

# Dodge County SSTS Grant Fund Program Application

Dodge 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 Dodge County that are not serviced by a municipal waste treatment facility.
- Property must be homesteaded.
- Have a failing septic system with a Certificate of Noncompliance on file with Dodge 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 Dodge County with the information requested and required in order for the application to be reviewed for eligibility.

	1 Person	2 Persons	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Grant Guidelines</b>	<b>\$62,450</b>	<b>\$71,400</b>	<b>\$80,300</b>	<b>\$89,200</b>	<b>\$96,350</b>	<b>\$103,500</b>	<b>\$110,650</b>	<b>\$117,750</b>

*(To determine eligibility look at # 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 Dodge 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 Dodge 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 re-placing of a home onto the property.
- Information provided to the Department must be true and complete.

### **How does the process work?**

- Interested homeowners submit a complete SSTS Grant Fund Application to Dodge County Environmental Services Department.

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- 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 Dodge 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
- Dodge County will release the funds once work is complete and a Certificate of Compliance has been issued.

Dodge County Environmental Services 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:

- 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 Dodge 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.

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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 years Tax Return
	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:

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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 drainfield been started?  Yes  No

## Number of:

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Persons in household: \_\_\_\_\_

Persons/Children under the age of 18: \_\_\_\_\_ Persons 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 Dodge 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.
- Certificate of Noncompliance
- Copy of photo ID for all applicants applying for grant

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

## For Office Use Only:

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_ 1<sup>st</sup> review: \_\_\_\_\_ 2<sup>nd</sup> review: \_\_\_\_\_

# **Dodge County SSTS Grant Fund Program Application**