

PROCEDURES AND INSTRUCTIONS FOR PARTICIPATING IN THE FOUNDATION DRAIN DISCONNECT PROGRAM

Listed below are the requirements of MCWS Foundation Drain Disconnect (FDD) Program. (If your basement has been subject to flooding from surcharging of the sanitary sewers and the conditions of the program suit you, please follow the instructions below in order to participate in the program.)

1. Included in this enclosure is one copy of the bid package which includes a letter to the plumbing contractor. You should keep this copy for your own information. Please read your copy of the bid package and review the drawings included at the end. If the plumber(s) you contact do not have a copy of the bid package, have them contact the FDD Program coordinator (Greg Marr @ 781-2631) to receive a copy. The washing machine's discharge drain line modifications, access lid dimensions, possible lid protrusions from the floor and other important information are included on these drawings.

2. Review the attached information to determine the scope of work needed to alter your existing plumbing. You may need professional help to ensure all areas are properly covered. In addition to any modifications needed to your plumbing to protect your structure from backups due to wet weather surcharging of the sanitary sewer system, the work must also permanently disconnect all downspouts, outside stairwell drains, foundation drains, sump pumps, and clean water connections such as but not limited to those listed from your sanitary sewer service.

In situations where there is no bathroom facility in the below grade level of the home, the modifications to your plumbing shall convert your system to overhead plumbing. For those structures with facilities in the below grade level, a submersible wastewater (ejector) pump may be required.

3. Contact the MCWS FDD Program coordinator (Greg Marr @ 781-2631) to schedule a meeting, which the plumbing contractors need to attend also, to evaluate what modifications will be needed for your house to participate in the FDD program. In order to ensure you obtain the best price, contact at least three plumbing contractors with appropriate licenses which are pre-qualified for this program. Request a lump sum bid from each for the installation of overhead plumbing, floor drain caps and/or backwater and ball valve(s) according to MCWS specifications.

The Montgomery County Combined Health District - Plumbing Inspection requires a pressure test of the sanitary service piping underneath the house to determine if the service piping has any leaks. The cost of the initial pressure test is covered under the FDD program. If the pressure test determines that there is a leak in the service piping, the cost to locate and repair the leak is not covered under the FDD program. The cost of these repairs will be the homeowner's responsibility.

4. Read and sign the enclosed Agreement to Participate in the Montgomery County Foundation Drain Disconnect Program@ form. If you are a renter, the property owner of the building must sign this agreement and authorize the modifications. No reimbursements will be made to anyone who is not the owner of the property. Payment will not be authorized unless this agreement form, the Request for Taxpayer Identification Number and Certification@ form (see step 6), and all other documents are received and properly executed.
5. Collect the bids from the plumbing contractors. Keep a copy of each for your records. Place the other copy of all the bids and the signed agreement form(s) in one envelope and submit them to:

Montgomery County Water Services
Foundation Drain Disconnect Program
1850 Spaulding Road
Dayton, OH 45432

6. Once the bid's are reviewed, the MCWS will issue you a letter stating that you have been approved for participation in the FDD program, that you may contact the plumber of your choice, and the County's participation amount. This approval letter will serve as your notice that the plumbing contractor may begin work. This letter will provide instruction for submitting a copy of the bill once work is completed to MCWS for receiving payment. MCWS may request additional bids if they choose. Attached to this letter will be a Request for Taxpayer Identification Number and Certification@ form. Our finance section must have this form on file before payment can be made.
7. After you receive the approval letter, it is your responsibility to call the plumbing contractor to make an appointment for the work to begin. At your direction, the plumbing contractor proceeds with the work. The contractor must obtain all plumbing permits for the work beforehand and have the appropriate inspections conducted.
8. Upon completion of the work by the contractor, you obtain the invoice for the work and a copy of the plumbing permit from the contractor. You forward a copy of the invoice, the Request for Taxpayer Identification Number and Certification@ form, and the plumbing permit to MCWS at the address listed above in Item 5. This will serve as your request for inspection by the MCWS.
9. After MCWS receive the items listed in step 8, a MCWS representative will contact you to arrange for an inspection. The MCWS representative will inspect the completed installation and all clean water services such as downspouts and sump pumps to ensure disconnection. If the new installation, or the disconnection of existing downspouts or an existing sump pump is disapproved, you and your plumbing contractor will be notified in writing of the necessary corrections to be made. The letter will include instructions for requesting a second inspection once the problem has been corrected by you and/or your plumbing contractor.

10. After successfully completing your modifications and approval by the MCWS representative, a check will be issued to the property owner for the previously approved amount. The plumbing contractor is notified by MCWS that you have been sent your reimbursement.
11. It is the property owner's responsibility to promptly pay the plumbing contractor. Should the property owner wish, the check will be issued in the owners and plumbing contractors name; if this is desired, please complete the Check Co-payment@ form and submit it with the other items listed in Item 8. The plumbing contractor must also fill out a Request for Taxpayer Identification Number and Certification @ form.
12. This enclosure also includes an Operations and Maintenance Manual. Please read this manual and keep it as a permanent guide to the backwater prevention device which may be part of your installation. Without your attention to and performance of proper maintenance procedures in this manual, your backwater prevention device may not work properly.