

**CLERMONT COUNTY SEPTIC SYSTEM
REHABILITATION FINANCING PROGRAM PLAN**

I. PURPOSE

The Septic System Rehabilitation Financing Program (SSRFP) aims to protect public health, prevent the spread of communicable diseases, and prevent water quality degradation while maintaining and improving the water quality in the streams and lakes of Clermont County. This purpose is fulfilled by providing grants to low-income households throughout Clermont County to repair or replace the failing septic system or connection to the sanitary sewer.

II. ELIGIBILITY

- a. The SSRFP will apply to all areas of Clermont County. Eligibility requirements include:
 - i. Only owner-occupied, single-family dwellings are eligible for assistance. Rental property, property under land contract, and property classified as commercial are not eligible for assistance. A property held in trust may be eligible for assistance, provided the beneficiary resides at the property and can provide proof of permanent residency.
 - ii. The lifetime assistance limit available to a homeowner shall be equivalent to one septic system replacement or one sewer connection.
 - iii. Funds shall not be made available to any elected official of Clermont County or any township, city, or village therein, any employee, agent, consultant, officer, or elected official or appointed official of Clermont County Public Health or any member of the Board of Health, or any other person or entity which in the discretion of Clermont County Public Health would constitute a conflict of interest due to that person or entity's relationship to Clermont County Public Health. This prohibition shall extend for one year from the last day of active service of any person in any position.
 - iv. The property owner must submit a signed application for assistance.
 - v. The household income of all applicants shall meet the stated requirements for the specific funding source being utilized.
 - vi. The septic system must be malfunctioning.
 - vii. No outstanding fees are owed to Clermont County Public Health.
 - viii. No delinquent property taxes are due.
 - ix. There are no active state tax liens against the homeowner.
- b. The funds can be used for the components and installation costs necessary to repair or replace a malfunctioning or incomplete on-site sewage disposal system or to connect to a public sewer where accessible.
- c. Ineligible uses of the funds include payments to property owners for obtaining required easements, all operation and maintenance costs such as electrical usage, etc., and all other indirect costs as construed by the administering agency.
- d. The value of a system should not exceed 35% of the total value of the land and building, based on the most recent appraisal listed on the Clermont County Auditor's website, unless otherwise approved by the Board of Health.

III. ADMINISTRATIVE ELEMENTS OF THE PLAN

- a. Governance- The Board of Health will be responsible for periodic review of the Septic System Rehabilitation Financing Program Plan. All amendments to the Plan must be reviewed and certified by the Board before becoming effective.
- b. Administration- The staff of Clermont County Public Health will serve as the program administrator. The program administrator will be responsible for the intake of applications, determination of eligibility, preliminary analysis of the public health problems, technical/economic feasibility of eliminating the public health nuisance, program status reports, and other related work. The program administrator will establish a project servicing file to contain the homeowner application, site evaluation, bids received, contracts, payment information, and other documentation pertaining to the project.
- c. Review Procedures- All qualifying applications will be evaluated using the SSRFP Site Evaluation form. If the property has not been inspected in the last 90 days, a site visit will be conducted to assess the severity of the nuisance. Properties scoring 19 or higher will be funded, provided adequate funding is available.

Once all parties have approved a commitment, the program administrator will solicit bids from qualified contractors. Bids will be solicited on the CCPH website for at least 30 days. The lowest qualifying bid will be accepted, and a contract between the CCPH and the contractor will be executed. Any project approved must diligently commence physical construction to ensure it is completed by the contractual end date. Payment will be made by CCPH directly to the contractor per the contract terms.

- d. Funding Sources- Sources of funding for the Septic System Rehabilitation Financing Program will include the following, when available:
 - i. Community Development Block Grant
 - ii. Water Pollution Control Fund – Household Sewage Treatment System Replacement Project
 - iii. Grants and donations from area foundations, corporations, government agencies, and individuals
 - iv. Program income
 - v. Sewage nuisance fines collected
- e. Program Income- All program income earned through the Septic System Rehabilitation Financing Program will be spent following this Plan. Program income spent for administrative expenses related to managing the program will not exceed \$15,000 or 20% of the program income received each calendar year, whichever is less.
- f. State of Authority- All of the above operating rules can be appealed or otherwise changed with the consent of two-thirds of the membership present at a regularly scheduled meeting of the Board of Health.