

Subject: Updated Invoice Submission Requirements for the **2026 MCES Grant Program**

Dear Contractors,

We are excited to launch the **YEAR** MCES Private Sewer Grant Program. To streamline the invoicing process and ensure timely payments, we have updated the invoice submission requirements.

Key Requirements for YEAR Invoices

1. Single Invoice Submission:

Please submit one consolidated invoice for each project that includes the following:

- **Grant Amount:** Clearly list the MCES grant amount being applied to the project.
- **SAP Invoice Total:** Include the total amount for the Sewer Assessment Program (SAP), which reflects the remaining balance owed. *(if applicable)*

2. Description of Work:

In the invoice description, provide:

- *Total footage of the sewer repair or replacement.*
- A brief description of the work performed (e.g., "50-foot lateral replacement including televising and cleaning").

3. Accurate and Transparent Reporting:

Ensure the breakdown of the grant amount and SAP invoice total is clear and easy to verify.

Why These Changes Are Important

By consolidating this information into a single invoice, we aim to:

- Simplify the invoicing process for contractors and property owners.
- Reduce delays caused by incomplete or unclear invoices.

Support and Questions

If you have any questions about these requirements or need assistance, please don't hesitate to contact us at PW-SewerCounter@ci.stpaul.mn.us or call **651-266-6234**.

Thank you for your cooperation and continued dedication to helping property owners improve their sewer systems.

City of Saint Paul Sewer Utility