

**Henry County Community Development**  
Septic Repair Program

**II. SEPTIC TANK REPAIR/OR REPLACEMENT**

**A. REQUIREMENTS TO PARTICIPATE**

Community Development Block Grant (CDBG) funds are spent on projects and activities that primarily assist low and moderate-income persons.

Henry County has allocated funding through its CDBG program to assist homeowners with the repair and/or replacement of a failing septic system. Homeowners that meet the CDBG income requirements can apply to have their septic tank repaired at no cost.

1. To be considered for the Septic Tank Repair Replacement Program, the household income must not exceed the total annual household income shown below, based on the number of persons in the household.

<b>2021 MAXIMUM INCOME CHART</b>	
Household Size	Maximum Income (80% of the Area Median)
1	\$48,300
2	\$55,200
3	\$62,100
4	\$68,950
5	\$74,500
6	\$80,000
7	\$85,500
8	\$91,050

2. The home must be the applicant's primary residence.
3. Property must be located in Henry County, City of McDonough, City of Stockbridge, City of Hampton, or City of Locust Grove
4. Homeowners must have owned and lived in the structure for at least the last year prior to applying for CDBG assistance.
5. The home must be suitable for repairs under the financial constraints of this Program.
6. The mortgage payments must be current; the home cannot be in foreclosure to qualify for the repair program.
7. The current owner must be a legal resident of the United States, Complete a Statement of Legal Residency.
8. Homeowner's income must meet the same criteria as the Housing Rehab Program's income qualifications.
9. Property taxes cannot be delinquent.

**Requirements to participate are the same as the Senior Rehab Home Repair Program, with the exception of the DPH requirement. All federal regulations and stipulations of the Henry County CDBG Home Repair Program/Senior**

**Henry County Community Development**  
Septic Repair Program

**Home Repair Program apply to the Septic Tank Repair/or Replacement Program.**

**B. Affordability Period**

For repairs \$4,999.00 and below, assistance shall be in the form of a grant. A deferred payment, 100% forgivable loan will be utilized for repairs between \$5,000.00- \$25,000.00. There is an affordability period for which the CDBG assisted home must remain occupied by the homeowner as their primary residence. The affordability period is based on the amount of assistance received:

<b>Amount of Assistance</b>	<b>Affordability Period</b>
\$1,000.00- \$4999.00	None
\$5,000-\$15,000	Five years
\$15,001-\$39,900	Ten Years
\$40,000 and greater	**Fifteen Years

Once the affordability period has been satisfied, the loan shall be forgiven provided the homeowner(s) fulfilled the following:

- The assisted home shall be occupied by the homeowner(s) as the primary residence;
- The Homeowner(s) shall not sell the property;
- There shall not be a transfer of title;
- The property shall not be rented;
- In the event of the homeowner(s) demise, other household members may continue to reside in the property as their primary residence.

**III. HOMEOWNER APPLICATION FOR SITE REVIEW WITH THE GEORGIA DEPARTMENT OF PUBLIC HEALTH (DPH)**

*\*\*Application with DPH may not be required of all applicants. Assistance is provided for pumping and inspection before applying with DPH.*

1. Complete an Application for Repair at the Henry County Department of Health. There is a \$25.00 application charge, made payable to:

**Henry County Environmental Health**  
135 Henry Parkway  
McDonough, GA 30253  
Ph: 770.288.6190  
Fax: 770.954.2967

2. DPH will visit the property and evaluate the onsite sewage system.

**Henry County Community Development**  
Septic Repair Program

3. A Level 3 or a level 4 Soil Report will be required. Determination is made after DPH's inspection of the property.
4. An Engineer design may be necessary
5. The County will assist the homeowner with procuring a certified septic tank installer, Engineer or Soil Scientist.
6. The Henry County Department of Health and the Community Development Department will maintain a list of certified septic tank installers, approved Soil Scientist and Soil Engineers.

**IV. THE SEPTIC TANK REPAIR/ OR REPLACE PROCESS**

**STEP 1: CDBG GRANT APPLICATION FOR SEPTIC REPAIR**

The homeowner completes the CDBG application for assistance with the Henry County Community Development Department.

**STEP 2: ELIGIBLE PROPERTY REVIEW**

1. Feasibility Test
2. Environmental review

**STEP 3: DOCUMENTATION VERIFICATION AND TITLE SEARCH**

1. All information will be reviewed for completeness and income qualification.
2. Should additional information or clarification be needed, the homeowner will be contacted immediately to provide same.
3. Once all documentation is completed; staff will contact the homeowner by phone if approved and by mail, if denied.

**STEP 4: INSPECTION AND WORK WRITE UP**

1. Homeowner applies for site review with DPH
2. Rehab Advisor prepares work write-up and RFQ for certified septic tank installer, Soil Scientist, or Engineer.
3. Homeowner reviews and signs off on work write-up

**STEP 5: BID PROCESS**

1. Rehab Advisor sends Bid Request to at least three (3) certified septic tank installers.
2. Rehab Advisor will send out Bid Request to Soil Scientist and Engineers as needed.

**Henry County Community Development**  
Septic Repair Program

**STEP 6: GRANT AND CONTRACT SIGNING**

1. The Rehab Advisor will meet with the homeowner and the septic tank installer, Soil Scientist, or Engineer to sign the contract between the homeowner and the contractor.
2. The CDBG grant agreement is an attorney produced document. The agreement will attach a lien to the property with an affordability period based on the amount of assistance received.

**STEP 7: WORK REPAIR PHASE**

1. Work can begin when DPH permits the Septic tank repair or installation.
2. The Community Development Department is to receive copies of permits before work commences.
3. A pre-construction conference will be between the Rehab Advisor, contractor, and homeowner before the start of the work.

**STEP 8: WORK COMPLETION AND ACCEPTANCE**

Final Inspections: When the job is complete, and all required inspections by the City, County or DPH are complete, the Rehab Advisor will conduct a final inspection. You should be reasonably satisfied with the completed work before signing the final payment request. If at any time you are not satisfied with the contractor's work performance you should notify the Rehab Advisor as soon as possible. Final documents are to be turned in by contractor to the Henry County Community Development Rehab Advisor.

Completion of work is defined as; the date in which the work has received a final inspection, it has been determined to be satisfactorily completed and signed off by the homeowner as to their satisfaction of the quality of work performed.

The Contractor will not receive payment until DPH performs a final inspection and approves the repairs.

**STEP 9: FINAL DOCUMENTS**

At the end of the job, the homeowner will be asked to complete a survey form about how we did, how the contractor did, and any thoughts or ideas you have about the program.

**Henry County Community Development**  
Septic Repair Program

**SEPTIC MAINTENANCE ACKNOWLEDGMENT**

The Homeowner should expect that the excavated soil will settle after installation of the tank and/or septic lines. The County nor the Contractor is responsible for soil settling or the final grade of the yard. Landscaping and final grading will be the homeowner's responsibility. The County nor the Contractor warranties grass to grow or soil settling. The Homeowner should expect to landscape after the work is complete.

Maintenance such as pumping the tank, filter cleaning and grading the soil is the homeowner's responsibility after the tank, and septic lines have been installed.

I acknowledge that I am responsible for maintenance, which includes, but is not limited to pump the tank, filter cleaning, and landscaping.

\_\_\_\_\_

Homeowner

\_\_\_\_\_

Date