

CDBG Jefferson County Septic Cost Share Grant

PROGRAM GUIDELINES

The goal of this program is to reduce the health risk of living without safe sanitation; the stabilization of persons in their existing housing; and the relief of the financial, mental, and emotional stress associated with enforcement proceedings for low to moderate income people in Jefferson county.

ELIGIBILITY

Families and property owners with low to moderate income, below 80% of median area income.

Property owners throughout the county, it is not dependent on location.

Property owners who can demonstrate that their existing system is failing or in need of major repair with an O&M report or professional evaluation; or that they have no sanitation via some other means.

Homes that are the primary residence and are owner-occupied.

Property owners residing in non-permitted dwellings and where existing septic systems are unpermitted are allowed.

REASONS THAT A PROJECT COULD BE INELIGIBLE

This program is only for repairs that cost in excess of \$5,000.

Persons with a conflict of interest, ie. those who work at Jefferson County in the program managing the grant or for a septic professional engaged in the design or installation of said project will not be eligible.

Persons and Households who have an annual income above 80% of area media income will not be eligible.

Properties that are currently listed for sale are not eligible.

Properties with past due property taxes and/or assessments are not eligible.

PRIORITIES

Who will be prioritized in the applicant group:

People who are without access to any sanitation currently will receive priority.

EXCEPTIONS

Waiver to fund more than cap when applicant needs additional funding to complete the project.

PROGRAM DATES AND APPLICATIONS ROUNDS/CYCLES

This program will accept applications starting on January 16, 2023 and continuously until all funds have been expended. The funding will expire on January 31, 2026.

MAXIMUM GRANT AMOUNTS AVAILABLE

The maximum grant amount is \$35,000. Funds will be awarded on a Cost Sharing basis according to the table below to be updated annually based on CDBG posted Income Limits Chart based on county.

COST SHARE AVAILABLE BASED ON SIZE OF HOUSEHOLD AND INCOME			
Jefferson County can contribute up to this amount for design and installation of the septic system.	Up to \$35,000	Up to \$30,000	Up to \$20,000
Number of persons in household	Annual Income		
1	27,900	36,250.00	44,600.00
2	31,850	41,425.00	51,000.00
3	35,850	46,600.00	57,350.00
4	39,800	51,750.00	63,700.00
5	43,000	55,900.00	68,800.00
6	46,200	60,050.00	73,900.00

LIST OF ELIGIBLE PROPERTY IMPROVEMENTS

Design and Installation costs of a permitted septic system or repair to an existing system.

Connection to sewer infrastructure where available.

Grey Water Systems and composting toilets if permitted.

Plumbing associated with connecting the home to the septic system; any plumbing condition that is part of conditions of approval for the permit associated directly with the septic system.

Decommissioning of a septic system where required by the local health jurisdiction.

Site Development Review, soil analysis, and county permits: Cannot be covered by the grant

MARKETING OUTREACH FOR THE PROGRAM AND CONTRACTORS

Posters

Direct communication

Media: Social media, PUD mailer, Port Mailer, newspapers, County website

Direct mail: to folks with priority failures or enforcement cases.

Communication with septic contractors

Contact with social service organizations

APPLICATION PROCESS

Individual reaches out and has questions about the program answered, conversation about eligibility determines that an application is worth the time. Application is provided in any form necessary (paper, electronic, completed by support person for the owner)

Financial review; Completed by Jefferson County staff

Confirmation of ownership; Completed by Jefferson County staff based on Tax Assessor records.

Confirmation that septic system is currently failing based on O&M report and inspection.

PROCESS FOR NOTIFYING HOMEOWNERS ABOUT AWARDS/ REJECTION, INCLUDING GRIEVANCE PROCEDURES

Owners will receive a telephone call ASAP once application has been received with a timeline for the financial and eligibility review and then will be contacted using their preferred method once it has been completed.

A paper letter will be mailed to the owner regarding award or rejection.

An Agreement between the owner and the county is signed once funding has been confirmed for the entire project.

Grievances between property owner and the county will be resolved using the Grievance Procedure adopted by the Jefferson County Board of Commissioners on May 29, 2012.

1. Submit complaints in writing to the County Administrator for resolution. A record of the complaints and action taken will be maintained. A decision by the County Administrator will be rendered within 15 working days;
2. If the complaint cannot be resolved by the County Administrator to the satisfaction of the requestor; then the complaint will be heard and discussed by the governing, elected body at an open public meeting. A written decision will be made within 30 working days. The decision of the governing body is final;
3. A record of action taken on each complaint will be maintained as part of the records or minutes at each level of the grievance process.

PROCESS FOR MAINTAINING APPLICANT, BENEFICIARY AND REHAB RECORDS AS CONFIDENTIAL

Jefferson County adheres strictly to a records retention program mandated by the state. Records with sensitive information will be kept locked.

ENVIRONMENTAL REVIEW PROCESS

Jefferson County staff will complete this step for the program.

Cultural Resource Review can take up to 30 days to complete.

IDENTIFY THE GRANTEE'S AND PROPERTY OWNERS ROLE IN CONTRACTING

The property owner signs all contracts with the vendors. The county staff can act as project manager for the owner if requested. Refer to the Agreement between the County and Owner regarding responsibilities.

REHABILITATION STANDARDS AND INSPECTIONS

The standard for a septic system installation is very clearly articulated by the Jefferson County civil code and organized by a permitting and inspection process set by specialists within the county environmental health department. The requirement to have an approved design and a finalized permit post installation should provide ample standard and confidence in the installed septic system.

CONTRACT BIDDING AND CONSTRUCTION MONITORING REQUIREMENTS

These projects will all be under the \$50,000 threshold set by CDBG requiring an RFP process. Three qualified bids will be required for each and every step in the process, design and installation. Efforts will be made to seek proposals from certified minority or women owned enterprise. Contractor eligibility will be verified using SAM.gov

GRIEVANCE PROCEDURES BETWEEN HOMEOWNER AND CONTRACTOR

Explained in detail in Agreement between owner and county.

LEAD-BASED PAINT NOTIFICATION, MITIGATION AND CLARING PROCEDURES FOR PRE-1978 HOUSING

Not applicable.

OWNER TEMPORARY ASSISTANCE

In the case where it is needed a temporary restroom can be provided before the new septic system is installed.

DEED OF TRUST RECORDING

A Deed of Trust will be used to secure the intention of the recipient to use the property as their personal housing for at the least five years. Reducing the potential for someone to receive the grant and then sell their property for a profit and repeat. This would be an acknowledgement that if they sell the property for a profit before 5 years has passed they will be responsible to reimburse the county for the amount of the grant that they received. Funds that are returned to the county will be placed back into the Cost Share program.