



## STEPS FOR THE BACKUP ASSISTANCE PROGRAM

Requirement: Must have had at least two documented building backups, during a rain event, within the last five years from today. (i.e., today-7/2/18, back five years-7/2/13; a five-year rolling calendar)

Documented means SD1 has responded to the site and verified the backup. Or, you have invoices from plumbers/cleaning companies for prior backups, or there is a history of backups for your address block.

### **Step #1: Send in Immediately:**

“Sanitation District No.1 Backup Assistance Program Backup Assistance Agreement”, to be enrolled in the program. This form must include all property owners as recorded on the deed in the courthouse. Return all three pages of the Agreement, not just signature page.

If you qualify, SD1 will send a **GREEN** letter stating you are enrolled in the program and you can start obtaining proposals from plumbers to do the work.

If you do not qualify, SD1 will call you explaining the qualifications.

### **Step #2: Hire a Plumber:**

To complete the work and then send in the following:

(Exhibit A) “Sanitation District No. 1 Backup Assistance Program Application for Backup Assistance”, this form is for the specific amount of reimbursement you are requesting from SD1, including plumber invoice and lateral condition assessment form or video.

(Exhibit B) “Sanitation District No. 1 Backup Assistance Program Release of Claims”, this form must be notarized, and again, signatures must match those of the recorded deed. Return both pages of the ROC.

**NOTE: ALL FORMS MUST BE ORIGINALS RETURNED TO SD1 FOR PROCESSING.**

Should you have any questions or need assistance in any way, please contact Debbie Rizzo at 859-578-6746 or [drizzo@sd1.org](mailto:drizzo@sd1.org). If you leave a message, clearly include your name, address you are calling about and a contact phone number or email address.