

Household Sewage Treatment System Repair/Replacement Grant Flow Chart (PY 2025)

Please review the following steps to help guide you through the Household Sewage Treatment Repair/Replacement (HSTS) Grant.

1. Homeowner completes the required HSTS Application, Income Verification Form and submit copies of all required income paperwork for all working individuals in the home. Please note: Only an original application can be accepted, please mail or drop off all required paperwork.
2. The HSTS grant team will review all paperwork.
3. The HSTS grant team will review paperwork for income eligibility.
 - a. If you do not meet the income eligibility, you will receive a letter stating you are not eligible for the grant.
 - b. If you meet the income eligibility, you will move onto the next step.
4. A Sanitarian from this department will contact you to conduct a site evaluation for your septic system. This is a \$75.00 fee, which is not refundable or reimbursable by the HSTS grant. Grant eligibility states: the local health department must evaluate the HSTS and document whether it meets the criteria for system failure established in the Ohio Revised Code, Ohio Administrative Code, and by the Ohio Department of Health.
 - a. Homeowner must mark all underground utilities prior to the site evaluation. If the underground utilities are not marked, your site evaluation will not be conducted. This could delay your application into the grant program.
5. If your system is failing according to code standards, the Health Department will issue a certification of failure. A copy of this letter will be mailed to you for your records. Please note, once a record of the HSTS failure is issued the system must be repaired or replaced per the Ohio Administrative Code and Ohio Revised Code.
 - a. If your HSTS is failing, you meet the requirements of the grant. You will move onto the next step.
 - b. If your HSTS is not failing, you do not meet the requirements of the grant, and a letter will be mailed to you.
6. A letter stating you have been approved for enrollment into the grant will be mailed. This letter will state your award percentage which is based on your income. (See Income Eligibility Chart)
7. Homeowner will be contacted to attend a meeting at the Health Department during normal business hours. Homeowners will go over the grant requirements and the homeowner contract. Homeowner must agree to all grant requirements. Once homeowner agrees, they will be forwarded to the soil evaluation step.
8. You will be placed in a group bid for soil evaluation and system design. Once the bidding is completed and a contract is approved, you will be notified in writing.
9. The awarded Soil Evaluation and Design Company will contact you to conduct a soil evaluation. Homeowners are required to be onsite when the Soil Evaluation and Design Company conduct their survey.
10. Soil evaluation and designs are submitted to the Health Department by the contractor.
11. Health Department will review the submitted design paperwork and approve or disapprove the designed system.
 - a. Homeowners will receive a copy of the paperwork by the Soil Evaluation and Design Company.
 - b. Homeowners will receive a copy of the HSTS design approval letter.

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12. Homeowners will receive an invoice for their part of the cost of the soil evaluation and design phase of the HSTS grant based upon income eligibility.
 - a. Homeowners are required to make this payment within 10 days of receipt.
13. Homeowners will be contacted for a HSTS grant meeting at the Health Department to sign required applications and to review the approved design of the septic system. Homeowner will be required to review approved design of the septic system at this meeting.
 - a. Homeowners will not be permitted to move onto the next step until all monies due have been paid and have attended the homeowner meeting.
14. Property will be placed in the bidding process for installation of your approved HSTS.
 - a. Contractors will contact homeowners to look at the property and plumbing inside the home. Homeowners are required to make contact immediately with any contractor bidding on the job. Contractors are not able to bid on the installation contract without viewing the property and plumbing.
 - b. Once the installation bid contract is awarded to a contractor, homeowners will be notified in writing.
15. Homeowners will receive a letter stating which contractor was awarded the installation bid. This letter will also contain an invoice for the amount of the installation phase of the HSTS grant based upon income eligibility.
 - a. Homeowners are required to make this payment within 10 days of receipt.
 - b. Once payment is received, the awarded installation contractor will be notified.
 - c. If a change order is needed due to extra expenses or reduced cost, homeowners will receive an invoice.
16. Homeowners will be contacted by the awarded installation contractor for install dates.
 - a. Homeowners are responsible to have their properties ready for installation of the HSTS.
17. Once installation is complete, a Sanitarian will conduct an inspection(s).
18. Homeowners will receive a copy of the approval letter stating the installation of the HSTS is completed and has passed inspection.
19. Homeowners are responsible for proper operation and maintenance of their household sewage treatment system per the Ohio Administrative and Ohio Revised codes, along with the Operation and Maintenance (O&M) permit issued by this department which has a fee of \$200.00 for a 5 year permit.

Updated March 18, 2025

