. Costs associated with repairing a defective building sewer are your responsibility.

¹ If you think you might qualify as a low income homeowner, please complete the "Low Income Application Form". It must be turned in prior to the Building Sewer Inspection. Failure to do so will disqualify the Homeowner from the \$300.00 maximum reimbursement amount.

² The SFCP will pay 50 percent of the cost of plumbing improvements and modifications necessary for the gray water connections to produce conformance with a maximum dollar amount from the City of \$1,000. Qualifying low-income homeowners may receive 100 percent reimbursement of such amounts up to the maximum from the City of \$1,000

Step 4: Proposals and Agreements (Full Qualification)

- a. Qualification at Step 4 is met when the following items are completed:
 - 1) You, the homeowner, make arrangements to meet with a minimum of three (3) prospective contractors for the work to be performed using the “SFCP List of Qualified Plumbing Contractors” provided by the Program Manager.
 - 2) You arrange for submission of a minimum of three (3) signed contractor “Plumbing Contractor Proposal Sheets”, along with the plumbing contractor’s plan drawings or sketches.
 - a) Proposals are to be submitted to the:
Stormwater Flood Control Program
Environmental Services Division of Public Works
51 East 1st Street
Superior, WI 54880
394-0392, ext. 102
FAX: 394-0406
 - 3) The Program Manager will review and select the lowest qualified proposal.
 - 4) You will be sent a “Notice of Lowest Qualified Contractor and Agreement Forms”.
 - 5) You are to fill out the following forms and send them into the Program Manager:
 - a) Backwater Valve/Clear Water Isolation Reimbursement Agreement Form
 - a) Backwater Valve/Sump Pump Release and Waiver Agreement
 - b) Release and Covenant Not To Sue
 - c) House Trap Removal/Cleanout Installation/Backwater Valve Reimbursement Agreement Form (as applicable)
 - d) Gray Water Separation Reimbursement Agreement Form (as applicable)
 - 6) If you have questions or concerns at this point, contact the Program Manager.
 - 7) When the Program Manager receives the signed agreements, the City will sign them and mail them back to you along with the “Notice to Proceed with Rough-in Construction”.
 - 8) **Do not sign any contracts for work with the contractor until you receive the “Notice to Homeowner - Notice to Proceed with Rough-In Construction” from the Environmental Services Division.**
- b. If the contractor does not complete their work within 90 days of the date on the “Notice to Homeowner - Notice to Proceed with Rough-In Construction”, they may be disqualified from further participation in the Program and removed from the “SFC List of Qualified Plumbing Contractors”.

Phase 3: The Construction and Inspection Phase

A. The Construction and Inspection Process

1. The Plumbing Contractor applies for a building permit.
2. The Public Works Engineering and Building Inspection Department reviews the contractor's plan, drawings or sketches, and any related materials to determine compliance with Federal, State and Local code. (Note that these materials were already provided as part of the proposal process.)
3. A permit is issued by Building Inspection.
4. You, the homeowner, and the Plumbing Contractor proceed with construction.
5. When the construction is ready for the rough-in inspection, the contractor notifies the Program Manager and City of Superior, Plumbing Inspector, to conduct the inspection.
6. The Program Manager provides approval to proceed with final construction.
7. When the construction is ready for the final inspection, the contractor notifies the Program Manager for the final inspection.
8. The Program Manager will perform the final inspection of the plumbing construction for the Program.
 - a. During the final inspection, the Program Manager will provide you with the "Homeowner Completion Packet". It will have all forms to be completed and returned by you as well as informational materials.

NOTE: The "Homeowner Completion Packet" forms must be fully completed by you and returned to the Program Manager/Inspector before payment can be authorized. The "Homeowner Completion Packet" consists of the following materials:

 - 1) Forms:
 - ❑ Homeowner Sign-Off Sheet
 - ❑ Program Manager Final Approval Checklist
 - ❑ Closeout of Reimbursement Agreement
 - ❑ SFCP Homeowner Questionnaire (Program Questionnaire)
 - 2) Information:
 - ❑ General Sump Pump Maintenance and Cleaning Tips
 - ❑ General Backwater Valve Assembly Cleaning Tips
9. Note that you are responsible for verifying that the Program has been completed to your satisfaction. Once you are satisfied with the work, you will sign off on the work indicating your satisfaction with the results.
10. Upon successful completion of this payment approval, a check made payable to the Contractor will be issued by the City and mailed to the Contractor.
11. At this point the City has completed its role in sponsoring the Program.
12. This ends Phase 3: The Construction and Inspection Phase.¹

¹ The Environmental Services Division will follow up with a "SFCP Homeowner Questionnaire" (Follow-up Questionnaire) at 4 to 12 months after completion of Phase 3.

Phase 4: Follow Up

- A. At the end of the Program, a follow-up SFCP Homeowner Questionnaire will be sent to you.

Phase 5: Housing Rehabilitation Program – CDBG Grant Funded

- A. Inter-departmental collaboration between the Environmental Services Division and the Planning Department will facilitate inspection of building sewers for participants of the Housing Rehabilitation Program.
- B. A CDBG grant provides funding for these homeowner should the building sewer need repair.

General Homeowner Requirements

(1 of 3)

Inspection Requirements

1. The inspection process includes the Stormwater/Surface Water Survey, the building sewer inspection, and any program related construction inspections. These are essential requirements for the homeowner and a major component of good construction practices. It provides a level of safety and assurance to the homeowner in knowing that the program was completed according to industry standards.

The purpose of the inspection process is to:

- a) Assist in the qualification process for this Program.
 - b) Document existing conditions as they relate to stormwater/surface water related issues.
 - c) Determine whether the homeowner will benefit from the Program or not.
 - d) Verify consistent quality construction.
 - e) Verify the appropriate expenditures of public money.
 - f) Protect the interests of all parties in the construction of safe installations.
2. A Stormwater/Surface Water Survey and inspection of the property will be required as part of the process to qualify the homeowner for the program. This work is at no cost to the homeowner by the Environmental Services Division of Public Works.
 3. The inspection process must be conducted to determine if there are other factors contributing to and potentially causing the flooding. If it is determined that the Program will not be effective unless the deficiencies are addressed, then the deficiencies will need to be corrected before the homeowner will qualify for the program.

General Homeowner Requirements

(2 of 3)

Other Requirements

1. The location of the property intended for the Stormwater Flood Control Program (SFCP) must lie within the limits of the City of Superior.
2. The applicant name must be the same as the owner of the property.¹
3. The program is limited to single-family, owner-occupied residential homes.
4. Program funding is not guaranteed and is on a first-come, first-served basis according to qualifications. Those that become qualified first are the first to receive funding in order of their application submission.
5. There must be a cleanout in the home's building sewer to provide access for the building sewer inspection. There is funding available for qualified Homeowners through the City for building sewer access installation (i.e., house trap removal and cleanout installation). Adequate access to the building sewer for inspection is required for qualification process (Step 3: Building Sewer Inspection).
6. The homeowner must have experienced basement flooding on the property in the past in order to qualify for this program.
7. Homeowners who have participated in previous programs, such as City's previous Backwater Valve Program, are eligible to participate in the Program.
8. For those homeowners requesting a backwater valve, it cannot be installed until all stormwater connections have been separated from the sanitary connections and a sump pump has been installed to deal with the stormwater.
9. Home plumbing, electrical or structural irregularities may need to be corrected in order to qualify for the program. When flooding problems cannot be addressed through the SFC Program the homeowner will need to make the necessary corrections in order to qualify for the Program.
10. False, inaccurate or incomplete application materials are reasons for disqualification from the SFCP. Examples include:
 - a) Incomplete applications such as surveys, notarized forms and signed waivers
 - b) Low Income applications that are not accurate
 - c) Homes that have not had basement flooding in the past
 - d) Homes that are not single family/owner occupied
 - e) Applications where the name on the application is not the same as the legal owner¹
 - f) Failure to attend the orientation/education meeting for homeowners

¹ An exception is the case where title had been placed in a spouse's name, such as through a life estate mechanism to ensure care for an elderly parent. This has received SFCP Committee approval.

General Homeowner Requirements

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Other Requirements (Continued)

11. In order to qualify for the Stormwater Flood Control Program (SFCP), homeowners will go through a 4-Step qualification process. These are:

Step 1: Application/Orientation Process
Step 2: Stormwater/Surface Water Survey
Step 3: Building Sewer Inspection
Step 4: Proposals and Agreements

Once the homeowner is qualified at step 4 the costs for the program will be funded at 100% of the eligible costs. ¹ If the house trap is removed and a cleanout is installed, Step 4 will occur before Step 3.

12. The program will fund up to \$150 for the homeowner's building sewer inspection. The Homeowner is responsible for costs exceeding \$150. This includes a written report and video recording. (The Program will fund up to \$300 for Low-Income Homeowners.)
13. If the building sewer connects to a Shared Private Interceptor Sewer (SPIS) a consent form will be required from each homeowner on the SPIS before inspection of the SPIS can occur.
14. The homeowner makes the appointments with a minimum of three (3) plumbing contractors (as available) for the required work using the "SFCP List of Qualified Plumbing Contractors".
15. The construction contract is between the homeowner and the plumbing contractor. The City is providing funds for those portions of the program that apply to the objectives of the Program. The City cannot guarantee the parts, materials, or the work of the contractor.
16. When installing a sump pump as part of the Program, the homeowner must have adequate electrical service capacity in their circuit box for the addition of the sump pump. In some cases this could require an upgrade to the existing electrical service at the homeowner's expense.
17. A path for sump pump discharge must exist where it will not adversely affect any neighboring property.
18. The homeowner will be required to sign documents before construction begins stating that the City has done all that is possible to prevent basement flooding after the installation of a backwater valve and/or a sump pump.
19. The City is not responsible for maintenance or repair of the building sewer, backwater valve or the sump pump. This is the homeowner's responsibility.

¹ Costs eligible for 100% reimbursement include clear water isolation and sump pump/backwater valve installation. The SFCP will pay 50 percent of the cost of plumbing improvements and modifications necessary for the gray water connections to produce conformance with a maximum dollar amount from the City of \$1,000. Qualifying low-income homeowners may receive 100 percent reimbursement of such amounts up to the maximum from the City of \$1,000

Program Costs And Reimbursement Reference Guide

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The Goals

- Reduce inflow and infiltration entering the sanitary and combined sewer system through private plumbing.
- Reduce discharges of untreated domestic wastewater and sanitary sewage to the environment.

Program Funding

The Stormwater Flood Control Program budget will be evaluated on an annual basis. Individual homeowner costs of over \$10,000 and up to \$15,000 per home will require approval by the Public Works Committee. Individual costs over \$15,000 will require approval of both the Public Works Committee and the Common Council. The expenses per home shall be reimbursed at 100% of the approved proposal amount (as submitted by the contractor) once the homeowner has been fully qualified. The SFCP will pay the first \$150.00 toward a homeowner's building sewer inspection. If the Homeowner repairs or replaces their building sewer, they will qualify for a second building sewer inspection of up to \$150.00, for Low Income Homeowners, the SFCP will pay the first \$300.

Estimated Costs

The expected average cost for installing a backwater valve, sump pump and required devices is estimated to range from **\$3955 to \$8355** per house. (See the enclosed table in this section.)

The expected average cost for removing concrete and/or house trap and inserting a cleanout is \$600 - \$2000.

NOTE: Retrofitting older homes may vary from house to house. The age of the structure and acceptable standards at the time of construction all enter into the costs of retrofitting.

Costs Not Covered

The SFCP Will Not Pay for:

- The cleaning or televising of laterals in excess of \$150.00 per homeowner (or more than \$300 for qualified Low Income Homeowners).
- Portion of the cost for re-establishing gray water connections (see below, Homeowner Costs)
- Discretionary re-piping or relocating of plumbing for the purpose of convenience or future remodeling or development.
- Electrical work to the service main.
- Repairs to the foundation, walls, windows or other structural repairs.
- Landscaping or yard excavation.
- Any additional costs not included in the lowest qualifying plumbing construction proposal.
- Floor finishing work after the rough-in construction, such as carpeting, tile or paint.
- Building sewer repairs or replacement
- Costs required to correct building code violations

Program Costs And Reimbursement Reference Guide

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Homeowner Costs

The piping arrangement in the house will determine the cost of installation. Before installation can be started, items numbered 1, 2 and 4 below will need to be addressed by the homeowner. Any additional or elective work not associated with the Stormwater Flood Control Program must be defined separately between the homeowner and the contractor. Examples of expenses not covered are listed below.

1. Building Sewer Inspection. The program will fund up to \$150 toward the cost of a building sewer inspection. The homeowner is responsible for all other costs in excess of \$150 (\$300 for low income qualified homeowners). In many cases the building sewer will need to be cleaned as part of the building sewer inspection process at an average cost of \$150. Televising inspection includes a video recording of the building sewer originating from the house gravity pit drain, floor cleanout or from the stack cleanout and finishing at the sewer main at an average cost of \$150. This must be completed before the backwater valve installation. It is essential to determine if the building sewer pipe is free of any structural or maintenance defects that would cause the installation to add to the basement flooding problems or create addition problems. It will also determine if the building sewer is on a Shared Private Interceptor Sewer (SPIS). The video recording and all reports must be provided to the Program Manager for review. A contractor supplied copy of the video recording and televising report will be provided to the homeowner upon payment by the homeowner of costs exceeding \$150 (\$300 low income). **Average cost for a building sewer inspection is \$300.**
2. Building Sewer Repairs. Additional costs to the homeowner include repair or replacement of the building sewer pipe if it is broken. It is the Homeowner's decision to make repairs to the building sewer. **Building sewer replacement can cost more than \$2000.**
3. Illicit Gray Water Connections: As part of the installation of a sump pump, backwater valve, and separation of the footing drains, the SFCPP will pay 50 percent of the cost of plumbing improvements and modifications necessary for the gray water connections to produce conformance with current plumbing code up to maximum dollar amount of \$1,000 from the City. Qualifying low-income homeowners may receive 100 percent reimbursement of such amounts up to the maximum of \$1,000.
4. Other Costs. This includes discretionary re-piping or relocating of piping or sump pit for the purpose of convenience or future development. Other discretionary costs include plumbing or electrical work (i.e.: move to a location out of the way, such as near a wall or corner), or repairs needed on the building sewer pipe, foundation structure repairs or sloping the grade away from the building structure.

Program Costs And Reimbursement Reference Guide

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<u>Type of Work Required</u>	<u>Total Cost</u>	<u>Homeowner Cost</u>	<u>Cost Covered by the SFCP</u> (Where Applicable)
1. Site inspection to qualify for the program (Outside and Inside):	<u>\$30</u>		<u>\$30</u>
2. Building Sewer Inspection: Complete televising/video inspection of the building sewer including a written report and video recording. Cleaning of the building sewer may also be required:	<u>\$300</u>	<u>\$0-\$150</u>	<u>\$150-\$300¹</u>
* 3. Dye-testing or equivalent (to verify connections and proper separation) as required:	<u>\$50</u>		<u>\$50</u>
4. Review of Plans and Specifications (w/ existing piping layout) submitted with application:	<u>\$100 - \$200</u>		<u>\$100 - \$200</u>
5. Contractor is responsible for all applicable permits for work listed below:			
** a. Repairing building sewer (all lateral work)	<u>\$2000²</u>	<u>\$2000</u>	
** b. House trap removal/Cleanout installation	<u>\$0-\$2000</u>		<u>\$0-\$2000</u>
** c. Correcting Gray water connections	<u>\$0-\$1500³</u>	<u>\$0-\$800</u>	<u>\$0-\$1000</u>
d. Concrete cutting into the concrete floor and restoration of concrete:	<u>\$1000-1600</u>		<u>\$1000 - \$1600</u>
** e. Installations of additional plumbing to move or separate plumbing:	<u>\$500 - \$1000</u>		<u>\$500 - \$1000</u>
** f. Installation of outlet/wiring/panel connection:	<u>\$50 - \$300</u>		<u>\$50 - \$300</u>
** g. Level Sensor Backwater Alarm (optional):	<u>\$150 - \$300</u>	<u>\$150 - \$300</u>	
h. Installation of sump and sump pump:	<u>\$500 - \$800</u>		<u>\$500 - \$800</u>
i. Backwater Valve and associated Parts and Materials:	<u>\$100 - \$200</u>		<u>\$100 - \$200</u>
6. Maintenance Agreement (if applicable):	<u>\$75</u>	<u>\$75</u>	
Maximum Low: Total	\$2855.00	\$0	\$2480.00
Maximum High: Total	\$8355.00	\$3325.00	\$7480.00

This guide is meant to itemize and estimate costs. Items and costs are subject to change per each house.

* **Dye-testing or equivalent performed by the Plumbing Contractor is included as part of their proposal.**
 ****Additional Work: These costs may be subtracted from totals if not required.**

¹ \$300 is available to qualifying low-income homeowners.

² This cost is entirely variable. It is dependent on the amount of building sewer repairs necessary to qualify for the SFCP modifications.

³ The SFCP will pay 50 percent of the cost up to maximum dollar amount from the City of \$1,000. Qualifying low-income homeowners may receive 100 percent reimbursement up to the maximum from the City of \$1,000.

DEFINITIONS

Back Water Valve (BWV) – A plumbing valve designed to allow the building sewer (service lateral) to drain in one direction, away from the building, and to close when flow is directed toward the building.

Basement – Includes any part of a building where all sides of the floor are located below ground level.

Building Drain - Horizontal piping within or under a building, installed below the lowest fixture or the lowest floor level from which fixtures can drain by gravity to the building sewer.

Building Lateral – See “Building Sewer”

Building Sewer – That part of the drain system not within or under a building which conveys its discharge to a public sewer, private interceptor main sewer, private onsite wastewater treatment system or other point of discharge or dispersal. ¹

Building Sewer Cleaning – Removal of debris from the building sewer that may conceal the building sewer condition. This cleaning is performed whenever it is needed during the building sewer inspection.

Building Sewer Inspection – A process typically performed by a Sewer Service Contractor where the building sewer is inspected with a televising camera and recorded on to a videotape or similar medium. Cleaning of the building sewer is sometimes required in order to perform an adequate inspection and in order to verify that the lateral is functioning properly. During the process, a root control agent could be applied (Also see, “Building Sewer Televising”).

Building Sewer Televising – An inspection typically performed by a Sewer Service Contractor. It includes a video recording of the building sewer starting at the house gravity pit drain, floor clean-out or stack clean-out and finishing at the sewer main. Televising is part of the Building Sewer Inspection Process (Also see, “Building Sewer Inspection”).

Bulk-Heading – A construction technique used to seal off piping with a plug material such as concrete or a similar mix. The purpose of the seal is to render the pipe nonfunctional. This technique is typically used when installing replacement pipe or when abandoning an existing pipe or both.

Case Number – The number assigned each participant as they begin the SFCP

City – City of Superior

City of Superior Registration – Plumbing Contractors are required to be bonded and insured and must complete a registration form and bond permit at Building Inspection to be registered to do work in the City of Superior. Sewer Service Contractors are required to be insured, but are not

¹ Definition changed on 1/23/2007 to correspond to WI Department of Commerce Comm 81.01).

required to be bonded or registered unless they perform construction work requiring a building permit.

Cleanout – An accessible opening in a drain system used for the removal of obstructions.

Combined Sewer – A pipe or conduit designed and operated to carry both sewage and stormwater runoff.

Contract - A legal agreement for goods and/or services signed by the parties involved.

Contractor – The individual, partnership, joint venture, corporation, or agency submitting a proposal and who has been qualified by the SFCPP to undertake the performance of work.

Day-lighted – A conduit discharging to the ground surface as opposed to connecting directly to a sewer.

Dye testing or equivalent – Testing done to determine the water-flow and piping arrangement. Testing can be performed using dye, detergent, or other acceptable means to give distinction to specific sources of water. This is performed in order to locate piping when developing a piping floor plan for the installation of such components a backwater valve and sump pumps. An interior and exterior piping layout must be developed to show relative distances from walls and structures as well as pipe sizing and materials.

Environmental Services Division - Is short for the Environmental Services Division of Public Works. This division funds the Stormwater Flood Control Program and is responsible for administering the program.

Foundation Drain – A drain system that collects water from along the foundation and drains it to a sump pit. In old combined systems they drained into a sump that drained into the combined sewer.

Gray Water – Wastewater contaminated by waste materials, exclusive of urine, feces or industrial waste, deposited into plumbing drain systems.

Homeowner – Person who is the record owner of a fee title or the legal life estate in a single-family, owner-occupied property.

Homeowner Qualification Steps – Step 1; Application/Orientation Process, Step 2; Stormwater/Surface Water Survey, Step 3; Building Sewer Inspection, Step 4; Proposals and Agreements.

House Trap – A U-shaped trap that holds water to block sewer gas from entering the home. A house trap is generally located at the point where the building sewer exits the home. These were installed prior to the advent of modern plumbing.

Illicit Connection – Any connection that allows surface or nuisance water to drain into the building sewer either directly or indirectly, through any clear water drain connection to the lateral

between the floor sewer drain and the sewer main. Examples include existing garage drains, foundation drains, roof drains, sidewalk or driveway drains, and lawn drains.

Liability Waiver Form – This is the short name for the Backwater Valve and Sump Pump Release and Waiver Agreement. The purpose of this form is to be sure the homeowner understands that it is their responsibility to maintain the backwater valve and sump pump, that they remain with the property, and that the City is not held responsible for future flooding which is out of its control.

Low Income Homeowner – Homeowners who qualify for up to \$300.00 toward the cost of a building sewer inspection. Homeowners are qualified as “low income” based upon specific government criteria.

Master Plumber – Any person duly licensed as such by the State Board of Health, pursuant to Chapter 145 of the WI Statutes.

Permit – No person, firm or corporation shall excavate in or upon any avenue, street, alley, lane or other public places, or construct or cause to be construction, altered or extended, or make any attachment to any drain or sewer or do any work whatsoever in connection with any public or private sewer, without first securing a permit (City of Superior Building Code 1370 Sec 21-H-19 Permit). For permits relating to the Program, copies of all permits for public or private sewers are required to be on file with Public Works Building Inspection and with the Program Manager for the Stormwater Flood Control Program.

Plumbing Contractor – A person licensed and registered to do plumbing work within the City and is a master plumber or is supervised by a master plumber.

Plumbing Inspector – The City staff person responsible for issuing plumbing permits, reviewing and approving plumbing plans and specifications and performing plumbing inspections to verify compliance with state and local codes.

Plumbing Permit – See “Permit”

Program Inspector – The Program Manager or assistant responsible for performing inspections necessary to document the status of the Stormwater Flood Control Program.

Program Manager - The person responsible for managing the Stormwater Flood Control Program. This person maintains the forms, records and correspondence and performs the program inspections and coordinates program phases with Building Inspection and contractor services.

Proposal – This term is used for quotes or statements of proposed cost obtained from service providers such as a sewer cleaning service or a plumber.

Public Works Division - Building Inspection (Electrical and Plumbing) and Environmental Services.

Qualifications-Based Selection Process - A process of selecting a “qualified contractor list” based upon Requests for Qualifications and completion of the qualification form.

Qualified Contractor – A contractor that has met the requirements for participation in the Stormwater Flood Control Program.

Qualified Homeowner – A homeowner who has completed the four-step process to qualify for the Stormwater Flood Control Program funding of improvements to wastewater and stormwater systems, subject to availability of funding.

Quote and Plan Drawing - Consists of a complete price for the project (the “Plumbing Contractor Proposal Sheet), an estimating sheet and a drawing or sketch that shows the location of the various proposed changes such as plumbing, backwater valve, and sump pump with measurements shown on the drawing.

Request for Qualifications (RFQ) - A process by which interested contractors provide information about their firm for evaluation by the Program Manager for the purpose of selecting a pre-qualified list of contractors.

Retrofit – To modify or adapt an existing structure to accommodate an improvement without completely replacing the structure.

Roof Drain – A drain installed to receive water collecting on the surface of a roof and to discharge it into a conductor.

Sanitary Sewer: A pipe or conduit designed and operated to carry sanitary sewage and industrial wastes.

Scope of Services - Outlines the diversity and typical services to be performed without reference to final quantity, cost or application of these services.

Service Lateral – see “Building Sewer”¹

Sewer Service Contractor – A contractor that performs a combination of building sewer services such as inspections, cleaning, televising, dye testing and root control.

SFCP List of Qualified Contractors - A list of contractors that have qualified to provide sewer televising, cleaning or plumbing services for the Stormwater Flood Control Program.

SFCP – Stormwater Flood Control Program

Shared Private Interceptor Sewer – (SPIS) is a sewer pipe that runs through more than one property and allows several building sewer pipes to connect to it before it connects to the City sewer main at a downstream point.

SPIS – Shared Private Interceptor Sewer.

¹ Definition changed on 1/23/2007

Start Date (for the Homeowner) – This is the official date that the homeowner starts the Program. This is the date when the Program Manager receives the “Request for Information Form”.

Stormwater Flood Control Program – SFCP – A program with the goals to reduce inflow and infiltration entering the sanitary and combined sewer system through private plumbing, and reduce discharges of untreated domestic wastewater and sanitary sewage to the environment. Also called the Program or the SFC Program.

Stormwater/Surface Water Survey Form – A form used by the Program Inspector during the Pre-Qualification step. It consists of a homeowner outdoor property inspection and a basement survey of the drain piping layout and drain connections.

Subcontractor – A second party authorized to do work for the general contractor. The general contractor is responsible for the work done by the subcontractor.

Sump Pit – A basin within the basement floor slab where the sump pump is installed. This basin or pit collects ground water from the footing or foundation drains.

Sump Pump – A submersible pump designed to transport clear water from a basement footing drain sump pit to a location outside of the building.

Wisconsin Plumbing Code – City of Superior Building Code 1370 Sec. 21-H-1: The provisions and regulations contained in the WI State Plumbing code adopted by the State Board of Health and such additional rules and regulations as may be adopted by said board or by the Common Council of the City of Superior shall extend over and govern all water supply services, appliances, plumbing and drainage in any building or in connection therewith.