

**Subject:** Overview of the Sewer Assessment Program (SAP) and MCES Grant Program

## 1. Overview of the Sewer Assessment Program (SAP)

The SAP is a year-round program designed to assist property owners with financing sewer lateral repairs through an assessment of their property taxes. Key highlights of the program include:

- **Eligibility:** Available to all residential property owners in the City of Saint Paul.
- **Submission Requirements:**
  - **Completed SAP Application Form.**
  - **Bid from City-approved contractors.**
  - **Lien Waiver-** Signed (SAP Lien Waiver) by an Officer or Controller level employee.
  - **Final Invoice** with total footage of the repair and a clear breakdown of costs.
- **Funding Process:** Property owners pay the remaining balance through tax assessments after any other eligible programs or payments are applied.

## 2. Overview of the MCES Grant Program

The MCES Grant Program offers financial assistance for sewer lateral repairs, like the SAP program, but with the following distinctions:

- **Grant Funding Availability:**
  - The MCES program is **not year-round** and is only available when grant money has been allocated.
  - Grant awards are provided on a **first-come, first-served basis**, and the program closes once funds are depleted.
- **Eligibility Requirements:**
  - Additional criteria, such as property location within **Low-Income Housing Tax Credit (LIHTC) zones** or household income qualifications, apply.
  - Work must still be performed by licensed contractors on the approved list.
- **Submission Requirements:**
  - **MCES Grant Application Form** (*distinct from the SAP form*).
  - **3 Bids from City-approved contractors.**
  - **Lien Waiver-** Signed (MCES Lien Waiver) by an Officer or Controller level employee.
  - **Final Invoice** listing both the **MCES grant amount** and the **SAP remaining balance** clearly. ***MCES work portion must list footage of repair.***

### 3. Key Similarities Between SAP and MCES Programs

Both programs require:

- Accurate form submissions, including application forms and contractor bids.
- Final invoices that clearly outline:
  - Total repair footage.
  - A breakdown of the total cost of work performed.

### 4. Key Differences Between SAP and MCES Programs

- **Program Availability:**
  - **SAP:** Available year-round.
  - **MCES:** Only open when grant funds are available. New applications are not accepted once funds are depleted.
- **Funding Structure:**
  - **SAP:** Property owners are responsible for the full cost of repairs, with an option to spread payments through tax assessments.
  - **MCES:** Covers a percentage of eligible costs (up to 90% for certain properties), with the remaining balance covered by the property owner or through the SAP.

### 5. Important Notes for New Staff

- **Do Not Confuse Forms:** While the submission process is similar, the **MCES grant application form** and the **SAP application form** are distinct. Ensure the correct forms are being submitted based on the program.
- **Communicate Program Details Clearly:** When working with property owners, clarify whether their project qualifies for the MCES grant program or only the SAP program.
- **Grant Funds Are Limited:** Emphasize to property owners that the MCES program is subject to grant funding availability and operates on a first-come, first-served basis.

### 6. Need Assistance?

For questions about either program or clarification on submission processes, please contact the Sewer Utility team at [PW-SewerCounter@ci.stpaul.mn.us](mailto:PW-SewerCounter@ci.stpaul.mn.us) or call **651-266-6234**.

Thank you for your attention,  
City of Saint Paul Sewer Utility