

Septic System Fix-up Grant Program

Polk County Environmental Services is pleased to announce the availability of a cost-share grant program that is available to property owners in Polk County that have an existing noncompliant septic system. Funds are intended to fix septic systems that are currently failing codes or functionality. These dollars are made possible through a grant received from the Minnesota Clean Water Legacy Act. Polk County has received confirmation that we were appropriated State funding in the 2020 calendar year.

There is a limited amount of funding available and preference for funding will be determined based on income status, condition of existing system, and proximity to priority surface waters. Income restrictions will apply. Polk County uses USDA low-income guidelines to group funding grant contributions. Households must not exceed these income guidelines, must be a homestead not a second dwelling or rental, and applicants will be required to pay any match requirement upfront if approved. The County will provide a cost share grant contributing 75% and up to 90% of installation cost up to a maximum of \$12,000.

If you are interested in learning more about this program please call Polk County Planning and Zoning at (218) 281-5700 or email our staff at environmental.svs@co.polk.mn.us. Prior program applications can also be found on our website at www.co.polk.mn.us under the Environmental Services and Planning and Zoning Department pages. Polk County will update the 2020 program application packets on our website during the winter months and the deadline to apply for the Septic System Fix-Up Program is June 1, 2020. After this date, remaining funding will be available on a first come first serve basis. -----

Jacob Snyder, Polk County Planning & Zoning Administrator

Polk County SSTS Cost Share/Grant Program

Program Overview

This cost share grant is available to property owners in Polk County that have a noncompliant septic system. Preference for funding will be determined based on income status, condition of existing system, and proximity to priority surface waters. Grant funds made possible through the Minnesota Pollution Control Agency (MPCA) Clean Water Legacy Act.

➤ To Qualify Maximum adjusted annual household income cannot exceed:

90%	Household Size	1	2	3	4	5	6	7	8*
Grant	Maximum Income	\$41,450	\$41,450	\$41,450	\$41,450	\$54,750	\$54,750	\$54,750	\$54,750

75%	Household Size	1	2	3	4	5	6	7	8*
Grant	Maximum Income	\$66,300	\$66,300	\$66,300	\$66,300	\$87,500	\$87,500	\$87,500	\$87,500

***Add 8% of 4-person limit for each person in excess of 8 persons.**

Eligibility Requirements

- The applicant(s) must be the property owner defined as the deed holder(s), life estate holder(s) or contract for deed holder(s).
- If contract for deed or life estate applicant, all deed holders must sign the application and any recording agreement.
- Grants are available only for SSTS that serve existing, single family, owner-occupied dwellings and include installation or replacement.
- SSTS for construction of a new or replacement dwelling, or for renovation or reuse of an unused or abandoned dwelling or building, are not eligible for this program.
- There can be no delinquent taxes on the property and the property taxes must be current.
- In order to qualify the assessed value of the dwelling must be worth at least three times the value of the septic system replacement according to the Polk County Market Value Assessment, and the dwelling cannot be assessed as personal property. The Assessors value must be based upon an all-access viewing of all property within the last two years.
- If we receive more requests than funding available, applications will be ranked and selected based on household income, condition of existing system, and proximity to priority surface waters.

How to Apply

- Complete the attached application form.
- Get two written estimates from any licensed septic contractor; must be completed on the bid forms provided. Includes work for electrical or plumbing needed to connect to system. (Interior Plumbing is typically not eligible)
- Interior plumbing directly related to the septic system function can be eligible but typically will require a separate bid from a plumbing contractor. (interior lift stations are eligible only if they are required to meet 7080 requirements for remedy of septic tank max depth)
- Return the application and two written estimates to Polk County Environmental Services by June 1, 2020.
- After June 1, 2020 all applications received will be ranked and loans will be granted accordingly.
- Any leftover funds for 2020 will be awarded on a first come first serve basis to eligible applicants.

Once Application is Approved

- Sign a Contractor-Homeowner document to be filed with Planning & Zoning.
- A septic design from contractor must be submitted to P & Z and a septic permit obtained prior to the start of construction.
- Complete all grant paperwork. Applicant will make a cost share payment of 10% or 25% of the total grant amount applied for, based on the income guideline chart above. (\$150.00 Permit fee will be added to total cost of grant and P & Z staff will meet onsite with contractor to verify that system is failing and the system design is adequate for the site)
- Have the septic system installed (system must be installed before November 1, 2020)
- Contractor must submit the final bill to the P&Z office and once approved checks are sent directly to Contractor for payment.

Terms of Cost Share Grant

Amount

- The County will cover 90% or 75% of the cost of the system based on income guidelines.
- The property owner may request a grant of less than the total cost of the project. No changes can be made to the approved grant amount after the grant is executed. The property owner is responsible for all cost overages.
- The maximum grant amount cannot exceed \$12,000 and is limited to not more than the cost of designing and installing a compliant septic system for a single family dwelling SSTS.
- There can be no more than one SSTS grant/loan per parcel.
- Applicant will be limited to one SSTS grant/loan in their lifetime.

Fees

- There is a non-refundable septic application fee of \$150 that will be added to the total project cost.
- Applicant will pay the 10% or 25% match of total project cost before grant executed.
- If applicable all recording fees will be added to the cost of the grant.

*Note: All work must be performed by an appropriately licensed contractor.

Eligible Costs

Costs identified as eligible costs are ineligible if the related project activities are started before the grant is approved by the Environmental Services Department and recorded by Taxpayer Services.

- Complete construction of an SSTS for an existing residential structure.
- Electrical and Plumbing directly related and necessary for the system.
- County SSTS permit fee.
- Replacement of tanks and/or drainfield repairs that will bring an existing system into compliance.
- Seeding the SSTS installation area to the extent required by Minnesota Rules, Chapter 7080.
- All Recording fees.

Ineligible Costs

Ineligible costs include any costs that are not directly related to SSTS installation activities. In addition, the following are ineligible for financial assistance:

- Installation of SSTS before grant is approved and legally recorded.
- Holding Tanks
- Non-Residential Properties or Land acquisition and easement costs for construction of a SSTS.
- Landscaping, seeding, sod and other landscape restoration costs not required by Minnesota Rules, Chapter 7080.
- In-Kind Labor or expenses

I hereby apply for a SSTS Fix-Up Fund Grant, and I acknowledge that all info provided for application review, including required estimates and tax information, is complete and accurate; that if application is approved the work will be in conformance with all applicable Zoning Ordinances; that I understand this is not a guarantee for grant approval, but only an application for a grant, and work is not to start without an approved permit; and the work will be in accordance with the approved plan. I also understand that by submitting this application, I am consenting to allow the Administrator (or Zoning employees) to inspect and verify that all information in the application is complete; and to conduct inspections before, during and after construction for compliance with the grant, permit, and the Zoning Ordinance.

I further acknowledge that any work done prior to grant approval will not be eligible for reimbursement and may be subject to increased permit fees and penalties.

APPLICANT'S SIGNATURE _____ **DATE** _____

FOR POLK COUNTY USE ONLY

Property located in:

Floodplain - yes ___ no ___ Note: _____

Wetland - yes ___ no ___ Note: _____

Shoreland - yes ___ no ___ Note: _____

Date Application Sent: _____ By _____ Date Application Recv'd: _____

Income Guidelines met and verified – Yes ___ No ___ Market Value Requirement met – Yes ___ No ___

Completed all Required Paperwork – Yes ___ No ___

Grant Approved – Yes ___ No ___ Reason: _____

Winning bid Amount: _____ Bid awarded to: _____

P & Z Administrator Approval: _____ **Date** _____

Polk County Zoning NOTES:



SSTS FIX-UP GRANT BID FORM

Polk County Environmental Services
 PO Box 375 • Crookston, MN 56716
 218-281-5700 • 800-482-6804 • Fax 218-281-6471

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE

APPLICANT INFORMATION:

Applicant Name _____

Last First

SITE Address _____

City _____ State _____ Zip Code _____

Daytime Phone # _____ Alternate Phone # _____

Designer/Installer Name: _____ License #: _____

COST ESTIMATE:

Do you believe the current septic system is failing to meet State requirements? Yes No

Nearest surface water (circle) lake / river / stream / ditch / wetland / floodplain / none

Distance to above surface water in feet: _____

What is being fixed? (circle) Immanent Public Health Threat / System Fails to meet State Code Requirements

Will existing tank be used for new system: _____ Yes _____ No

What type of drainfield will be installed? (circle) Mound / At-grade / Pressure Bed / Rock Trench / Chambers

System Size: _____ GPD Tank: Cost: \$ _____ Size: _____ Gal Effluent Filter: _____ Yes _____ No

Size of Drainfield: _____ SQ. FT Pump Brand: _____ Pump size: _____ HP

Amount of Clean Rock: _____ Cu. Yds. Depth of Rock _____ inches (If needed)

Amount of Clean Sand: _____ Cu. Yds. Depth of Sand _____ inches (If needed)

Amount of Pipe Needed: (House to Tank) _____ FT (Tank to Drainfield) _____ FT

Who is responsible for electrical? Homeowner / Contractor

Cost Breakdown: Design Cost \$ _____ Materials \$ _____ Labor \$ _____

Total Cost \$ _____

Contractors Signature & License Number

