



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste ● Recycling ● Zoning
304 South Marshall Street - Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 ● Fax: (507) 725-5590



SEPTIC COST-SHARE AGREEMENT

This agreement is entered into between Houston County and the undersigned owners (referred to as "the Participant"). The Participant agrees to work with a Minnesota licensed septic contractor to complete the attached design/plan of work for SSTS improvement on the system located on PID _____ in Section _____ of _____ Township. The work shall be completed no later than _____.

Houston County agrees to pay 50% of the cost of implementing the plan of work, up to \$10,000. The cost of implementing the work plan was determined by the Participant to be \$ _____ and approved by Houston County. Actual payment will be based on receipts and invoices presented to the County for materials and services necessary to implement the project.

Participant agrees to abide by all of the terms, conditions, and restrictions listed in the participant(s)' signed Grant Application, attached hereto and incorporated herein for all purposes.

TOTAL PROJECT COST	PARTICIPANT PORTION	COUNTY PORTION
\$ _____	\$ _____	\$ _____

Participant Printed Name

Participant Signature

DATE _____

Co-Participant Printed Name

Co-Participant Signature

DATE _____

On behalf of Houston County:

Martin Herrick
Environmental Services Director

DATE _____

Houston County SSTS Grant Fund Program Application



Houston County SSTS grant funds are made available by the MPCA to replace failing subsurface sewage treatment systems. The grant funds are allocated on a first come first served basis to qualifying and approved applicants.

Please read the following carefully -

In order to qualify for grant funds, the following requirements must be met:

Qualifying Properties –

- Single family homes located entirely within Houston County that are not serviced by a municipal waste treatment facility.
- Property must be homesteaded.
- Have a failing septic system with a Notice of Noncompliance on file with Houston County prior to or at the time of application submission.

Qualifying Individuals/Households –

- Must meet low income requirements.
- Occupy the home for a minimum of 6 months prior to application.
- Household income must be at or lower than the limits listed below.
- Homeowner(s) must be occupying the home.
- Applicants will provide Houston County with the information requested and required in order for the application to be reviewed for eligibility.

Grant Income Guidelines							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$50,500	\$57,700	\$64,900	\$72,100	\$77,900	\$83,650	\$89,450	\$95,200

(To determine eligibility, look at the # of persons in household. Your income tax return (Adjusted Gross Income) and other income must be at, or lower, than this number.)

Restrictions –

- Grant Funds cannot be used for the purpose of property transfer. Land owner is to repay cost-share funds paid by Houston County for the system if a property transfer occurs in less than 12 months from the issuance of funds.
- Construction of the septic system must not be started prior to the applicant(s) entering into a contract with Houston County.
- Grant funds cannot be used on rental properties.
- Must submit additional information if changes occur within the household during the application process, prior to entering into cost-share contract. (Loss of job, change in income, change in number of members in household).
- Cost-share funds are not to be used for increasing the square footage of the home, building or replacing of a home onto the property.
- Information provided to the Department must be true and complete.

Houston County SSTS Grant Fund Program Application

How does the process work?

- Interested homeowners submit a complete SSTS Grant Fund Application to Houston County Environmental Services Department.
- There is no application fee associated with the SSTS Grant Fund Program.
- Department reviews all required materials for eligibility determination.
- When the application is found to be eligible Houston County Environmental Services staff will approve the application and the applicants will enter into a cost share contract.
- Cost Share Grant is limited to 50% of the total cost of the system, not to exceed \$10,000.00
- Houston County will release the funds once work is complete and a Certificate of Compliance has been issued.

Houston County Environmental Services staff will assist 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:

- Contractor selection shall be made on a competitive bid process. A minimum of two written competitive estimates are required for the installation of the designed system. The term "contractor" refers to Minnesota Pollution Control Agency licensed septic system designers, septic system installers, and other entities providing services to the abatement activities.
- Applicants, not staff, are responsible for entering into a contract with the contractor to do the work.
- 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 Grant Agreement 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 Houston County.
- Applicants and/or contractor will complete all the necessary permitting.
- Permit fees are to be paid at the time of the septic permit application submission.

Houston County SSTS Grant Fund Program Application

Application Checklist:

- Completed SSTS Grant Fund Program Application
- Copy of photo IDs for all applicants
- Documentation of income (see tables below) for all household members 18 years and older who live at the property for more than 6 months of the year
- Copy of most recent Income Tax Returns, including all forms and schedules, for all adult household members
- Two estimates from licensed contractors

Income Documentation

Mark the box next to any item that applies to your household. Use this checklist to gather the corresponding documentation for each income. Documentation is needed for all household members 18 years and older.

Salary/Wages	3 most recent paystubs & previous year's Tax Return Self-Employment Tax Returns, including Schedule C
Self-Employment	Tax Returns, including Schedule C
Business Income	Tax Return & all schedules, financial statements including profit & loss, balance sheets
Unemployment Benefits	Statement showing benefit amount & 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 90 day 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), SNAP	Most recent benefit statement
Minnesota Supplemental Aid (MSA)	Most recent benefit statement
Rental income	Copy of current lease
Other	

Comments: _____

Houston County SSTS Grant Fund Program Application

Name of Landowner/Applicant: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

Parcel Number: _____ Township: _____ Section: _____

Co-Applicant: _____ Email: _____

Has the system been issued a "Notice of Noncompliance"? Yes No

Is the sewer discharging to the surface, a tile line, or does not have a drain field? Yes No

Is there a shed/garage on the property of which contains a bathroom? Yes No

Has construction of the septic system tank or drain field been started? Yes No

Number of:

Bedrooms: _____ Bathrooms: _____ Persons in household: _____

Children under the age of 18: _____ Adults receiving income: _____

Persons living in the home for more than 6 months of the year: _____

Certification:

I (We) certify that by signing this, the information stated above is true and correct to the best of my knowledge. I (We) realize that giving false information will result in disqualifying me from grant cost-share assistance from the Houston County SSTS Grant Fund Program, as well as subjecting me (us) to potential civil and criminal consequences under laws of the State of Minnesota. I agree that I am providing requested information and documents voluntarily.

Landowner/Applicant Signature

Date

Co-Applicant Signature

Date

Please include the following with this application:



- Two written estimates
- Copy of most recent US income tax return form 1040.
- Documentation of income for all household members 18 years of age and older who live at the property.
- Notice of Noncompliance
- Copy of photo ID for all applicants applying for grant

Your application will not be processed until all necessary and requested information is received in the Houston County Environmental Services office.

For Office Use Only:

Date application received: _____ Received by: _____ 1st review: _____ 2nd review: _____