



CITY OF PORTAGE LA PRAIRIE

Lead Service Line Replacement Subsidy Program

APPLICATION FORM

Application # _____

Section 1 – Address of Eligible Work

Street Address _____

Postal Code _____

Section 2 – Property Owner Information

Property Owner's Name (as listed on your City of Portage la Prairie Property Tax Bill):

First Name _____

Last Name _____

Daytime Phone _____

Alternate Phone _____

Email: _____

Mailing Address (if different from above)

Street Address _____

City _____

Province _____

Postal Code _____

Section 3 – Permit and Inspection Information

A Service Connection Permit must be obtained at the City Operations Department, by a licensed plumber, to replace a lead service line. The replacement must be inspected and approved by the City of Portage la Prairie Engineering Division.

Copy of the Service Connection Permit attached

Final inspection complete

Section 4 – Eligible Replacement Costs (as itemized on your invoice)

	Material Costs	Equipment Rental Costs	Labour Costs	Total Paid in Full
<input type="checkbox"/> Lead Service Line Replacement	\$ _____	\$ _____	\$ _____	\$ _____

Section 5 – Application Checklist

- I have completed and signed the application form
- I am claiming eligible labour costs and have attached original invoice(s) from my contractor(s) showing:
 - the address of the eligible service line replacement;
 - the name and address of the contractor;
 - a cost breakdown of all changes, outlining in detail the eligible service line replacement;
 - the total amount paid, clearly marked as "paid in full".
- I am claiming material costs not included in my contractor's invoice and have attached the original receipt.

- I am claiming equipment rental costs not included in my contractor's invoice and have attached the original receipt.
- I have attached a copy of the Service Connection Permit required for my eligible service line replacement.
- I have read, and understand and agree to, the program conditions on the reverse. I recognize that there may be other conditions specified in the Lead Service Line Replacement Subsidy Program that apply to my application.

Subsidy Conditions

1. Submitting an application does not guarantee a subsidy. Subsidies are issued on a "first-come, first served" basis, and are subject to funding approved by City Council.
2. Subsidies are provided one time only per property for each eligible line replacement.
3. Maximum program subsidy is \$500.
4. To be eligible for the subsidy:
 - You must be the owner of a residential building (single-family home, duplex, multi-family home) serviced by a City water service at the time of the eligible line replacement.
 - You must not have outstanding taxes or debts owed to the City of Portage la Prairie at the time your application is processed.
 - You must ensure that the required permit is taken out and the eligible lead service line is replaced within 6 months of replacement of the City's portion of the service line.
 - To claim labour costs, the appropriate contractor (e.g., a licensed plumber) must take out the permit and replace the eligible service line. Homeowners are not eligible for reimbursement of their own labour costs.
 - You must ensure that the eligible replacement is inspected and approved by the Portage la Prairie Operations Dept.
 - Must be an existing home with a lead service line – new homes in the planning stages or currently under construction are not eligible.

Applicant Signature

Acceptance of Conditions

In applying for the City of Portage la Prairie Lead Service Line Subsidy Program, I understand and agree to the following conditions:

- I am solely responsible for the work being done on my property.
- The City assumes no liability whatsoever relating to the work undertaken to be eligible for the subsidy.
- The City of Portage la Prairie does not:
 - endorse specific brands, products, dealers, or contractors, or
 - guarantee materials used by or workmanship of the contractor.
- I will not make any claim or take any action against the City of Portage la Prairie for losses, damages, expenses or costs of any nature whatsoever arising out of or related to my participation in the program, and indemnify the City against any such claim or action made or taken by someone else.
- If any incorrect or deceptive information, statement or representation is found in this application or the accompanying documents, the City is entitled to:
 - reject my application,
 - demand full and immediate repayment of any subsidy money paid to me,
 - prosecute me or take other legal action against me.

Date (month/day/year)

*Applications must be received by the City within one year from date of inspection.

Personal Information

We are collecting this personal information so that we can set up your Lead Service Line Replacement Subsidy. We are doing this in accordance with the Freedom of Information and Protection of Privacy Act.

Mail or drop off completed application and original receipts to:

Lead Service Line Replacement Subsidy Program
City of Portage la Prairie
City Hall
97 Saskatchewan Avenue E.
Portage la Prairie, MB
R1N 0L8
9:00 a.m. to 4:30 p.m., Monday to Friday (Except Holidays)

For Internal Use Only

Total Subsidy Amount \$ _____

Date Received (MM/DD/YYYY)	Date Processed (MM/DD/YYYY)	Application	<input type="checkbox"/> approved	<input type="checkbox"/> denied by:
		PRINT		SIGNATURE