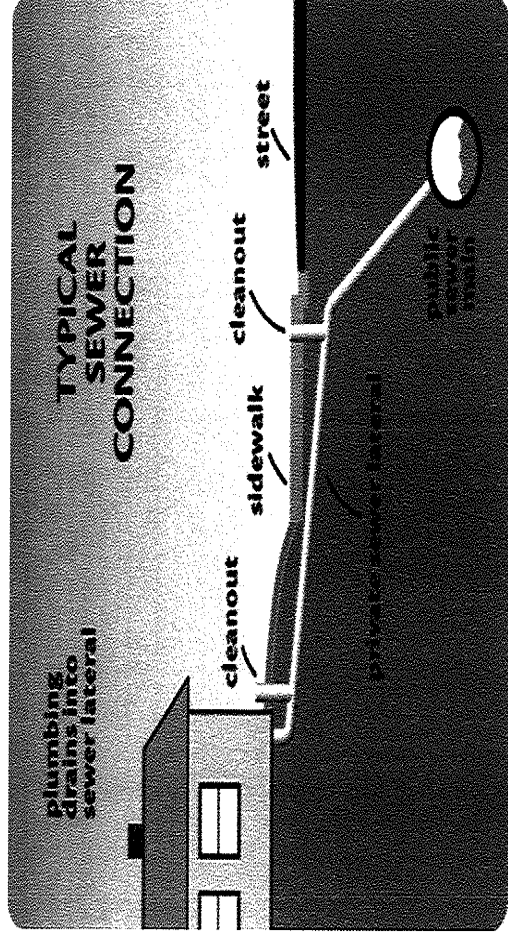


CITY OF JOHNSTOWN
Department of Community & Economic
Development

PROGRAM GUIDELINES FOR:

SEWER LATERAL
ASSISTANCE PROGRAM

SEWAGE LATERAL



~ 2017~

CITY OF JOHNSTOWN
CITY HALL
401 MAIN STREET
JOHNSTOWN, PA 15901
(814) 533-2046

**City of Johnstown
Program Guidelines
Sewer Lateral Assistance Program**

Program Background

The City of Johnstown has identified the need for a Sewage Lateral Assistance Program, (hereinafter referred to as the *Program*), eligibility is limited to income-qualifying homeowners located within the City's corporate limits, who have received a letter from The EADS Group and the City of Johnstown stating that the flow monitoring shows their property is still in violation and are required to televise and/or pressure test the private side of their lateral lines. The City has developed this program designed to assist owner-occupied homeowners who are required to make sewer lateral repairs and/or replacement lines for their existing homes within the City's corporate limits.

The City of Johnstown has received financial assistance from the U.S. Department of Housing and Urban Development to operate the Sewage Lateral Assistance Program which primarily benefits low and very-low income persons and families owning residential properties within the City's corporate limits who have sanitary sewage flows exceeding the U.S. Department of Environmental Protection (DEP) specified design criteria following the City of Johnstown Phase completion of the sewer construction.

Objectives of the Program

The *Program* is intended to provide financial assistance to qualifying low and very-low income persons and families who are mandated, under Ordinance No. 5152 enacted by City Council on August 13, 2014, to televise and/or pressure test their sewer lines and remediation of all private side lateral lines failing to pass said tests. Program funds shall only be used to make sewer lateral repairs and/or replacements at applicant's principal residence.

Eligible Program Costs

The assistance permissible under the Sewer Lateral Assistance Program shall be limited to those sewer lateral costs, repairs, and/or replacements mandated by Ordinance No. 5152 and as described and illustrated with the City of Johnstown Sewage Compliance Form. Said costs, repairs, and/or replacements shall include, within the minimum allowances, the repair and/or replacement of the sewer service lateral from the property line (viewport) through and including all underground (no basement service) piping subject to pressure testing.

Eligible *Program* costs for properties that require the repair and/or replacement of underground and under slab (basement service) sewage lateral piping shall be limited to those contractor costs directly associated with the installation of piping, bedding, fill, and/or concrete whereas it's subject to mandated pressure testing. For said property, the owner(s) have the option to eliminate existing basement service points within *Program* costs. The relocation and/or addition of basement service points, the replacement, reconstruction, or repair of homeowner improvements above the basement slab are not eligible *Program* costs.

Ineligible Program Costs

The *Program* funds **will not** pay for televising, initial or prior testing for lateral installation. Instead, this funding is specifically for the remedial construction and final pressure test to certify the private side lateral has passed the pressure testing specifications.

Funding is limited. Applications will be processed on a first-come, first-served basis to homeowners under written notice to televise and/or pressure test their sewage lateral. **This funding is not available to complete the televising or initial pressure testing.** Program guidelines are subject to change without prior notice.
Revised 6/5/2017

The property owner(s) shall be responsible for all application, inspection, and closing cost fees designated within the Sewage Compliance Form.

Eligibility Requirements

To be eligible for the Sewer Lateral Assistance Program the applicant must:

1. Be the person(s) or family owning a residential dwelling and occupying said property as their primary residence.
2. The applicant must be under written notice by the City of Johnstown to televise and/or pressure test the private portion of their sanitary sewer lateral and connect or reconnect to the City's collection system.
3. Applicant must have household income that does not exceed 80% of the area median income as per current HUD guidelines. HUD has established Income limits for our area based on household size. The income limits are subject to change without notice.

Household Members:	1	2	3	4	5	6	7	8
Maximum Income	\$33,650	\$38,450	\$43,250	\$48,050	\$51,900	\$55,750	\$59,600	\$63,450

If your household income exceeds the maximum allowance indicated on the chart, you are not qualified to receive assistance under this program.

To determine whether households are eligible for participation in this program, the City of Johnstown selected to use HUD's definition of income "Internal Revenue Service (IRS) Form 1040 Adjusted Gross Income." Household income counted must be 6-months current or anticipated to be received during the 12-month period of actual application review. Therefore, additional information will be required to verify, support and document income reported on your application and reported on your IRS 1040 tax return.

An example of income inclusions are: Wages, salaries, tips, taxable interest income, dividends, taxable refunds, alimony, business income or loss, taxable IRA amounts, taxable pension and annuity, taxable social security benefits, prizes and awards such as gambling, lottery raffle winnings, rental real estate, unemployment compensation payments, and capital gains, etc. Your application will not be approved if sufficient supporting documentation is not provided in a timely manner. **Examples of exclusions are:** Child support, money or property that was inherited, willed or given as a gift, life insurance proceeds received as a result of someone's death.

4. The applicant must provide a full copy of the recorded property deed.
5. Applicant must show proof that their property taxes are paid for the previous two-years. The property tax includes City, County and School taxes. Those homeowners who are delinquent on their taxes cannot participate in the program.

Funding is limited. Applications will be processed on a first-come, first-served basis to homeowners under written notice to televise and/or pressure test their sewage lateral. **This funding is not available to complete the televising or initial pressure testing.** Program guidelines are subject to change without prior notice.
Revised 6/5/2017

6. Applicant must provide (3) bids for (sewer lateral installation) from certified contractors with the application for assistance. All participating contractors must be registered with the Pennsylvania Attorney General and carry general liability insurance. Contractor must provide EIN # to the City of Johnstown.

Funding Limits

1. Eligible households are qualified for 50% match of the total project cost, with a maximum grant amount of \$1,000.

Program Procedures

1. Applications for the Sewer Lateral Assistance Program may be obtained from the **Department of Community and Economic Development; City Hall; Room 204, 401 Main Street; Johnstown, PA 15901**; or by scheduling an appointment to apply for the program at (814) 533-2046.
2. Applications must be supported by all applicable required documentation and will not be considered for funding until all documentation has been received. The application must be completed in its entirety, legible, using ink pen, and signed by the applicant(s).
3. Upon approval for *Program* funding the applicant(s) will then schedule a closing date with the City of Johnstown. Applicant will be required to bring their matching funds via check made payable to City of Johnstown.
4. The homeowner is responsible to monitor all work performed by their contractor each day and to work with their contractor while sewer lateral work is underway. The homeowner shall immediately report concerns or construction questions to the Sewer Compliance Officer. The Sewer Compliance Officer will monitor the work as required and stated in the Sewage Compliance Form Instructions.
5. The City of Johnstown Department of Community and Economic Development will issue the approved contractor a check for 50% of the total project costs once the *Program* application documentation has been completed and approved. Upon homeowner approval of project completion, signature of closeout documentation, and receipt of Certificate of Sewage Compliance, the City will issue the final 50% check to the contractor. The Director of the Community and Economic Development Department will have final approval to release payment to the contractor for all acceptable work completed.

**CHECKLIST FOR SEWAGE LATERAL
ASSISTANCE PROGRAM**

- _____ APPLICATION
- _____ (3) BIDS FOR LATERAL INSTALLATION
- _____ IRS Form 1040 Adjusted Gross Income (or)
- _____ Social Security Award Letter/Pension Statement
- _____ Full Copy of Recorded Property Deed
- _____ TWO years of PAID tax receipts for CITY, COUNTY & SCHOOL
2015-2016

- APPLICATIONS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION WILL NOT BE PROCESSED.

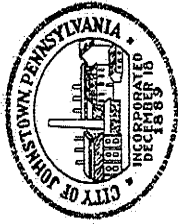
Household Income Limits for FY 2017

Household Members:	1	2	3	4	5	6	7	8
Low (80%) Income	\$33,650	\$38,450	\$43,250	\$48,050	\$51,900	\$55,750	\$59,600	\$63,450

If your household income exceeds the maximum allowance indicated on the chart, you are not qualified to receive assistance under this program.

Please call Rebecca Christ @ The City of Johnstown with any questions:

814-533-2046



CITY OF
JOHNSTOWN
"A Home Rule Municipality"

OFFICE OF THE CITY MANAGER

CITY HALL
401 MAIN STREET
JOHNSTOWN, PA 15901
(814) 533-2001
FAX (814) 533-2111

SEWER LATERAL CONTRACTORS

Updated May 23, 2017

The City is making available the following list of Contractors in order to assist residents with sewer lateral testing and/or work they may need to perform in conjunction with the City's sewer project and related ordinances. The City is not endorsing any specific contractor or making any specific representation or warranty regarding its/their qualifications, products, or workmanship. The City disclaims any liability that may be alleged to arise from the work of any contractor on any City resident's property.

Contractors not included in the list below may be utilized for purposes of residents' sewer lateral testing and work, as long as they meet the City's requirements set forth in Ordinance No. 5152.

<u>Contractor</u>	<u>Contact Person</u>	<u>Phone Number</u>
Alvin Rosa Excavating	Alvin Rosa	724-422-6332
Aqua Dry		269-2245
B&M Excavating	Jim Marek	619-5737
B. Hale Inc. **	Brian Hale	288-6613
B. Thomas Contracting	Bryant Thomas	533-9786
Box Plumbing	Matt Box	659-0859
Brett Cleverger Plumbing & Sewer Line Connection		270-3458
BTS Landscaping	Jeff Held	421-2682
C&P Handyman	Charles Grow	535-1633
C&P Handyman	Paul	536-3680
Cambria Construction & Rem	Jeff Carr	421-9600
Cambria-Somerseset Sewer and Excavating	Matt Waite	421-3733
Clinton Stanton Construction	Clinton Stanton	525-8699
Cobra Sewer & Drain	Eric	241-6589
Community Heating	Mark Sheehan	244-2147
Dan Blackner Excavating		255-2791
Dan Durica		525-0761
Dan Paros Plumbing & Heating		262-6155
Derricott Constuction		266-5096
E&S Excavating		533-9215
E-Z Concrete	Eli	536-3141
Flood City Construction	Scott Bassett	248-1379
Frederick's Contracting	Fred Sabo	410-4508
Gene Miller		248-0202
Ground Control* **	Tom Cummings	713-1011
Hamacek Construction	Mike Hamacek	242-0571
Hilltop Septic Service	Kevin Varner	244-6611
Hinkle Plumbing **		535-3158

SEWER LATERAL CONTRACTORS (Continued)

<u>Contractor</u>	<u>Contact Person</u>	<u>Phone Number</u>
Homework Remodeling	Chuck George	244-8448
J.P. Held Construction	Jamie Held	322-7577
James Excavating	Randy James	539-1903
Jim Swick		242-3499
Joe Finnerty Excavating		532-6781
John Rodda Plumbing & Electric		266-4729
Johnny Vitalie	Johnny V.	341-5394
Johnstown Excavating*	Jim	525-4892
Keystone Land & Development LLC		412-603-0088
L&M Excavating		266-9470
Laurel Management **		533-5782
Laurel Property Maintenance	Gary Muller/Denny Shadron	724-289-3926 or 814-421-5109
Ledwich Construction	Ed Ledwich	421-5840
Major Builders Inc.		535-7716
Mark Held Building & Excavating		525-8092
McCoy Construction of Johnstown	Jacob McCoy	243-8603
McFeaters Plumbing & Heating		242-6819
Meyers Brothers Plumbing & Heating	John & Joseph Meyers	John 341-6459 Joseph 341-9408
Mike Keyser		244-9778
Miller Pools	Don Miller	266-3501 or 266-2482
Modic Construction	Brandon Modic	410-9799
Nemeth Construction	Terry Nemeth	525-7146
Nezco Plumbing **	Norm	244-4339
Oppy Construction **		535-3248
Perfection Plumbing, Heating, and General Contracting		242-6535
R.L. Rodkey Construction*	Randy Rodkey	341-8875
Ralph Edminston		243-0595
Robert Rolley Welding & Excavating		659-6838
Ross Home Remodeling		243-0595
Roto Rooter* **		266-2707
Ryba Construction	Matt	244-7687
S & A Sewer Line Replacement & Repair LLC	Shawn Spangler	270-6779
Shore Construction*	Geno Shore	814-915-4236
Sewer Line Connection Testing	Chris Wagner	814-418-5125
Steve Matula		792-9155
Steve Meyers Plumbing & Heating **		525-1748
Torchia Sewer & Drain	Joe Torchia	288-5678
Wayne Sarlouis		533-1847
Weaver Plumbing	Brian Weaver	244-7754
Weber Property Services, LLC	John	814-502-7773

*Contractors that perform open cut and trenchless method installations.

** Contractors & Plumbers licensed by The City of Johnstown to perform pressure tests on commercial properties.



**Participating Lenders
Sewage Lateral Loans**

**Terry Hubbard
SOMERSET TRUST COMPANY
116 Market Street
Johnstown, PA 15901
(814) 262-4846**

**Diane Wilson
NORTHWEST SAVING BANK
225 Franklin Street
Johnstown, PA 15901
(814) 533-7600**

**Scott Malisko
Slovenian Savings & Loan
1512 Jefferson Avenue
Windber, PA 15963
(814) 467-8837**

**Tonya, Ken or Elyse
1st Summit Bank
600 Main Street
Johnstown, PA 15901
(814) 535-3551**

Sewer Lateral Assistance Program
City of Johnstown, Department of Community & Economic Development

1. Applicant Name: _____ /Age _____ /SS# _____
 Co-Applicant Name: _____ /Age _____ /SS# _____
 Address: _____ /Johnstown, PA / Zip: _____
 Phone Contact: (home) _____ / (alternate #) _____

2. Are you the owner of the above property? Yes _____ No _____
 Do you occupy this property as your primary residence? Yes _____ No _____
 Is this a single or duplex structure? Single _____ Duplex _____

3. Household Composition:
 * *If more than 6, please include requested information on a separate sheet of paper*

Full Name	Relationship	Birth Date	Age	Sex	Social Security No.
1.					
2.					
3.					
4.					
5.					
6.					

4. Race of Head of Household:
 The race of head of household is information collected in compliance with Fair Housing and Equal Opportunity rules. Your cooperation in completing this section is appreciated, however, is not required.

White	Native Hawaiian/Other Pacific Islander
Black/African American	Native American/Alaskan Native
Asian	American Indian/Alaskan Native and White
Asian and White	Black/African American and White
American Indian/Alaskan Native and Black/African American	Other Multi-racial

5. The following documentation must be submitted with your application:

- Property Deed (**recorded full copy**)
- Written notice to televise and/or pressure test the private portion of your sanitary sewage lateral
- City, County, and School property tax receipts for the **previous (2) years**
- Income verification, (1040 income tax form, social security award letter, pension award letter, etc). Household members 18 years and older must report income.
- (3) bids (for lateral installation) from certified contractors.

Household Income Limits for FY 2017

Household Members:	1	2	3	4	5	6	7	8
Low (80%) Income	\$33,650	\$38,450	\$43,250	\$48,050	\$51,900	\$55,750	\$59,600	\$63,450

If your household income exceeds the maximum allowance indicated on the chart, you are not qualified to receive assistance under this program.

6. **Income Verification: Disclose all income on the following page for every household member over 18 years old.** Include earned income, taxable interest, dividends, taxable refunds, alimony, business income or loss, taxable IRA amounts, taxable pension and annuity, taxable social security benefits, prizes and awards such as gambling, lottery raffle winnings.

Sewer Lateral Assistance Program
City of Johnstown, Department of Community & Economic Development

Source of Income (Monthly)	Amount of Income
Salary and Wages: Include name/address of employer:	\$ _____
Social Security:	\$ _____
Pension/Benefit:	\$ _____
Interest Income:	\$ _____
Dividends:	\$ _____
Rental Income:	\$ _____
Business Income or Loss:	\$ _____
Other:	\$ _____

The applicant certifies that the above information is true and correct to the best of his/her knowledge. Verification of any of the information contained in this application may be obtained from any source named herein.

Penalty for false or fraudulent statement; U.S.C. Title 18, Section 1001, provides; "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsified or make any false writing or document the same to contain false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

_____ **Date:** _____

_____ **Date:** _____

If you have any questions or require assistance in completing this application, please contact the City of Johnstown, Department of Community and Economic Development at 814-533-2046. Our office mailing address is as follows:

City of Johnstown
 Department of Community and Economic Development
 City Hall, Room 204
 401 Main Street
 Johnstown, PA 15901

For Official Use Only

Income Verification: Monthly: \$ _____ Yearly: \$ _____

Income Eligible: Yes: _____ No: _____

Application received on: _____ / by: _____

Verification of File Documentation by: _____

Approved: Yes: _____ No: _____