

Oklahoma On-site Wastewater Treatment System Remediation Project

APPLICANT CHECKLIST

For more information about the program, contact Jeri Fleming at jeri.fleming@grda.com or 918-944-6180.

The septic system must be located within Zone 2, the land within one thousand three hundred twenty feet (1320') of the highest normal pool elevation established for a reservoir or within one thousand three hundred twenty feet (1320') of a stream bed, as defined by Oklahoma Administrative Code (OAC) 252:641 – Individual and Small Public On-Site Sewage Treatment Systems. - Zone 2 shall be confirmed by the Program staff.

- Do NOT replace the failed system until you have received your approval letter. Doing so may disqualify you from receiving any funds.
- Have your system inspected by the Department of Environmental Quality Environmental Specialist(s) (DEQ ES) or a Certified Installer to determine if it is failing.
- A soil profile description shall be performed at the proposed site by a Certified Soil Profiler or DEQ ES. (Unless tank replacement only.) Sites may qualify for fee-waived soil profile description from ODEQ.
- Submit complete application to your local County Conservation District or email to Jeri Fleming at jeri.fleming@grda.com.
 - a) Two-page Application form (filled out completely, signed, and dated by homeowner);
 - b) On-site Observation form (filled out, signed, and dated by DEQ ES or Certified Installer);
 - c) Proof of ownership of property (copy of property (real estate) tax receipt and Deed);
 - d) Terms of Agreement (signed and dated by homeowner);
 - e) Proof of income (recent Fed Tax Return, or SSI or SSDI letter from Medicare, or other agreed upon proof of income); and
 - f) Two (2) separate, itemized bids from licensed installers.
- Program staff will review applications and make determinations of approval. By participating in and qualifying for this program, and depending on your household income, you may be eligible to receive financial assistance not to exceed \$15,000 for repair or replacement of a failing system. (so long as funding is available)
- Annual taxable Income limits:
 - a) Less than \$50,000 100% grant
 - b) \$50,001 - \$65,000 75% grant
 - c) \$64,001 - \$80,000 50% grant
 - d) \$80,000 - \$150,000 25% grant
- If your application is approved by the Program staff, you decide which qualified licensed installer you will use. They will provide a proposed system design (i.e., scaled drawing of the system repair or new installation and a description of the system). Proposed system shall be submitted to ODEQ for review and approval before installation begins.
- Obtain an Authorization to Construct an On-site Sewage Treatment System (ATC) and meet all requirements of the State and Local regulatory agency.
- If awarded, Complete repair or installation of the On-site Sewage Treatment System per the approved proposal and submit DEQ Form 576AS to ODEQ. Construction must be completed within three months of approval unless an extension is granted from Program staff.
- Submit the following documents to Program staff for reimbursement. The Program will not prepay for any work. All work must be completed and paid for before reimbursement is initiated.
 - a) The homeowner or installer will obtain photos of the project in progress and completed.

- b) A final (total) construction paid invoice signed and dated as completed by installer and homeowner.
- c) Provide signed Maintenance Agreement (if advanced treatment system is installed).
- d) DEQ or certified installer signed final inspection.
- e) Completed IRS Form W9.

Definitions:

- "New installation" means the installation of a new on-site sewage treatment system. This includes the replacement of an existing lagoon, aerobic treatment unit and/or dispersal field, even when the existing septic tank is not replaced.
- "Repair" means the repair of any part of an existing on-site sewage treatment system or the replacement of any part of an existing on-site sewage treatment system as long as the replacement part is placed in the exact same location that the original part had been located. Repair does not include the excavation and replacement of a subsurface absorption trench.
- "Soil Profile Description" means the identification and characterization of soil at a specific site.
- "Zone 2" the land within one thousand three hundred twenty feet (1320') of the highest normal pool elevation established for a reservoir or within one thousand three hundred twenty feet (1320') of a stream bed.

Grant Explanations & Requirements:

REPAIR: Generally, repairs mean correcting any component (septic tanks, lift stations, low pressure dosing tanks, flow equalization tanks, aerobic treatment units and lagoons) that is not properly functioning and ensures no untreated discharge is surfacing, pooling, flowing across the ground or discharging to a surface water. Repairs also include leaking or overflowing components (septic tanks, lift stations, low pressure dosing tanks, flow equalization tanks, aerobic treatment units and lagoons). Improper security measures are not eligible for this program unless it is part of the replacement plan or affects water quality.

REPLACEMENT: Means closing or discontinuing use of a system that cannot be repaired, the drain field is within 200 feet of a waterbody, or the current system impairs water quality as identified by ODEQ, and installing a new ODEQ-approved system that will move the drain field or spray area more than 200 feet from a waterbody, or improve water quality.

HOMEOWNER ELIGIBILITY: The home must be located within the state of Oklahoma, be located within Zone 2, must have an approved soil profile description showing the allowed dispersal options/system types available for replacement/installation or repair of the existing on-site system.

SOIL PROFILE DESCRIPTION: ODEQ will waive its normal fee for performing a soil profile description for applicants upon certain conditions. To determine eligibility for the free soil profile description, contact ODEQ:

- Kambridge Stephens, State Onsite Wastewater Program Manager (405) 702-6154;
kambridge.stephens@deq.ok.gov.

TAX LIABILITY: Neither the Oklahoma Conservation Commission (OCC), the local county conservation district, the Grand River Dam Authority, or the contractor are responsible for any tax liability which may be imposed on the participant as a result of payment of costs on their behalf.

CONTRACTOR ELIGIBILITY: Contractors must be an ODEQ Certified Installer and be bonded and insured. To find a certified installer visit [Active Certified Installers](#).

DISCLAIMER/NO LIABILITY: The applicant assumes the risk of any loss or damage in connection with installation.

ENDORSEMENT: OCC does not endorse any particular manufacturer, contractor or product.