

Washington County Department of Public Health & Environment (PHE) was awarded a grant from the Clean Water Fund (MN Stat. Ch. 114D) which can be used to replace eligible subsurface sewage treatment systems (SSTS).



How much money is available?

- Approximately \$26,000 is available in 2018, courtesy of the Clean Water Fund.
- Grants will be awarded to ‘low income’ (\$4,000) and ‘very low income’ (\$5,500) households. See next section for income requirements.
- Leftover funding will be allocated to qualifying individuals as determined by county staff and availability of funds. Leftover funding may also be moved into the next year.

Who is eligible?

- Only SSTS that have been deemed to be noncompliant are eligible (i.e. Imminent Threat to Public Health or Failing to Protect Groundwater); projects must have been issued a Notice of Noncompliance from the county.
- Funding is only for homesteaded single-family homes or duplexes with SSTS located entirely within Washington County.
- You must own the house; either free of debt or through a mortgage.
- Taxes must be current. Mortgage payments must be current. The property may not be currently or imminently subject to repossession, forfeiture, or foreclosure.
- Household gross annual income (including Social Security, wages and all regular sources) must be equal to or less than the following limits (*source: USDA Guaranteed Housing Program**). To determine eligibility, look at the dollar amounts in the chart below that correspond to the number of people in your household. To qualify for a grant, the combined adjusted gross income shown on your most recent income tax return (line 37 on form 1040; line 4 on form 1040EZ) must be less than or equal to than the amounts listed below for either ‘low’ or ‘very low’ income households.

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Very Low Income	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050	\$59,700
Low Income	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,300	\$89,750

How does the process work?

- Interested homeowners submit a SSTS Financial Assistance Application to the Washington County Community Development Agency (CDA). The application is available at www.co.washington.mn.us/septic, or by contacting CDA at 651-458-0936 or PHE at 651-430-6655.
- There is no application fee associated with the fix up grant. Please note, if you are applying for the SSTS Low Interest Loan as well, you are subject to those application fees.
- SSTS Fix-Up grant applicants are encouraged to utilize the SSTS Low Interest Loan program to fund the remainder of the cost of their system. Loan and grant application review will take place simultaneously.
- Follow the application checklist at the end of this document and submit all required materials to the CDA. Providing a complete application and all supporting documentation at once will ensure a quick turnaround of your request for financial assistance.
- After CDA receives and reviews all required materials for eligibility determination, Washington County PHE staff will award grants on a first-come-first-serve basis, until funds run out.

**USDA housing guidelines are subject to change in 2018.*

SSTS LOCAL COST SHARE FIX UP FUND PROGRAM 2018 APPLICATION GUIDANCE

How does the process work? (cont.)

- Cost share grant amounts of \$4,000 for 'low income' and \$5,500 for 'very low income' households will be awarded.
- Washington County PHE will release the funds to the applicant once work is complete and a Certificate of Compliance has been issued. The check will be issued jointly to the homeowner and the contractor.
- The homeowner must sign the check and turn it over the contractor.
- The homeowner must also submit a lien waiver to the county, verifying that payment has been made to the contractor.

Other helpful information

Washington County and CDA staff will help applicants during the application process, but applicants are responsible for making the choices and doing all of the listed items including, but not limited to, the following:

- Applicants must provide CDA staff with necessary information promptly.
- Applicants – not staff – are responsible for soliciting estimates from contractors. A minimum of **two bids** is required for the installation of the designed system. The term "contractor" refers to Minnesota Pollution Control Agency (MPCA) licensed septic system designers, septic system installers, and other entities providing services to the replacement of the septic system. Contractors can be found at: www.pca.state.mn.us/ssts-search.html
- Applicants should also notify contractors of their participation in the grant program, as it affects the payment process.
- Applicants – not staff – are responsible for selecting and entering into a contract with the contractor to do the work. Contractor selection shall be made on a competitive, lowest bid process, unless the applicant notifies the county and provides a reason for choosing the higher bid.
- Applicants and/or contractor **must** complete all the necessary permitting. Applicants must pay for permit and inspection fees required by Washington County PHE and are not exempt from those fees.
- Applicants are responsible for working with the contractors to settle any and all disagreements that may arise before, during, or after the job. If the applicant fails to abide by the program requirements or if the grantor withdraws or ceases funding for the program, the applicant shall be responsible to the contractor for all contractually agreed upon terms, including payment, without any further remedy for damages or recovery against Washington County.

If you are interested in participating in this program mail or bring your application and supporting forms to:

**Washington County Community Development Agency
7645 Currell Blvd
Woodbury, MN 55125**

Contact the CDA with application questions: 651-458-0936

Contact the county with questions about your SSTS: 651-430-6655

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Application Checklist:

The following items need to be submitted with your application:

- Completed Application for SSTS Financial Assistance signed by property owner(s)
- Copy of photo IDs for all applicants
- Documentation of mortgage payments (two most recent mortgage statements)
- Documentation of income and assets (see table below) for all household members 18 years and older who live at the property more than half the year
- Copy of the two most recent Income Tax Returns, including all forms and schedules, for all adult household members
- Two bids from contractors

Your application will not be processed until all necessary and requested documentation is received at our office.

Income and Asset Documentation

Mark the box next to any item that applies to your household. Use this checklist to gather the corresponding documentation for each income/asset.

	INCOME SOURCES	Acceptable documentation
	Salary/Wages	Two most recent paystubs
	Self-Employment	Tax Returns, including Schedule C
	Business Income	Tax Return and all schedules, financial statements including profit and loss and balance sheets
	Unemployment Benefits	Statement showing benefit amount and remaining balance
	Veterans Benefits or Military Pay	Most recent benefit statement
	Interest Income/Dividends	Most recent Tax Return, including all 1099 statements
	Alimony/Child Support	Copy of support order or printout of payment history
	Social Security Income (SSI/RSDI)	Most recent yearly benefit statement
	Retirement/Pension	Statement showing disbursements, benefit letter, copy of payment
	Farm Income	Tax Returns
	TANF/MFIP	Most recent benefit statement
	General Assistance (GA)	Most recent benefit statement
	Minnesota Supplemental Aid (MSA)	Most recent benefit statement
	Rental Income	Copy of current lease
	Other	Contact CDA

	ASSETS	Acceptable documentation
	Checking/Savings Accounts	Most recent bank statement
	Stocks/Bonds/Investments	Most recent portfolio statement
	IRA/401(k)/Retirement Accounts	Most recent account statement
	Real Estate (only for 2 nd home, cabin, undeveloped land, etc.)	Property Tax Statement with assessed value
	Collector items (cars, coins, jewelry in excess of \$10,000)	Copy of appraisal or insurance certificate stating insurable value