CITY OF NEWBURGH
LEAD SERVICE LINE REPLACEMENT PROGRAM
APPLICATION
Code Compliance
123 Grand Street
Newburgh, NY 12550
(845) 569-7400

Dear Applicant: (DO NOT TAKE APPLICATION APART)

Thank you for your interest in the City of Newburgh’s Lead Service line Replacement Program. Enclosed are the following documents:

- Lead Service Line Replacement Program Application
- Conflict of Interest Certification
- Program Guidelines
- Lead in Drinking Water Brochure

Please complete and sign the application and return to our City of Newburgh Code Compliance Department with all of the supporting documents listed below. Failure to provide all the requested documents will prevent us from processing your application.

- Completed and signed Lead Service Line Replacement Program application
- Copy or proof of your homeowner’s insurance
- Copy of the deed to the property
- If your property is owner occupied with rental units, the owner must submit proof of residency, such as official mail with name and the address of the property you are applying for on it, utility bill or other proof that you live at the address for which the application is being submitted.
- If the property is non-owner occupied with rental units, the landlord/owner must complete this application.

If you have any questions, please call me at 845-565-3356.

Sincerely,
Wayne Vradenburgh
Water Superintendent

I have received, read, understand and agree to abide by the City of Newburgh Lead Service Line Replacement Program guidelines.

Homeowner _______________________ Date ____________

Homeowner _______________________ Date ____________
CITY OF NEWBURGH
LEAD SERVICE LINE REPLACEMENT PROGRAM
APPLICATION

Code Compliance
123 Grand Street
Newburgh, NY 12550
(845) 569-7400

Date Received: ___________________________  OFFICE USE ONLY:
Waiting List #: ___________________________
******************************************************************************
APPLICATION

All information provided on this form is strictly confidential and is used solely for the purpose of determining the applicant’s eligibility for assistance under the Lead Service Line Replacement Program.

Name of Applicant: ______________________________________________________

Name of Co-Applicant: ____________________________________________________

Project Address: _________________________________________________________

Mailing Address (if different): ______________________________________________

Email Address: __________________________

Applicant Phone: Home: ___________ Cell: ___________ Work: ___________

Co-Applicant Phone: Home: ___________ Cell: ___________ Work: ___________

Total number of rental units in home/building: ___________

Does the owner/s live at this address? __________

Total Number of occupants in home/building: __________

Are there any children under the age of six (6) living in the home/building? ____ How many ____

Has your water service line been confirmed to be lead? ____ By whom: ____

When was your home built? ____________

Page 2 | 4
Location of water meter: ______________________________________________________

Do you have a driveway?____ If so what material is it made of: ______________________

Do you have sidewalks?____ If so what materials are they made of: ______________________

Are there trees, shrubs, bushes or other landscape features that may be disturbed while replacing
the lead service line?____ If so what: ____________________________________________

HOMEOWNERS INSURANCE

Name of Insurance Company/Agent: ____________________________________________
Address: ______________________________________________________________________
Phone: ____________________
Policy Number: ____________________ Expiration Date: ____________________

TENANT INFORMATION

Name: ____________________ Unit # _____ Phone: ___________ Email ________________

Name: ____________________ Unit # _____ Phone: ___________ Email ________________

Name: ____________________ Unit # _____ Phone: ___________ Email ________________

Name: ____________________ Unit # _____ Phone: ___________ Email ________________

SIGNATURES

I/we, the undersigned, owners of the above-described property, certify that the above statements
are true, complete and accurate to the best of my/our knowledge. I/we understand that if I/we
willfully falsify or make false, fictitious or fraudulent statements or representations, I/we shall be
compelled to repay to the City of Newburgh all loan or grant monies from the City of
Newburgh’s Lead Service Line Replacement Program. I/we fully understand that it is a federal,
state and local crime, punishable by fine or imprisonment or both, to knowingly make any false
statements concerning any of the facts in this application. I/we hereby authorize the City of
Newburgh staff to obtain verification of any information contained in this application from any
source whatsoever.

In order to qualify for this grant, the owner/s agree that that the property owner(s) will indemnify and hold
harmless the City of Newburgh, its officers, employees and agents from any damages to the owner’s
property, material, workmanship, and/or contractor warranty and/or claims arising from or as a result of
participation in the Lead Service Line Replacement Program.
All owners must sign the application form.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature of Applicant</th>
<th>Date</th>
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<tr>
<td>Print Name</td>
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<td>Signature of Applicant</td>
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Return application and documentation to: City of Newburgh
Code Compliance
123 Grand Street
Newburgh, NY 12550
Attn: Ed Howard

DO NOT COMPLETE - FOR OFFICE USE ONLY

ACTION TAKEN:
Date ________ Approved ______ Denied ______

Reason for denial:___________________________________________________________

___________________________________________________________

Print Name__________________________ Signature___________________________
City of Newburgh
Comptroller’s Office
Conflict of Interest Certification
Page 1

Please answer the following questions, and sign and notarize this certification on the last page. This certification must be submitted with any application for the Lead Service Line Replacement Program through the City of Newburgh Comptroller’s Office.

1. Are you an official, employee or member of any board or agency of the City of Newburgh?
   Yes__________ No__________
   If yes, please describe your position:
   ______________________________________________

2. Are you related by blood or marriage to any official, employee or member of any board or agency of the City of Newburgh?
   Yes__________ No__________
   If yes, please identify the official(s), employee(s) or member(s) and describe your relationship:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. Do you have any corporate, partnership, landlord-tenant-or other business relationship with any official, employee or member of any board or agency of the City of Newburgh?
   Yes__________ No__________
   If yes, identify the official(s), employee(s) or member(s) and describe the business relationship:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Are you doing business in any of the following ways with any official, employee, or member of any board or agency of the City of Newburgh(check any that are applicable, if other, please describe):
   Yes__________ No__________
   _____Purchaser or Seller of Goods (please describe on attached sheet)
   _____Loan or Grant Recipient (please describe on attached sheet)
   _____Provision of Services (please describe on attached sheet)
   _____Other (please describe)
City of Newburgh  
Comptroller’s Office  
Conflict of Interest Certification  
Page 2

I, __________________________________, hereby certify that all information contained in this certification, as well as all information contained in my application to the Comptroller’s Office, is true and accurate.

______________________________________________
Signature
______________________________________________
Date

State of New York  SS:
County of Orange

On the _________ day of ______________, 20___, before me, the undersigned, a Notary Public in and for said state, personally appeared_______________________________________________________,
Know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity and that by his/her/their capacity and that by his/her/their signature(s) on the instrument the individual(s) or the person on behalf of which the individual(s) acted executed the instrument.

_______________________________________
Notary Public
CITY OF NEWBURGH
WATER DEPARTMENT
2018-2019
LEAD SERVICE LINE REPLACEMENT PROGRAM GUIDELINES

This program is made possible by the New York State Department of Health. New York’s Clean Water Infrastructure Act of 2017 amended the Public Health Law to require the Department of Health to institute a Lead Service Line Replacement Program helping municipalities combat this public health issue.

For additional information contact:

Wayne Vradenburgh
Water Superintendent
City of Newburgh Water Department
493 Little Britain Road, Newburgh, NY 12550
(845) 565-3356
wvradenburgh@cityofnewburgh-ny.gov

or

Ed Howard
Plumbing Inspector
City of Newburgh Code Compliance Department
123 Grand Street, Newburgh, NY 12550
A. INTRODUCTION

The City of Newburgh’s Lead Service Line Replacement Program (“LSLRP Program”) will administer funds provided by the New York State Department of Health to provide lead water service line replacement assistance to owner-occupied single-family residences and rental properties located within City of Newburgh limits. The Program will concentrate on homes built prior to 1940. Homes with children under 6 years old, having service lines identified as being lead, will be prioritized. The EPA estimates that 10 to 20 percent of the lead exposure in young children may come from drinking water. The City of Newburgh is committed to the protection of public health and its high quality water does not contain lead when it leaves the treatment plant. Lead enters water through contact with the corrosion of lead pipes and lead solder. The City will begin replacing identified lead service line beginning August 2018 and continue throughout 2019 until all funds have been expended. The City anticipates replacing up to 68 lead service lines with up to 34 being replaced in the first year of the grant and up to 34 in the second year of the grant.

B. FAIR HOUSING

The Lead Service Line Replacement Program will be implemented in ways consistent with the City’s commitment to fair housing. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with LSLRP funds on the basis of religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (children), physical or mental disability, sexual orientation, or other arbitrary cause.

C. OUTREACH

Community members are informed of the details of the LSLRP Program and eligibility requirements through area newspapers, advertisements, Program flyers and the City of Newburgh’s website. Property owners will be provided with information about the flushing procedures that need to be done after lead service line replacement. Persons with limited English proficiency who wish to participate in the LSLRP Program and need assistance, should contact the Code Compliance Department at (845)569-7400.

D. ELIGIBLE WORK

The LSLRP Program is for the replacement of identified lead water service lines from the City of Newburgh water main to the homeowner’s water meter connection usually located in the basement of the residence. Replacement may include any part of the identified water service line which may include a main supply tap, curb box, shut off, copper supply line and meter connection. Projects with road, sidewalk and/or yard disturbance (lawn repairs only, no plants or shrubs) will be repaired to match existing as closely as possible.

E. ELIGIBILITY

1. Eligible properties must have a lead water service line and be located in the City of Newburgh.
2. Eligible properties may be single-family owner-occupied or rental properties located within the city.
3. Applicant must submit a copy of and be listed on the property deed.
4. Property owner must have and submit a copy of their homeowner’s insurance.
5. This program is for residential & mixed use properties only. Industrial, manufacturing and commercial properties are not eligible.
6. The owner must agree to hold the City of Newburgh and its staff harmless and not liable for any damages as a result of any lead service line replacement activities.
7. The Lead Service Line Replacement Program will not be retroactive to include any work started before application submission, approval and contract execution.

F. FEASIBILITY
A preliminary inspection will be conducted by the Plumbing Inspector and Water Superintendent to get a general look of the property, identify potential hazards, and to see if any obvious obstacles exist. The inspection will help the Plumbing Inspector and Water Superintendent gain an understanding of the estimated project costs in order to determine the project's feasibility as it relates to the limits of assistance available. We anticipate project costs in the range of $6,000.00 to $10,000.00. Projects with costs exceeding the anticipated range will be reviewed on a case-by-case basis for the reasonableness of the costs. Property owners may be required to contribute funds if contractor quotes exceed the $10,000.00 anticipated limit. Property owners required to contribute funds must pay the required amount as a down payment payable to the contractor at least three (3) business days prior to starting the project.

G. PROCESS & PROCEDURES

1. The City will work with the Water Department and property owners to identify and confirm the presence of lead service lines.

2. Property owners will confirm their interest in replacing lead service lines by submitting an application for assistance to the City. Applications will be accepted until the goals of the Program have been met and/or all funds have been committed. Completed applications with all supporting documentation will be processed on a first-come, first-served basis.

3. The City’s Plumbing Inspector and Water Superintendent will conduct a preliminary inspection of the property to get a general look of the property, identify potential hazards and to see if any obvious obstacles exist.

4. The property owner will be given a list of eligible plumbing contractors who they will contact to provide a minimum of three (3) cost estimates for their project. These provided cost estimates will be compared with the Plumbing Inspector and Water Superintendent’s assessment of the lead service line replacement to establish cost reasonableness for each project. The plumbing contractor submitting the lowest responsible cost estimate will be awarded the project unless the property owner can show reason why the contractor is not responsible and such reasons must be submitted in writing. The contractor will be required to submit applicable liability, workers compensation and disability insurance certificates, sub-contractor insurance certificates and bonding documents, if required. The contractor will also be required to obtain all necessary permits, including but not limited to a plumbing permit, sidewalk and street disturbance permit, and a Water Department tap request.
5. Prior to expending any funds for the project, the property owner will enter into an agreement with the City permitting work on their private property. The property owner will also agree to indemnify and hold harmless the City of Newburgh, its staff and the NYS Department of Health.

6. Contracts shall be signed by the property owner, City staff and plumbing contractor and the signing will take place in the Code Compliance Office or at the project site. All parties will review the contract documents and the scope of work listed on the cost estimate which will become a part of the contract. Upon acceptance of the terms and execution of the contractual documents by the property owner and the contractor, the City staff will issue a Notice to Proceed to the contractor.

7. Project shall commence no later than 20 business days after issuing the Notice to Proceed. The contractor is responsible for obtaining all required permits and inspections and for the payment of the fees. Change orders are required for any deviation from, or addition or deletion made to, the original contractual documents. All change orders must be approved, in writing, by the property owner and the Water Superintendent. All work is subject to progress inspections by the Plumbing Inspector and Water Superintendent. All work performed under the contractual agreement must comply with the applicable New York State and local Plumbing, Building and Property Maintenance Codes.

8. Upon completion of contractual work, the contractor will submit an original invoice detailing work items completed and a signed City of Newburgh voucher form to the Office of the Water Department. The contractor must schedule all required inspections and submit permit closeouts. The Plumbing Inspector and Water Superintendent will inspect the property to see if contractual items have been complete in a workman-like manner. The property owner will be provided an Authorization to Release Payment form, for signature, indicating that they are satisfied with the work and the amount to be paid. When all required documentation has been received, the Office of the Comptroller will process the payment request and payment will be made within 30 days. At the time final payment is made, the contractor will execute a one-year warranty of work performed and a lien release from all sub-contractor costs, labor costs, materials and equipment.

H. DISPUTE RESOLUTION/APPEALS PROCEDURE
Contractor/Homeowner Disputes: The contractual obligation for the Lead Service Line Replacement is ultimately between the contractor and the homeowner. If a situation occurs where the two parties are in conflict, the following procedure will be followed:

Stage 1: Before any intervention occurs, the homeowner or contractor shall communicate perceived problems or complaints directly to the other party. In an attempt to resolve the differences, each party will give the other party an opportunity to respond or correct the problem.
Stage 2: If the Stage 1 attempt fails to resolve the problem, the homeowner or contractor may ask the Plumbing Inspector and Water Superintendent to informally intervene. This intervention may include telephone call(s) to the contractor or homeowner, meeting(s) at the job site or in the office, or other actions as each may deem appropriate, including but not limited to the establishment of written working guidelines, or other post-contractual agreement.

Stage 3: It must be recognized that the homeowner has other options which s/he may choose to utilize, including contacting the contractor’s applicable state or local licensing board to submit a complaint if appropriate.

Any controversy between the parties that cannot be settled through the informal intervention process outlined above, may need to seek redress through other means such as binding arbitration or legal channels if necessary.

I. CHANGES & EXCEPTIONS
At the discretion of City of Newburgh staff, the LSLRP Program may be modified to ensure timely expenditures of Program funds, to implement improved practices, or to improve compliance with New York State Department of Health grant requirements.

Exceptions are defined as any action which would depart from policy and procedures stated in the Program Guidelines. The City or its agent may make an exception based on extenuating circumstances.

These provided cost estimates will be compared with the Plumbing Inspector and Water Superintendent’s assessment of the lead service line replacement will establish cost reasonableness for each project.
What is the Lead Service Line Program

The City of Newburgh was awarded $544,000 from the NYS Department of Health to identify and replace lead water service lines from the City’s water main to homeowners water meter. The corrosion of lead pipes causes lead to leach into water flowing through lead pipes and potentially into drinking water. The city will prioritize projects in the City of Newburgh where there is a high density of lead service lines and a high density of children. The lead service line program will provide up to $10,000 per project to replace the lead service line. The City of Newburgh will begin the LSLRP in the summer of 2018 and continue throughout 2019 until all the funding is expended.

How to Identify a Lead Service Line

DOES YOUR HOME HAVE A LEAD WATER SERVICE LINE?

Eligibility

* Property must be located in the City of Newburgh
* Properties may be single family owner occupied properties, rental properties or mixed use
* Industrial, manufacturing and commercial properties are not eligible
* This program is not retroactive to include any work started before the application approval and contract execution
* Priority areas will be properties in the City of Newburgh where there is a high density of lead service lines and a high density of children

Cityofnewburgh-ny.gov
2018 & 2019 Replacement Lead Service

City Of Newburgh Water

Funding for the LSLP is provided by:

New York State Department of Health

NYS Department of Health

EPA Safe Drinking Water Hotline

Additional Information & Contacts

City Of Newburgh Water

Water Department

Wayne R. Vardenburgh
Water Superintendent

Michael Clairino, City Manager

Torrence Harvey, Mayor

NY State Lead

(600) 424-4791

National Lead Information Center

(800) 801-8092

WWW.epa.gov/lead

WWW.424-4ead

Winter 2019 & 2020

Lead Piping

Lead Poisoning

Symptoms

Lead Poisoning in the Body Causes

Additional Information & Contacts