

## **BERKSHIRE HEIGHTS SERVICE CONNECTION PROCESS TO OBTAIN UP TO \$8,000 TOWARD COST OF SERVICE CONNECTION**

- Property owner shall obtain two written quotes from approved installers.
- The quotes as well as a permit application shall be submitted to the Department of Water Resources (GCDWR) for review.
  - quotes and forms can be dropped off, mail, or email.
  - quotes must reflect the sewer line installation, septic abandonment, and required landscaping (return disturbed areas to previous condition).
  - installer will coordinate with Public Health on septic abandonment permit/process.
- GCDWR personnel will review quotes to determine if quotes are reasonable and then notify the property owner which quote will be covered by the grant funds (usually the lowest). The property owner may still utilize the higher quote and installer, however, any amount over the approved amount will be the property owner's responsibility. The maximum amount allowed under the grant is \$8,000.

Example:      Quote #1: ABC Installer quotes 200 linear feet of sewer line installation and septic abandonment at \$5,240.  
                    Quote #2: ACME Cont. quotes 200 linear feet of sewer line installation and septic abandonment at \$6,500.

Water Resources reviews and determines quote #1 is best and notifies owner.

Owner can contract with ABC and get entire \$5,240 covered or Owner can contract with ACME but county will only pay \$5,240 and property owner is responsible for remaining \$1,260.

- Property Owner contracts with installer they choose.
- Contractor installs service connection with GCDWR personnel present.
- Contractor will send the invoice for the GCDWR approved amount to Water Resources for payment. Again, any amount over the approved grant amount will be the responsibility of the property owner.
- In the event of a connection installation issue during construction, which could not have been anticipated, when the installer was providing the quote, the issue will be brought to the attention of the GCDWR inspector. Any increase in the quote this may cause shall be discussed and approved in order for the additional costs to be paid by the grant.
- If the Property Owner wishes to install the service connection themselves, they shall contact Water Resources to let them know of their intent to self-perform the work. A permit must still be obtained from GCDWR and all materials shall be obtained by the property owner. The property owner shall submit originals of invoices for materials and equipment rental for reimbursement. Costs of materials and equipment rental will be reviewed and compared to normal costs for such before reimbursement will be provided.