



City of Coos Bay
Public Works and Community Development Department
500 Central Avenue, Coos Bay, OR 97420
PH 541-269-8918 – FAX 541-269-8916
www.coosbay.org

Fats, Oils & Grease (FOG) Management Funding Program June 7, 2022

The City of Coos Bay has implemented a Fats, Oils and Grease (FOG) Management Program Ordinance adopted on June 7, 2022. All Food Services Establishments (FSEs), manufacturing facilities or potential dischargers of FOG that discharge to the City's wastewater system are subject to follow the ordinance. This funding program is for existing dischargers (having a valid business license) as of the adoption date of the Ordinance. This funding program for dischargers to utilize to be in compliance with the Ordinance.

This City will reimburse dischargers for the cost of an approved FOG pretreatment device (including the device, installation and permit fees). This funding program is to only be available to dischargers for one year after the Ordinance was adopted. Costs up to \$7,500.00 will be reimbursed to the discharger. The City will issue payment to the discharger if the discharger is deemed to be adhering to the rules in the FOG ordinance, this policy and the agreement both parties entered into.

"Pretreatment device" means the device used to separate and retain fats, oils, and grease from wastewater prior to entering the City's wastewater system. The pretreatment device shall only receive wastewater from kitchens, or food or beverage preparation wastewater. Pretreatment devices include gravity grease interceptors (GGIs), hydromechanical grease interceptors (HGIs), and other devices approved by the City that comply with Oregon Specialty Plumbing Code requirements.

In order for the discharger to be eligible for these reimbursements they must adhere to the following rules:

- 1) Full compliance with the FOG Ordinance.
- 2) Submission of the FOG Funding Program Application with all required submittals. Submission of the application must be done prior to the installation of the device.
- 3) Executed FOG Funding Program Agreement and to comply with all requirements of the agreement. Execution of this agreement must be done prior to the installation of the device.



City of Coos Bay

Fats, Oils and Grease (FOG) Pretreatment Device

Funding Program Application

The policy titled "Fats Oils and Grease (FOG) Management Policy" dated 6/7/2022 allows the City to reimburse the discharger for work performed for a FOG pretreatment device to be properly installed (by a licensed contractor) at their establishment. This application is intended for this sole purpose and if approved, the reimbursements will be made payable to the applicant (reimbursements will follow the executed agreement). The City has these funds available for use until June 16, 2023. The City will only reimburse up to \$7,500 of the cost of the pretreatment device, its installation and permit fees per discharger.

Applicant Information:

Name: _____

Address: _____

Phone number: _____ E-mail address: _____

Applicant is the: Property Owner Contractor

Owner Information (if different from applicant):

Name of Owner: _____

Address of Owner: _____

Phone number: _____ E-mail address: _____

City of Coos Bay Business License # _____

Property owner or property manager's name (if different from applicant), address and phone number:

PROPOSED FOG Pretreatment Device

Please describe the proposed installation of the FOG Pretreatment Device to your property (by a licensed contractor) and the impact (if any) to the public right of way:

Estimated cost of total project: \$ _____

Estimated cost of the FOG Pretreatment Device only: \$ _____

Time line/estimated completion date for project: _____

The expected processing time from submission of application to final commitment of funds is 2 weeks.

REQUIRED SUBMITTALS

The following items must be with the application form:

1. Copy of agreement and quote with Contractor for the work being done (itemized values for the pretreatment device labor and permit fees must be included on quote).
2. If the applicant is the property owner evidence of property ownership. A copy of property tax record (available from the county assessor’s webpage) may be used.
3. If the applicant is the property owner evidence that all city taxes are current. For taxes, a copy of property tax information from the Assessor’s webpage.
4. One copy of a location map. May be obtained from the Public Works Department.

NOTE: If required information is not submitted with the application, the application will be returned to the applicant for completion prior to review by the Public Works Department.

Reimbursement funds may be considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay for reimbursement to be awarded to the applicant.

CERTIFICATION BY APPLICANT/OWNER

The Applicant/Owner certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a reimbursement for pretreatment device associated with the FOG Ordinance & Policy, and is true and complete to the best of the Applicant’s/Owner’s knowledge and belief. The Applicant/Owner certifies that they have read and agree with all the FOG Pretreatment Device Agreement requirements.

Certification below signifies that the applicant/Owner have reviewed the policy and accept the terms stated in the policy.

Verification of any of the information contained in this application may be obtained from any source named herein.

Applicant Signature

Date

Owner Signature (if different from Applicant)

Date

**Return Application to: CITY OF COOS BAY PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION
500 CENTRAL AVE, COOS BAY, OR 97420 (541) 269-8918**

Internal City Use ONLY:

Approved: ___ YES ___ NO

If NO state reasoning: _____

Staff Name/Title: _____ Staff Signature: _____

City of Coos Bay

Fats Oils and Grease (FOG) Pretreatment Device Installation Agreement

This agreement is a binding agreement by and between the City of Coos Bay and _____ doing business as _____ located at _____ Coos Bay, Oregon.

The City of Coos Bay Public Works Engineering Department has reviewed the installation of a new FOG Pretreatment Device by the applicant with business located at _____, Coos Bay, Oregon. Based on that review and funding available the City has approved the proposed installation of a new FOG Pretreatment Device from anticipated funds from the fiscal year ending _____ budget on _____ and approved a reimbursement for an amount not to exceed \$_____ Applicant/Owner will provide the City with a copy of the invoice from the licensed contractor that subtotals or breaks out the actual FOG Pretreatment Device cost and the labor for installation of the device. The invoice must show quantities of material used, with the pretreatment device itemized. All work performed must be in conformance with the state plumbing permit requirements and conditions. Failure to do so may result in the forfeit of reimbursement. If the installation of the device is within the City right of way all work performed must be in conformance with the city permit requirements and conditions.

The applicant/owner agrees to comply with all sections of the City's FOG Ordinance. In order to receive the funding compliance with this ordinance must be met.

Nothing in this agreement shall create any obligation, be it contractual or otherwise, between the City of Coos Bay, and any person or business entity, including, but not limited to contractors, subcontractors and suppliers, with whom the owner has or does enter into an agreement for the provision of labor or material related to the project contemplated in this document.

The owner shall defend, save, hold harmless and indemnify the City of Coos Bay, its officers, employees, and agents from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the owner, its officers, employees, subcontractors, or agents under this agreement.

The applicant has submitted a written contract from a qualified licensed contractor for their utility and/or sewer lateral improvement project.

Per this agreement the applicant agrees to the following:

1. Complete the project by June 16, 2023.
2. Obtain all necessary approvals and permits from local, state, and federal agencies prior to commencing work on the project.
3. Use only Oregon licensed contractors to perform project work.
4. Compliance with the FOG Ordinance
5. Have a valid City of Coos Bay business license.

The City will make reimbursements for this installation of the FOG pretreatment device within 30 days from complete packet submitted by the Applicant/Owner. Prior to reimbursements the Applicant/Owner must provide the following packet to the City:

1. The applicant must provide:
 - a. An invoice from the contractor showing paid in full. Invoice must include the contractors business information. The applicant is agreeing to allow the City to verify that the contractor has been paid in full.
 - b. Copy of the State Plumbing Official approval of proper installation of device.
 - c. Copy of the establishments Kitchen Best Management Practices.
 - d. Copy of the establishments FOG pretreatment device cleaning contract with a professional cleaning service, along with a cleaning plan that is within compliance of the FOG Ordinance.

Applicant/Owner Agreement

I, the undersigned, hereby agree to the terms stated in the above agreement for the reimbursement for a FOG pretreatment device.

Please sign below:

Applicant Signature

Date

Applicant Print Name

Owner Signature (if different from Applicant)

Date

Owner Print Name (if different from Applicant)

City Approved Payment:

Jim Hossley, Public Works and Development Director