

# Oklahoma On-site Wastewater Treatment System Remediation Project

## APPLICANT CHECKLIST

*For more information about the program, contact Jeri Fleming at [jeri.fleming@grda.com](mailto: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](mailto: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](mailto: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.

# OKLAHOMA ONSITE SYSTEM REMEDIATION PROJECT

## Owner Participation Application

Please read the entire application before filling out any information.

The goal of this program is to improve and protect water quality while assisting Oklahoma residents in remediating their failing onsite septic systems. If you qualify and depending on your income level, you could receive up to \$15,000 for repair or replacement of a failing septic system (contingent upon funding) in this program.

The homeowner will be responsible for:

- Hiring a Certified Installer.
- Meeting all program requirements.
- Providing a copy of all required paperwork including, but not limited to, paid invoice(s) for the service completed to Program staff to request reimbursement.
- Ensuring the system is maintained properly for the design life of the system.
- Supply documents needed to establish ownership of property (property tax receipts) and household proof of income (e.g., tax return, SSI/SSD letter, proof of eligibility for food stamps, or temporary assistance for needy families).

OCC or its program partners will not be held responsible for any warranties or failures of the system including, but not limited to, design, installation, and/or maintenance. Your participation in this project will help improve the water quality of your region. Applicants must fill out the application form entirely. Applications will be processed in the order they are received and must be approved by OCC. Approval is subject to available funds and other project requirements. Return completed applications to: Jeri Fleming at [jeri.fleming@grda.com](mailto:jeri.fleming@grda.com) Attn: Oklahoma Onsite System Remediation Project or your local conservation district office.

Program staff will review your application to determine if you meet minimum eligibility requirements (e.g., you must own the property, your current system must be failing, etc.). Once your eligibility has been established, you will be contacted. Do NOT replace your failed septic system before your application is approved by Program staff! Successful applications will be judged assessed based on several criteria, including:

- Location (Zone 2 Protected watershed in Oklahoma)
- Income Eligibility
- Completion of all requirements of the project

By submitting an application, the applicant is under no obligation to participate in the project. Approval of an application alone does not guarantee reimbursement. Applicants must complete ALL requirements before receiving reimbursement.

# OKLAHOMA ONSITE SYSTEM REMEDIATION PROJECT

## *Application Form*

Owner Name:

Property Address:

Mailing Address (if different):

Telephone Number: Cell:

Work:

Email Address:

Local Conservation District (if known):

Is this your full time, permanent residence?

Number of years at home:

To prove ownership, please attach a copy of your latest property tax receipt.

Current System Type used at your site:

Year Installed:

Type of Tank:

Size of tank:

Type of lateral field:

Type of new system being installed:

**Amount of funding requested: \$**

Please attach pictures, sketches, or maps showing the location of the system and pertinent devices (e.g., septic tanks, laterals).

When was the last time you had your septic tank pumped? What other maintenance has been performed on your system in the past 5 years?

Describe the extent of failure. Be specific. Please include photos if available (May be submitted electronically

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Applicant Signature

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Date

Upon receipt of your application, program staff will contact you.

Thank you for your interest in the Onsite System Remediation Project.

# Terms of Agreement Oklahoma On-site System Remediation Project

## Oklahoma Conservation Commission (OCC)

**Purpose:** To focus on the identification and remediation of on-site sewage treatment system failure within Zone 2 Protected watersheds in Oklahoma and to improve and protect water quality.

**I. Oklahoma Conversation Commission (hereafter referred to as OCC) agrees to:**

1. Present property owner with basic information concerning residential onsite wastewater treatment systems (OWTS).
2. Reimburse approved property owners a percentage of the cost of the system, based upon household income, not to exceed \$15,000 total reimbursement, upon replacement or repair of a failed OWTS in the Zone 2 Protected watershed in Oklahoma and upon receipt of all required documentation.
3. OCC reserves the right to terminate any project at any time if the property owner is not meeting obligations or terms of contract connected with this project.

**II. The property owner Agrees to:**

1. Obtain permits and meet all requirements of the local regulatory agency.
2. Hire a DEQ Certified Installer for replacement and/or repair of the OWTS.
3. Contact DEQ for a soil profile (DEQ may provide the service for free if qualified).
4. Submit plans and/or designs of the replacement OWTS to DEQ for approval before installation begins.
5. Complete installation and/or repair of the OWTS according to approved plans and by agreed upon date.
6. Provide OCC with proof of inspection and approval of system plans by the DEQ.
7. Present copies of all required paperwork including invoice(s) (receipt) for system installation costs.
8. Provide a signed Maintenance Agreement for the system (if an advanced system is installed).
9. Supply documents needed to establish ownership of property and income requirements (e.g., property tax receipts and income tax returns (or other income verification documentation.)

Oklahoma Conservation Commission

Property owner

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

***The Oklahoma Conservation Commission or its program partners will not be held responsible for any warranties or failures of the system including but not limited to design, installation and/or maintenance.***