



Butler County General Health District
301 S. Third Street • Hamilton, OH 45011
Phone: 513-863-1770 • Fax: 513-863-4372
Website: www.butlercountyohio.org/health



Household Sewage Treatment System Replacement and Repair Program 2017 – Application Packet



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Household Sewage Treatment System Replacement and Repair Program Program Overview

WHAT IS A FAILING HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS)

A septic system may not show any apparent signs of failure, but still may be considered to be a “failing” system:

- A HSTS which discharges sewage to bedrock, drain tiles, groundwater, surface water or into zone of seasonally saturated soils and exceeds the public health nuisance standards and effluent quality limits;
- A HSTS which discharges sewage onto the ground surface; or
- A HSTS in which components such as the concrete septic tank or distribution box are showing signs of deterioration.

WHO IS ELIGIBLE TO APPLY FOR THE PROGRAM

All residents of Butler County who may have a failing HSTS, and meet the income guidelines, are eligible to apply.

WHAT COSTS ARE COVERED BY THIS PROGRAM

Allowable costs for HSTS repair and replacement include:

- Initial pumping of the system
- Soil evaluation
- Design fee
- Site and Design review fee
- Installation permit fee
- Cost of HSTS repairs
- Indoor plumbing repairs, if needed per OAC 3701-29 (reviewed on a case-by-case basis)
- Cost of installation and materials (estimates required)
- Other costs may be allowed per review

The amount of cost that will be reimbursed is based on the income level.

HOW DOES THE PROGRAM WORK

If you meet the criteria and get approval from the Health Commissioner/Sanitarian appointed by Board of Health of the Butler County General Health District (hereinafter referred to as the BCHD) for the repair or replacement of your HSTS, your information will be included in a list of qualified applicants.

- The list of qualified applicants will first be submitted for bid by professional soil evaluators and HSTS designers to conduct a soil evaluation of your parcel of land, and design a HSTS in accordance to the soil types.



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- Once a HSTS design is approved for your household, the design will then be submitted for bid by sewage installers that are registered with the BCHD.
- All soil evaluators, designers, and installers to be used for this bidding process will be approved by the BCHD in advance.
- Once the HSTS is installed and approved by the BCHD and upon receipt of all required documents by the contractor, the contractor will be reimbursed the amount in accordance with the approved application. This amount is based on the household income level at time of application.

WHAT PAPERWORK IS REQUIRED TO APPLY

If you decide to proceed with applying for grant assistance to replace or repair your HSTS, you will need to submit to the BCHD the following required information and documentation:

- Application for Sewage Treatment System Replacement and Repair Program
- Income Verification Form (and accompanying documentation as requested)

WHO TO CONTACT

Any questions concerning the Household Sewage Treatment System Replacement/Repair Program can be directed to the following:

ATTN: Jeff Agnew, Environmental Health Director
Butler County Health Department
301 S. Third Street
Hamilton, OH 45011
Phone: (513) 887-5239
Email: boh@butlercountyohio.org
Website: www.butlercountyohio.org/health



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Household Sewage Treatment System
 Replacement and Repair Program
Qualification Criteria

This application will be used to evaluate your eligibility for home sewage treatment system repair or replacement. The Health Commissioner and/or sanitarian appointed by the Board of the Butler County General Health District (hereinafter referred to as the BCHD) is administering this program which is funded through the Ohio Water Pollution Control Loan Fund (WPCLF) from the Ohio Environmental Protection Agency. Completing this form does not commit or obligate you in any way; additionally, your application does not guarantee you will be selected for the program.

Criteria for Qualification:

A. Income

Annual household income must be at or below those listed in the following table. If annual income is at or below those listed in Column A, 100% of the project costs will be paid. If annual income is at or below those listed in Column B, 85% of the project costs will be paid. If annual income is at or below those listed in Column C, 50% of the project costs will be paid.

Project costs not covered by the program must be paid in full prior to start of any work.

# of people in home	100% of project costs paid if annual income is at or below:	85 % of project costs paid if annual income is at or below:	50% of project costs paid if annual income is at or below:
1-4	\$24,300	\$48,600	\$72,900
5	\$28,440	\$56,880	\$85,320
6	\$32,580	\$65,160	\$97,740
7	\$36,730	\$73,460	\$110,190
8	\$40,890	\$81,780	\$122,670

B. Occupancy & Property Taxes

Applicants must be the homeowner and occupy the dwelling as their primary residence and be current on their property taxes. The property must be located in Butler County.

C. Nature of the Septic Repair

The dwelling must be in need of septic repair/replacement. The nature of the required repair/replacement must serve to protect the health and/or safety of the household and the public.

D. Funded Applicant Responsibility

Upon completion of the system installation, an operation permit will be issued to the owner. The owner is responsible to maintain the sewage treatment system in accordance with Ohio Law and conditions stated on the operation permit. **ALL COSTS associated with the operation and maintenance of the system will be borne by the owner.** Lastly, some systems, such as those utilizing aerobic treatment units, are required to maintain a service contract with a registered service provider for the life of the system. Costs associated with the service contract are also the responsibility of the owner.



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Household Sewage Treatment System Replacement and Repair Program Application

PROPERTY INFORMATION:

First Name	M.I.	Last Name	Township
Property Street Address		City	Zip Code
Name of Property Owner on Record with County			Parcel #
E-mail		Daytime Phone	
Household Size (total # of people living in the home)			Water Supply (city, well, cistern)

WHY DO YOU BELIEVE YOUR SEPTIC SYSTEM IS FAILING:

What is the approximate age of your existing septic system? _____ Years

Do you have ponding sewage on your property? Yes No

How often does the ponding occur? _____

Is there an imminent safety issue? (i.e. tank lid collapse) Yes No

Have you received orders from the Butler County Health Department? Yes No

PERMISSION TO ENTER THE PROPERTY:

I grant permission to all parties involved in the repair or replacement of my home sewage treatment system access to my property, including but not limited to the BCHD, soil evaluator, system designer, installers bidding on the work, and the installer and their employees contracted to repair/replace the system.

I Agree

 Property Owner's Signature Date



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**Household Sewage Treatment System
 Replacement and Repair Program
 Income Verification**

Name: _____ Date: _____

Telephone: _____ Cell/Other: _____

Address: _____ Social Security Number: _____

City: _____ State: _____ Zip: _____

TOTAL HOUSEHOLD GROSS INCOME (before deductions). List all income on the same line as the person who receives it. **INCLUDE INCOME VERIFICATION WITH APPLICATION.**

1.Name (list all household members with income.)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED		
	Earnings from work before deductions	Monthly	All Other Income (indicate frequency, such as "weekly" "monthly" "quarterly" "annually")
	\$	<input type="checkbox"/>	

Must Provide Proof of Income by all household members earning income including the following documents:

- 2016 W-2**
- Four (4) consecutive weeks of pay stubs, stub must reflect year-to-date earnings.**
- Monthly Social Security, Disability, Pension, and/or Unemployment, if applicable.**

Office Use Only

Total Income: _____ Per: Month Year Denied: _____ Approved: _____

Reason: _____ Approval Level: _____



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ADDITIONAL INFORMATION

- 1) Application shall be filled out completely and applicant/owner must be able to substantiate all data. A completed income verification form must accompany the application.
- 2) The installation of a sewage treatment system will create a messy environment. The contractor is required to ensure that surface water or run-off cannot pond around the sewage treatment system components. Your property may not be returned to its original condition. **Finish grading, landscaping, and seeding are the responsibility of the homeowner.** Since soil takes time to settle, final grading should not take place for several months after the repair/installation work is completed.
- 3) Grants will be provided to qualified households. For those who are only 85% or 50% eligible, the remaining funds (15% and 50%) **must be paid in full before work can commence.** No mortgages, deed restrictions or paybacks of any type will be required.
- 4) Applications for the WPCLF 2017 Grant will be accepted through the duration of the grant period and assistance will be provided on a first-come, first-served basis until all of the funds are expended. Homeowners will be responsible for other costs not reimbursable to the contractor(s).
- 5) Once applications are approved, all information will be submitted to professional soil evaluators, designers, and registered sewage treatment system installers to be bid out for the work on your household sewage treatment system (HSTS).
- 6) All reimbursement will be paid out to the contractor doing the work once the HSTS is inspected and approved by this health department and the contractor has met all of the deliverables of the contract.
- 7) Butler County Health Department will conduct a site visit to determine and verify status of an existing system prior to making the final decision.

APPLICANT RESPONSIBILITY

HOME OWNERSHIP VERIFICATION

- A copy of the property deed in their name(s)
- A copy of the title to the home (if applicable)
- A copy of most recent paid property taxes

INCOME VERIFICATION (please include all documents that apply to you)

- Provide proof of household income with copies of most recent income taxes
- Provide proof of income with two (s) of your most recent paycheck stubs
- Social security award letter (most recent)
- Retirement benefits
- Disability benefits
- Public (cash) assistance/Food stamps award letter
- Alimony
- SSI supplemental security income
- Child support
- Unemployment benefit
- Workers Compensation
- Profit loss statements for those who are self employed
- If no income – include letter stating how your bills are being paid, and how you are managing (food, etc.); letter needs to be signed and dated
- Past 2 months bank statements from checking and savings
- 401K statements, annuities, interest bearing account statements



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ACCEPTANCE

Please initial each section and sign at the bottom:

_____ *I certify that I am not an employee or family member or any agent or official who exercises any functions or responsibilities in connection with the review or approval of the work completed under the WPCLF 2017 program.*

_____ *I understand that upon completion of the system installation, an operation permit will be issued to me. I understand I am responsible for maintaining the sewage treatment system in accordance with Ohio Law and the conditions stated on the operation permit. I understand I will be responsible for all costs associated with the operation and maintenance of the system. I also understand some systems, such as those utilizing aerobic treatment units, will be required to maintain a service contract with a registered service provider for the life of the system, and that I am responsible for all costs associated with the service contract.*

_____ *I understand that finish grading, landscaping, and seeding is the responsibility of the homeowner. I further understand that since soil takes time to settle, finish grading should not take place for several months after the repair/installation work is completed.*

_____ *I understand that if I am eligible to receive 85% or 50% principal forgiveness instead of 100%, I will be required to pay the remaining 15% or 50% project cost before work can begin.*

_____ *I understand that by signing this application I grant the Board of Health of the Butler County General Health District or its authorized employee(s) or provider(s) access to my bank, employment, public assistance, utility company or other records needed for verification and evaluation of services. I understand that completing this application does not guarantee that my household will receive assistance. I understand that any authorized provider may rescind my contract if information is acquired which determines that my household is not eligible for services according to the rules of this program. I certify that the information I have provided in this application, to the best of my knowledge, a true, accurate, and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under Federal and State law for knowingly making false or fraudulent statements.*

I hereby waive any and all present and future claims against the Board of Health of the Butler County General Health District or any of the individual employees of the Board of Health or any Board Members of the Board of Health or any Companies and their employees working under a contract with the WPCLF 2017 for damages in any way connected with the repair for which I am making an application as a condition of receiving repair/replacement assistance. I understand that I have the opportunity to consult with an attorney before signing this waiver.

 Owner Signature

 Date

 Co-Owner Signature

 Date

If you do not understand any part of this application or have a question about what you are being asked to sign, please ask someone at the health department to help you. By signing above you acknowledge your understanding of the application and verifications. Applicants/Owners must sign in INK in the presence of a Butler County Health Department employee.

 Witness

 Date