City of Thorp
Lead and Galvanized Water Service Line Replacement Program Eligibility and Participation Policy

In conjunction with Municipal Code Chapter 10, the Lead and Galvanized Water Service Replacement Program has been established to provide financial assistance to eligible property owners. Eligibility criteria, eligible costs, non-eligible costs, and conditions of participation are outlined in this policy.

Eligible property owners may make a request to participate in the program by completing the program application form. Completed application forms do not guarantee acceptance into the program.

ELIGIBILITY REQUIREMENTS

- Must have a City-confirmed qualifying water service line (lead or galvanized)
- Must have current and paid property taxes at the time of replacement.
- Must receive water from the Thorp Municipal Water and Sewer Utility
- Must use contractor from approved City list.
- Must not have commenced replacement of the private water service prior to invitation to the program by the City.
- Must not be delinquent in any fees or payments to the Thorp Municipal Water and Sewer Utility at the time of replacement.

ELIGIBLE COSTS

- Costs associated with the location, excavation, and exposure of private water service, pipe material, and internal plumbing modifications from curb box up to the meter.
- Costs of trenching, foundation and/or floor repairs.
- Costs of concrete replacement on sidewalks and driveway aprons if removed to access curb box.
- Costs of grass seeding to restore disturbed grass/lawns.
- Applicable permit fees and program fees.
- Non-typical costs may be reimbursed as part of the Lead Service Line (LSL) Program, pending review and approval by the City. A non-typical cost could include the costs of re-routing the private portion of the service line to a more acceptable location within a structure when it results in an overall cost savings, or foundation damage resulting from replacing the water service.

NON-ELIGIBLE COSTS

- Removal and replacement of interior walls and finishes
- Use of materials not meeting the requirements of City specifications or City Code.
- Ancillary property owner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead or galvanized water service line.
- Replacement or restoration of private landscaping, bushes, trees, sod, fences, walls, etc. that may be disturbed during construction.

CONDITIONS OF PARTICIPATION AND AGREEMENT TO HOLD CITY HARMLESS

As a condition of participation, the City shall have no liability for any of the work of the Contractor(s), including but not limited to, defective work or other damage, injury and/or loss on account of any act or omission of the Contractor in the performance of their work, and the like. The Property Owner shall make any claim for such matters directly against the Contractor or Contractor's insurance carrier. The Property Owner further hereby agrees to indemnify, defend and hold the City harmless against any and all liability, loss, damage, expense, costs, including attorney's fees, arising out of the activities described herein. Property Owner is responsible for all maintenance of system, including but not limited to, replacement parts, pumps, circuit breakers, valves, pipes, and the like.

By participating in the program, Property Owner hereby accepts all conditions and details set forth within the ordinance and the Lead and Galvanized Water Service Line Replacement Program Eligibility and Participation Policy.

SIGNED:

_____	_____	_____
Property owner signature	print name	date
_____	_____	_____
Property owner signature	print name	date

Please Return Application Documents #1-3 with the $ 150.00 application fee to:

City of Thorp
Attn. LSL RFQ
300 West Prospect Street
Thorp, Wisconsin 54771

Questions? Please call City Hall at 715-669-5371

City of Thorp
Lead and Galvanized Water Service Line Replacement Program
Property Owner Application

Applicant Information

Property Address: _____ Tax Key Number: _____

Owner Name(s) : _____

Owner Address : _____

Phone : _____ email: _____

Tenant Name (if applicable) _____

Property Type: SF Residence ____ Commercial _____ Multifamily _____ Daycare _____

Property Ownership Type: Individuals Y__ N__ /// LLC Y__ N__ /// Trust Y__ N __

Preferred Plumbing Contractor Information

(Two bids must be acquired and attached from the list of prequalified plumbers)

Contractor Name: _____

Address: _____

Phone : _____ email: _____

Contract Amount: $_____

The undersigned property owner certifies all the information is true and correct and agrees to all terms and conditions of the Lead and Galvanized Water Service Line Replacement Program Policy and the Program Funding conditions.

_____	_____	_____
Owner signature	please print name	date
_____	_____	_____
Owner signature	please print name	date

Please Return Application Documents #1-3 with the $150.00 application fee to:

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City of Thorp
Lead and Galvanized Water Service Line Replacement Program
Funding Application

The City of Thorp will provide grants for 50% of the total eligible contractor costs up to $5,000.00 (maximum grant of $2,500.00) and a loan to the property owner for the remaining costs for replacement of lead or galvanized service lines (LSL). There is a $150.00 application fee due at the time of application.

Applicant Information

Owner Name(s) : _____

Owner Address : _____

Phone : _____ email: _____

Property Type: SF Residence ____ Commercial _____ Multifamily _____ Daycare _____

Property Ownership Type: Individuals Y__ N__ /// LLC Y__ N__ /// Trust Y__ N__

Property Information

Service Address: _____ Tax Key Number: _____

Contractor Name: _____

Address: _____

Phone : _____ email: _____

Plumbing Costs: _____ Total Contract Amount: $_____

I (We) _____ understand that the loan for the LSL replacement for the above service address, will be in the form of a special charge levied as a lien against the property.

Upon completion of the project, the City will pay the plumber for the total approved amount. A special charge invoice will be sent to me/us by the City for my/our share of the project. This amount may be paid in one of two ways: (1) in full upon receipt, or (2) over four (4) years as an interest loan. However, if the special charge is less than $250.00, it shall be paid in full on or before January 31.

(1) Payment in full – should be paid within 30 days of receipt of the special charge invoice.
(2) The loan shall be paid in four annual installments with deferred payments bearing interest at the rate of 4%, on a per annum basis on the unpaid balance. A private LSL replacement loan shall be considered a special charge and lien on the property. Each year's annual installment shall be levied onto the property tax bill of the property as a special charge pursuant to s.66.0627, Wis. Stats., as amended.

If the property is sold during the payback period, the entire loan balance becomes due and payable and shall be paid when the house sale closes.

Selected Financing Option: Option #1:_____ Option #2:_____

_____	_____	_____
Owner signature	please print name	date
_____	_____	_____
Owner signature	please print name	date

Please Return Application Documents #1-3 with the $150.00 application fee to:

City of Thorp
Attn. LSL RFQ
300 West Prospect Street
Thorp, Wisconsin 54771

For questions please call 715-669-5371

_____ _____
Received by City of Thorp Date

City of Thorp
Lead and Galvanized Water Service Line Replacement Program
Application for Payment of Costs (upon completion of work)

Prequalified plumbers will receive full payment of eligible costs (up to $5,000.00) of the LSL Program after completing work and fulfilling a Program Requirements. To receive reimbursement, please fill out, sign, date and return this form to the City of Thorp with a copy of the final itemized invoice. Plumbers must also provide the property owner with the final itemized invoice and BABA-required documentation from the product suppliers (if applicable).

Payments for eligible costs under the LSL Program may be comprised of a grant for up to 50% of the actual cost (not to exceed a maximum amount of $2,500.00) and a loan, in the form of a special charge, to the property owner for the remaining costs. A special charge invoice will be sent to the property owner by the City for their share of the project and an administrative fee. This amount may be paid in one of two ways: (1) in full upon receipt, or (2) over four (4) years as an interest loan. If the property is sold during the loan payback period, the entire loan balance becomes due and payable and shall be paid when the house sale closes. Payment for both the grant portion and the property owner advance loan portion will be paid directly to the plumber by the City of Thorp.

Property Address : _____

Property Owner(s) : _____

Name of Plumber: _____

Name of Plumbing Company: _____

Date Service Line Replaced: _____, 202__

Service Line Information

Replaced – Material Type: _____ size: _____

New Material Type: _____ size: _____

The property owner(s) understands and agrees that they are solely responsible for the selection of the plumber and have contracted with the plumber for the LSL replacement independently from the City of Thorp. Accordingly, in consideration for the amount paid by the City as described above, the property owner agrees to release all entities of the City of Thorp, including the Utility, and its employees and officials, from any loss, damage, or unexpected costs or expenses arising from the LSL Program.

Final Funding Request (City will assist with filling out this portion)

Total Cost: $ _____.00

Payment Options:

(1) Payment in Full – should be paid withing 30 days of receipt of special charge invoice.
(2) The loan shall be paid in four (4) annual installments with deferred payments bearing interest at the rate of 4% on a per annum basis on the unpaid balance. A private LSL

replacement loan shall be considered a special charge and lien on the property. Each year's annual installment shall be levied onto the property tax bill of the property as a special charge pursuant to s.66.0627, Wis. Stats., as amended.

Select Payment Option: ___ Option #1 (Pay in Full) ___ Option #2 (___ annual installments)

Final Project Amount $ _____

Amount City owes Contractor $ _____ ($5,000 maximum Eligible Cost)

Amount Owner owes to City $ _____ (50% of Project Cost not to Exceed $2,500)

Balance Owner Owes Contractor $ _____ (Any amount over $5,000)

I hereby certify that the information provided on and with this application is true and accurate to the best of my knowledge. I further certify to following all applicable state regulations, including Chapter 145, Wis. Stats., SPS 382 and 384, Wis. Admin.Code, and applicable local ordinances and regulations, and that all lead service line replacements resulted in the complete removal of the eligible service line and associated materials from the water main to the water meter within the structure.

Owner signature	please print name	date
Owner signature	please print name	date
Plumber/Contractor Signature	Plumber/Contractor print name please	date
Plumber/Contractor phone number	Plumber/Contractor email	

Please return this form and all documentation to:
City of Thorp
Attn. LSL RFQ
300 West Prospect Street
Thorp, Wisconsin 54771

For questions please call 715-669-5371

Office Review and Processing:

City Date Inspection Completed: _____ by _____

Grant Portion 50% of Costs up to $5,000.00 : $ _____
Administration Fee $ _____
Requested Loan Amount $ _____
Total Cost of Service Replacement $ _____

Approved Payment Amount: $_____ Date: _____

City of Thorp Staff Signature _____
title

May 5, 2025

CITY OF THORP

Lead and Galvanized Private Side

Lateral Replacement Program

Prequalified List

Contractor Name	Phone Number	Email Contact
McQuillan Plumbing	715-703-3102	mcquillanplumbing3@gmail.com
Montana & Son Grading LLC	715-828-7798	montanaandson@gmail.com
N.L. Stock, Inc.	715-861-5426	info@nlstock.com