

## **Mission Springs Water District Financial Assistance Program Checklist**

Protect the environment and your health by helping to guarantee the preservation of our groundwater resources. Here is a checklist to help you connect to the recently constructed sewer system. If you have questions regarding this program, please call (760) 329-6448 ext. 126 to be connected to the Engineering Department.

- **1.** Review this application process checklist, including the financial assistance and sewer applications.
- **2.** Contact the City of Desert Hot Springs Redevelopment Agency housing grant assistance program if your property is in the city limits or the County of Riverside Community Development housing grant assistance program if your property is located in the county. Please note on the appropriate portion of the application whether or not you received or were denied grant funding from these programs.
- **3.** The District requires that you obtain a minimum of three (3) proposals from licensed contractors to determine the best price proposal for the connection to the sewer. You may choose to ask for references. Please attach the proposals to the completed financial assistance application. Note: contractor's proposal language cannot include any pre-payment requirements (e.g. down payment due to contractor at start of work). Payment in full will be processed within thirty (30) days of receipt of an invoice and confirmation of completion of work from the contractor.
- **4.** After you have chosen a contractor to abate your septic tank and make your connection to the sewer mainline, submit your request for financial assistance from the District – return the completed financial assistance and sewer applications along with your construction bid(s). Be sure to include how much financing you will be requesting and how much down payment you intend to include (minimum down 10%). Provide the District with the contractor's information: Name, Address, Phone Number, Contractor's License Number and Cost. After review of your application for completeness, the District's Director of Finance will request on your behalf, consideration for approval of the funding request from the Mission Springs Water District's Board of Directors at the next regularly scheduled board meeting (third Monday of each month).
- **5.** Once the funding request is approved, MSWD Staff will draft and notarize your nontransferable lien agreement (minimum 10% down payment is due at that time), and provide a funding authorization letter to you and your contractor. For properties located in AD's 11 & 12, interest on the loan shall be the higher of 5% or the Local Agency Investment Fund ("LAIF") yield rate for the most recent quarter ending June 30<sup>th</sup> and for all other existing AD's 1 -7, the interest rate on the loan will be the most recent LAIF rate for the preceding year (per District Resolutions 95-26, 96-9, 05-34 & 10-13).
- **6.** Prior to beginning construction, you, or your contractor, must go to the appropriate local land use agency to obtain a Sewer Opening Permit and pay the sewer inspection fee. For properties located in the city limits of Desert Hot Springs, go to the City of Desert Hot Springs (760-329-6411) located at 65950 Pierson Boulevard, and for properties located in the county, go to the Riverside County Desert Permit Assistance Center, (760-863-7570) located at 47-950 Arabia Street, Suite A, Indio.
- **7.** Once you have your permits, your contractor can perform the work. When the work is completed, the signed inspection permits must be submitted to the District. Once the connection is confirmed by the District, on the next full monthly billing cycle, the monthly charge for sewer service and loan payments will begin.