



A Century of Progress with Pride

May 1, 2021

Re: Residential Lead Water Service Line Replacement Program Now Open

Dear Homeowner,

The City Council passed a resolution adopting a Residential Lead Water Service Line Replacement Program on March 23rd, 2021. The goal of this program is to provide financial assistance to homeowners who replace their lead water service line. The program's intent is to offset a portion of the expense of updating a building's water service line to reduce the exposure to lead in water and to promote better health through clean water. This is a reimbursement program, in which the homeowners must first receive approval to take part in the program, prior to the replacement of the residential water service line. Improvements installed prior to approval are not eligible for reimbursement. Since this program has been adopted by the City Council, we are now accepting applications.

Please carefully review the attached Residential Lead Water Service Line Replacement Program Guidelines and FAQ sheets. If you wish to apply to participate in this program, submit the attached form to the Engineering Department, by email to pubworksenineering@ci.berwyn.il.us or by USPS or in person at City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402, or fax to 708-749-6593. Please check the City's website at https://www.berwyn-il.gov/?q=Water_Service_Information for any updates on lead water service-related items.

To be eligible for reimbursement, do not replace any residential water service lines prior to receiving written approval of your application from our department.

Please feel free to contact the Engineering Department at 708-749-6434 at any time with questions regarding this program.

Sincerely,

Engineering Department, City of Berwyn



A Century of Progress with Pride

May 1, 2021

Re: Waiting List Application Form

I am interested in the Residential Lead Water Service Line Replacement Program:

Homeowner Name _____

Address _____

Phone _____

E-mail Address _____

To be eligible for this program, do not make any changes to the property listed at the above address prior to receiving City approval of your application(s).

Please forward this waiting list application form to the attention of the Engineering Department at pubworksenineering@ci.berwyn.il.us or by USPS or in person at City Hall, 6700 W. 26th Street, Berwyn, IL 60402, or fax to 708-749-6593. Please check the City's website at [https://www.berwyn-il.gov/?q=Water Service Information](https://www.berwyn-il.gov/?q=Water_Service_Information) for any updates.

Please feel free to contact the Engineering Department at 708-749-6434 at any time with questions regarding this program.

Sincerely,

Engineering Department, City of Berwyn

OFFICE USE ONLY

Date and Time received	Received by
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Residential Lead Water Service Line Replacement Program

Frequently Asked Questions

1. What types of improvements are eligible for funding?
 - The replacement of lead water service lines.
 - The replacement of galvanized water service lines.

2. What is the cost sharing available to residents of single-family homes?
 - 50% of costs up to \$2,500.00 maximum.

3. Who is eligible?
 - Owners occupying single-family homes. Single-family is defined as both traditional single-family homes as well as multi-family residences of 1-3 units where the owner occupies at least one unit.

4. How do I apply?
 - There are many different ways to apply. You can:
 - a. Visit the **Engineering Department** at the lower level of City Hall between the hours of 9AM and 5PM Monday through Friday; or
 - b. Call the **Engineering Department** at 708-749-6434; or
 - c. Send an email to pubworksenineering@ci.berwyn.il.us with your request to apply, and include your name, address, and phone number; or
 - d. Send a fax to 708-749-6593 with the same information as (c) above; or
 - e. Pick up a Residential Lead Water Service Line Replacement Program information packet in the kiosk located outside City Hall (available in English or Spanish, right-hand side one row up from the bottom), fill out the waiting list application form (page 2) and return it to the **Engineering Department**; or
 - f. Pick up a Residential Lead Water Service Line Replacement Program information packet at the **Building Department** counter, fill out the



Residential Lead Water Service Line Replacement Program

Frequently Asked Questions

waiting list application form (page 2) and return it to the **Engineering Department**; or

- g. Visit the City's website at: [http://www.berwyn-il.gov/?q=Water Service Information](http://www.berwyn-il.gov/?q=Water_Service_Information) and download the waiting list application form (page 2), fill it out and return it to the **Engineering Department** in person, or by dropping it off or mailing it to City Hall, 6700 W. 26th St., Berwyn, IL 60402, or emailing it to pubworksengineering@ci.berwyn.il.us .

5. Can I start the work now?

- No. In order to be eligible for reimbursement, the homeowner ***must*** receive written approval from the City prior to beginning any work.

6. What fees are waived as part of the program?

- Permit for the Water Service Line Work ONLY.
- Parkway Use Fee (if applicable).
- Street Opening Fee (if applicable).
- Sidewalk Opening Fee (if applicable).
- The first Pre-Pour Inspection (for all concrete/asphalt removed by work). If additional inspections are required, they must be paid by the homeowner.
- Restoration Inspection Fee.
- Parkway Inspection Fee (if applicable).
- Water Tap Fee (based on new service size being installed).

7. Who will administer the program?

- The City's **Engineering Department** and plumbing inspector will undertake the building inspections to establish the existing conditions and to determine if the property is eligible.
- The **Building Department** will issue the appropriate permits prior to



Residential Lead Water Service Line Replacement Program

Frequently Asked Questions

construction.

- The **Engineering Department** Senior Engineer will approve reimbursement payments once construction is completed and inspections are finalized.

8. What information must be submitted as part of the application process?

- A completed Application Form (see the Guidelines, page 6).
- A detailed proposal(s) typed on company letterhead from an Illinois licensed plumbing contractor(s), which includes technical information on materials, etc. that will be used on the improvement. The City encourages homeowners to obtain at least three estimates from qualified contractors for this work.

9. Can I email or fax my Application Form and other documents?

- Yes. Forms can be mailed, hand-delivered, emailed or faxed to the **Engineering Department** at 6700 W. 26th Street, Berwyn, IL 60402. The email address is pubworksengineering@ci.berwyn.il.us and the fax number is 708-749-6593.

10. How does the homeowner obtain reimbursement from the City?

- The homeowner will submit a Request for Reimbursement form, accompanied by the following:
 - a. A paid invoice as proof of payment in full to the contractor, with a detailed breakdown of charges;
 - b. Certification from the contractor that the work was completed; and
 - c. Certification that all inspections were completed in accordance with City Codes and passed final inspection. **NOTE: Incomplete or unresolved inspections will delay a homeowner's receipt of reimbursement funds.**



Residential Lead Water Service Line Replacement Program

Frequently Asked Questions

11. How will I know that you received my Application Form and other documents?

- Applicants will be notified within two business days via email and/or phone that their Application Form was received.

12. Miscellaneous items:

- Work must be performed by an Illinois licensed plumber who is registered to work in the City of Berwyn.
- Restoration Deposits are required from the **CONTRACTOR**. Restoration Deposits are refundable if all final inspections are approved.
- For more information, email the Engineering Department at pubworkengineering@ci.berwyn.il.us .



Residential Lead Water Service Line Replacement Program

May 11, 2021

Residential Lead Water Service Line Replacement Program Guidelines

The Residential Lead Water Service Line Replacement Program was originally established to provide financial assistance to owner-occupied residential homes who replace their lead water service line. This program provides additional assistance to homeowners. **The water service lines for residential properties belong to and are the responsibility of the property owner per City Ordinance.** The program's intent is to offset a portion of the expense of updating a building's water service line to reduce the exposure to lead in water and to promote better health through clean water.

This is a reimbursement program, in which the homeowners must first receive approval to take part in the program prior to the replacement of the residential water service line. Improvements installed prior to approval are not eligible for reimbursement.

The City of Berwyn receives its water from Lake Michigan and the water system consists of approximately 100 miles of cast and ductile iron water mains. **None of the City's water mains contains lead.** Prior to 1980, the use of lead for water services was the industry standard for residential water services in this area. The lead exposure from water comes from corrosion within the private lead service lines and lead-based solder in older faucets.

To replace the water service line, the homeowner must be aware of the various items required by the City:

- A Permit for the Water Service Line Work ONLY (varies on the value of work).
- \$25.00 Parkway Use Fee (if applicable).
- \$75.00 Street Opening Fee (if applicable).
- \$75.00 Sidewalk Opening Fee (if applicable).
- \$50.00 Pre-Pour Inspection (for all concrete/asphalt removed by work).
- \$50.00 Restoration Inspection Fee.
- \$50.00 Parkway Inspection Fee (if applicable).
- \$1,000-\$1,500 Water Tap Fee (based on new service size being installed).

- 3 Plumbing Underground Inspections (\$50.00 each).
- Water Meter Upgrade Fee (varies on the size of the new water meter being installed).
- The required Restoration Deposit associated with the roadway, sidewalk and parkway restoration. This is refundable if all inspections are performed and the restoration is completed and approved on final inspection.

This Program is designed to assist homeowners in reducing the lead in water and promoting better health by replacing the aged water service line to their homes. However, there is always a risk of lead exposure through paint products and brass or chrome-plated brass faucets, galvanized iron pipes or other plumbing soldered with lead. Homeowners assume the risk of exposure through other sources.

Eligible homeowners may qualify for a 50% cost sharing, up to a maximum of \$2,500.00 for the replacement of their water service line. This is in addition to the savings from the original lead service line program started in 2016. That program included:

Waive TAP fee =	\$1,000
Waive permit fee	\$150
City to replace the pavement in two locations (disconnect and new tap)	\$2,000

HOMEOWNER PROTECTION

Residents concerned about lead in water or who know that their plumbing contains lead, can take action to reduce the amount of lead in their drinking water and minimize the potential for exposure. Residents can also perform their own lead test for their water. The City utilizes Suburban Laboratories for testing. They can be contacted at: drinkingwaterlabs.com or by phone at (708) 544-3260. The cost for this test starts at \$45. Residents may also contact another local certified lab of their choice.

The following are steps that can be taken to reduce exposure to lead in water:

- Drinking or using only tap water that has been run through a “point-of-use” filter certified by

an independent testing organization to reduce or eliminate lead (NSF/ANSI standard 53 for lead removal and NSF/ANSI standard 42 for particulate removal). If an existing lead service line is in place, use a filter for all water used for drinking or cooking.

- Flush water to reduce potential exposure to lead from household lead plumbing. This is especially important when the water has been off and sitting in the pipes for more than 6 hours. Before drinking, flush the home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes. The amount of time to run the water will depend on whether the home has a lead service line or not, and the length of the lead service line. Drink or cook only with water that comes out of the tap cold. Water that comes out of the tap warm or hot can have higher levels of lead. Boiling this water will not reduce the amount of lead in your water.
- Contact your local health department to find out how you can get your child tested for lead if you are concerned about exposure.
- The local water authority is always the first source for testing and identifying lead contamination in tap water. The City issues data on drinking water quality, including results of lead testing. The City of Berwyn follows the IEPA guidelines for the testing of lead and copper. The U.S. Environmental Protection Agency also has information about drinking water requirements for states and public water systems. Contact the EPA at <https://www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-information> for more information on drinking water.

ITEMS COVERED UNDER THIS PROGRAM

This Program covers the various items required for water service line replacement plus 50% of the cost up to a \$2,500.00 reimbursement. The following are the costs that are covered as part of this program:

- Permit for the Water Service Line Work ONLY.
- Parkway Use Fee (if applicable).
- Street Opening Fee (if applicable).
- Sidewalk Opening Fee (if applicable).

- The first Pre-Pour Inspection (for all concrete/asphalt removed by work). If additional inspections are required, they must be paid by the homeowner.
- Restoration Inspection Fee.
- Parkway Inspection Fee (if applicable).
- Water Tap Fee (based on new service size being installed).

The following are costs that will not be covered by this program:

- Restoration Deposits are required from the **CONTRACTOR**. Restoration Deposits are refundable if all final inspections are approved.
- Restoration from open cut (trench) service replacements. Directional boring method of services has the least amount of disturbance.
- Removal and replacement of interior basement walls and finishes.
- Use of materials not meeting the requirements of the City's Specifications or Codes.
- Ancillary or enhancement-type homeowner improvements not necessary to replace the water service line.
- Parkway restoration, including but not limited to, planting of new or replacement landscaping (bushes and trees), seeding or sod.
- Expenses incurred prior to City approval of application packet.
- Plumbing Underground Inspection Fees.
- Water Meter Upgrade Fee (varies on the size of the new water meter being installed).
- The owner or contractor will be responsible for scheduling the pre-pour inspection with the Building Department.

PROGRAM ELIGIBILITY

This program is open to owner-occupied single-family homes that were built with a lead or galvanized water service line. If homeowners are unsure of what material the type of water service is, they can contact a plumber or schedule an appointment to do a service and meter inspection. **Single-family is defined as both traditional single-family homes as well as multi-family residences of 1-3 units where the owner occupies at least one**

unit. A property will be eligible for this program only once. Applications will be accepted until the funds dedicated to this purpose have been expended; afterwards, interested applicants will be put on a waiting list until funds become available.

Homeowners are considered **ineligible** if:

- Any unpaid taxes or water bills or other debt is due to the City.
- Any unpaid final judgments of liability from the Office of Adjudication are due and owed.
- Any unpaid City liens that are on any property owned by the applicant.
- Any outstanding Code violations including existing violations that the homeowner has been advised of and has not corrected.
- The homeowner is not current on any other City obligations; or not in compliance with requirements of the City Code, including but not limited to multi-family licensing, alarm permitting, or vacant building registration.

PROCEDURES

The City will undertake this Residential Lead Water Service Line Replacement Program immediately. The City reserves the right to modify the administration of the Residential Lead Water Service Line Replacement Program, as well as policies, procedures and rules adopted under this Residential Lead Water Service Line Replacement Program as a result of the information and experience compiled throughout the program.

The basic steps in the procedure for the overall program are as follows:

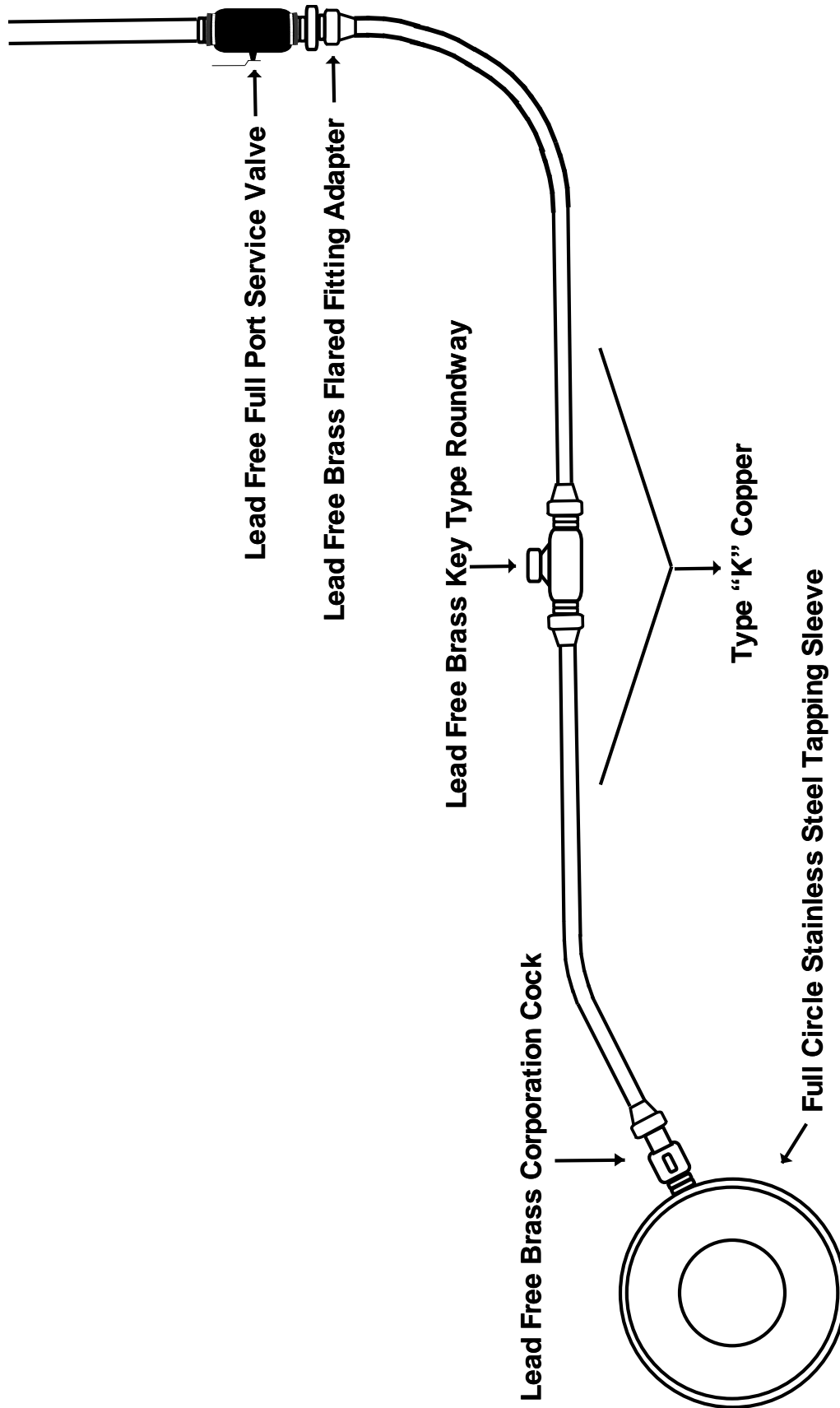
1. The homeowner establishes initial intent to participate in the Residential Lead Water Service Line Replacement Program by submitting a Waiting List Application Form with their name, address, phone number and e-mail address to the Engineering Department, in person or in writing to City Hall, by email to pubworksenineering@ci.berwyn.il.us or by fax to 708-749-6593. The form can also be filled out and printed from the City's website at https://www.berwyn-il.gov/?q=Water_Service_Information.

2. The plumbing inspector and/or Engineer will undertake the building inspections to establish the existing conditions and to determine if the property is eligible.
3. If the homeowner is not eligible, the Engineer will notify the homeowner of the reason for the ineligibility. If the reason for the ineligibility is due to an outstanding debt, judgment or code compliance issue, the homeowner will be allowed to satisfy those obligations, come into compliance with the City Code, and re-apply. For purposes of determining priority, the homeowner's place in line will be based upon the date of reapplication.
4. After being deemed eligible, the homeowner shall provide "final notice of intent" to participate in the program by signing and returning a completed application packet. The application packet consists of:
 - a) A completed Application Form; and
 - b) A detailed proposal(s) typed on company letterhead from an Illinois licensed plumbing contractor(s), which includes technical information on materials, etc. that will be used on the improvement. The City encourages homeowners to obtain at least three estimates from qualified contractors for this work.
5. The City reviews the application packet and formally replies to the homeowner of approval or denial. The City's response will identify the portions of the proposed improvement that are eligible and that are not eligible, as well as the maximum amount of eligible cost-sharing reimbursement. The City will NOT identify or comment on whom the homeowner selects as their contractor.
6. After review and approval of the contract for eligibility compliance, the homeowner shall then authorize the contractor to do the work by executing the contract.
7. The contractor shall follow all project requirements, obtain the permit for

construction (permit fees will be waived for items qualifying under this program) and schedule City and Plumbing Inspection visits (inspection fees apply as outlined in previous sections) as required during construction. The City shall inspect the improvement, maintain records of inspections and approve the final installation.

8. Upon completion of the work, the homeowner shall submit the Request for Reimbursement form, accompanied by the following:
 - a) Proof of payment to the Contractor.
 - b) Certifications from the contractor that the work was completed.
 - c) Certification that all inspections were completed in accordance with City Codes and passed final inspection.

9. The Engineer shall review the Request for Reimbursement form, certify the eligible improvement costs and requested reimbursement amount, and forward the approved Request for Reimbursement to the City Finance Department. Reimbursement will take up to 4 weeks.



**Figure
1**