

# ONSITE SYSTEM REMEDIATION PROJECT

Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)

## Owner Participation Application

### **Please read the entire application before filling out any information.**

The goal of this project is to improve and protect water quality while assisting area residents in remediating their failing onsite septic systems. By participating in and qualifying for all necessary requirements in this program you may be eligible to receive a fifty percent (50%), but not to exceed \$10,000, grant/loan reimbursement for repair or replacement of a failing septic system (as long as funding is available) in this project/program. Special consideration for up to ninety percent (90%), but not to exceed \$10,000 total reimbursement, will be made for low income applicants at or below 150% of the 2011 Poverty Guidelines as published in the 2011 Federal Register. The homeowner will be responsible for:

- Hiring a qualified licensed installer and soil scientist (may be hired by installer).
- Meeting all regulatory requirements
- Providing a copy of all required paperwork including paid invoice for the service completed to OWW **before** requesting reimbursement.
- Agree to provide qualified operation and maintenance of the system during the project period (for advanced systems), by contracting with a qualified maintenance provider to handle these responsibilities. Maintenance is crucial to the proper functioning and the longevity of the onsite wastewater system. **It is the intent of this project that the systems put in place during this project are maintained in perpetuity.**
- Allow a deed of trust to be placed on the property to secure the loan portion of the reimbursement award.
- Supply documents needed to establish ownership of property, and proof of identity. (Such as property tax receipts and valid driver's license), and income requirements if requesting low income assistance. (Such as tax return or proof of eligibility for food stamps or temporary assistance for needy families)

**OWW 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. For example, a study funded by the Missouri Department of Natural Resources in 2001 uncovered evidence of discharges of septic tank effluent into Table Rock Lake. Further, EPA in a water quality report to Congress stated, "improperly constructed and poorly maintained septic systems are believed to cause substantial and widespread nutrient and microbial contamination to ground water." As area resident owners, OWW believes that all residents are responsible for keeping our water resources, which are so vital to the economic viability of this region, as clean as possible.

**Applicants must fill out the application form entirely.** Applications will be processed in the order they are received and must be approved by OWW. Approval is subject to available funds and other project requirements. Return completed applications to: Ozarks Water Watch, P.O. Box 636, Kimberling City, MO 65686, Attn: Onsite System Remediation Project

OWW 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.

Successful applications will be judged based on several criteria, including:

- Location (within Upper White River Basin watershed in Missouri)
- Completion of all requirements of the project
- Obtaining a paid invoice for the installation services provided for reimbursement purposes. No part of the permitting fees, if required, shall be reimbursed for or used as match in this project.

The project will be financed through the Clean Water State Revolving Fund, established by the sale of Missouri Water Pollution Control bonds and federal Capitalization Grants to Missouri. By submitting an application, the applicant is under no obligation to participate in the project. Approval of an application alone does not guarantee reimbursement. Applicant must complete ALL requirements before receiving reimbursement.

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## Application Form

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address: \_\_\_\_\_

Yrs at this location: \_\_\_\_\_ Occupied \_\_\_\_\_ months per year.

To secure the loan portion of this award, do you agree to allow a deed of trust to be placed on your property? \_\_\_Yes \_\_\_No

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

### ***Description of Current System Components***

Describe the current system used at your site. Year Installed \_\_\_\_\_ Type of system \_\_\_\_\_

Size of tank: \_\_\_\_\_ Circle one: Concrete Metal Other \_\_\_\_\_

Type of lateral field: Convention Gravity Leach Field Low Pressure Pipe Drip Irrigation Other \_\_\_\_\_

(If it is unknown, simply write "unknown".)

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 been performed on your system in the past 5 years?

***Description of failure***

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

Describe your property (location of property; township, range, section etc..., acreage or lot size, soil conditions, elevation if known, slope of land around any inhabited buildings, proximity to neighbors). Location of water sources (lake, streams, drinking water wells, etc.)

Upon receipt of your application, a representative from OWW will contact you. Thank you for your interest in the Onsite System Remediation Project.

2 Kissee Avenue P.O. Box 636 Kimberling City, MO 65686  
Email: [contact@ozarkswaterwatch.org](mailto:contact@ozarkswaterwatch.org) Phone: (417) 739-5001 Fax: (417) 739-9889

# ONSITE SYSTEM REMEDIATION PROJECT

Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)

## Onsite Observation

Date of Observation: _____	Owners Name: _____
Regulator's Name: _____	Site Address: _____
County: _____	Owners Phone: _____

Type of Facility:     Residence                       Single family                       Multi-family

Number of Bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Water supply:    Private well         Shared well         Community water         City water

Contents(check all that apply):  Garbage disposal    Jetted/oversized tub    Water Softener

Type of Onsite Wastewater Treatment System (OWTS):  Conventional     Advance

Approximate Age of septic system: \_\_\_\_\_ years:    Date of repairs: \_\_\_\_\_

Date pumped: \_\_\_\_\_    Septic tank size (gallon): \_\_\_\_\_

1.    **Septic Tank:**

- a. Noticeable odors near the tank:                       Yes                       No
- b. Surfacing of sewage around or near the tank:                       Yes                       No
- c. Watertight tank:     Yes                       No
- d. Aerator tank present:     Yes                       No

2.    **Tank Description:**    Concrete     Fiberglass     Plastic     Metal     Other

3.    **Tank Components:**

- a. Inlet baffle/tees in place:                       Unsure                       NA                       Yes                       No
- b. Outlet baffle/tees in place:                       Unsure                       NA                       Yes                       No
- c. Effluent screen present     Unsure                       NA                       Yes                       No

4. Absorption Field:
- a. General absorption field area can be located:  Yes  No
  - b. Noticeable odors coming from field:  Yes  No
  - c. Surfacing of sewage in the field area:  Yes  No
  - d. Excessive vegetation growth in or near field:  Yes  No
  - e. Signs of past sewage surfacing or discharges:  Yes  No
  - f. Signs of effluent any where on property:  Yes  No
  - g. Signs of effluent flowing on neighbor's property:  Yes  No
5. Absorption Cover:  Warm/cool season grasses  1 to 3 Trees  4 or more Trees
6. Property evaluation:
- a. Lake or Stream: (if yes: Distances)\_\_\_\_\_  Unsure  NA  Yes  No
  - b. Sink Holes: (if yes: Distances)\_\_\_\_\_  Unsure  NA  Yes  No
7. This Onsite Observation has determined that the Onsite Wastewater Treatment System is considered to be failing and in need of repair or replacement and as such would qualify for the Onsite System Remediation Project:  Yes  No

**It is the intent of this project that the systems put in place during this project are maintained by qualified operators in perpetuity.**

Regulator Name \_\_\_\_\_ Representing \_\_\_\_\_

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

**OWW will not be held responsible for any warranties or failures of the system including but not limited to design, installation and/or maintenance.**

**Terms of Agreement Onsite System Remediation Project**  
Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)

**Purpose:** To focus on the identification and remediation of onsite wastewater treatment failure within the Table Rock Lake (in Missouri) watersheds and to improve and protect water quality while enhancing economic development for municipalities, agriculture, and tourism.

**I. Ozarks Water Watch (hereafter referred to as OWW) agrees to:**

1. Present property owner with basic information concerning residential onsite wastewater treatment systems (OWTS).
2. Reimburse approved property owners fifty percent (50%) or approved low income property owners ninety percent (90%) with appropriate percentage of grant and loan not to exceed \$10,000 total reimbursement, upon replacement or retrofit of a failed OWTS in the Upper White River Basin watershed and upon receipt of all required documentation.
3. OWW 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 qualified licensed contractor and soil scientist for replacement and/or retrofit of the OWTS.
3. Submit plans and/or designs of the replacement OWTS to County Health Dept and OWW for approval before installation begins.
4. Complete installation and/or retrofit of the OWTS according to approved plans and by agreed upon date
5. Provide OWW with proof of inspection and approval of system plans by the County Health Department.
6. Present copies of all required paperwork including invoice (receipt) for system installation costs.
7. Provide a signed Maintenance Agreement for the system.
8. Allow OWW to file a deed of trust on the property to secure the loan portion of the reimbursement.
9. Supply documents needed to establish ownership of property, income requirements and proof of identity. (Such as property tax receipts, income tax returns and valid driver's license.)

**Ozarks Water Watch**

**Property owner**

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

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

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

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

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

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

**Ozarks Water Watch will not be held responsible for any warranties or failures of the system including but not limited to design, installation and/or maintenance.**

# Onsite System & Remediation Project

## Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)



Name:	<b>Estimated Bid</b>	Labor	Equipment Use
Address:	\$	\$	\$
City, St., Zip:	Material	Excavation	Old System Removal
Phone:	\$	\$	\$
Contractor:	Site Preparation	Rock Removal	Tank & Pipe
Bid Date:	\$	\$	\$

Quantity	Description	Type & Size	Cost per unit	Total
	Site Clearing		\$	\$
	Removal of debris		\$	\$
	Crushing or fill old tank		\$	\$
	Removal of old lines		\$	\$
	Rock Removal for tank(s) / lines		\$	\$
	Excavation		\$	\$
	Fill material / Back Fill		\$	\$
	Labor		\$	\$
	Tank / Line / Testing		\$	\$
	Lateral lines		\$	\$
	Plumbing		\$	\$
	Electrical parts / materials		\$	\$
	System Installation		\$	\$
	Tank Installation		\$	\$
	Tank(s)		\$	\$
	Pump(s)		\$	\$
	Aerator Tank(s)		\$	\$
	Distribution Box		\$	\$
	Grease Trap(s)		\$	\$
	Landscaping-Reseeding/mulch etc.		\$	\$
	Materials		\$	\$
	Permit(s) or Fee(s)		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Sub Total			\$	
<b>Estimated Total</b>			\$	

Form to be completed by State Registered Onsite Installer - Registration # \_\_\_\_\_

**OWW will not be held responsible for any warranties or failures of the system including but not limited to design, installation and/or maintenance.**

# Onsite Wastewater Treatment System Remediation Project

## APPLICANT CHECKLIST

Must be in the Upper White River Basin in Missouri

Total Grant/Loan is 50% (or 90% if low income) of actual construction cost (not to exceed \$10,000) half is a grant and half is a no interest loan to be paid to Ozarks Water Watch (OWW).

1. System is inspected by Regulator and determined to be failing.
2. Have three (3) separate licensed installers look at the site/system and fill out bid sheet.
3. Decide who you will hire and have them provide plans and/or design of new system.
4. Submit plans and/or designs of the replacement Onsite Wastewater Treatment System (OWTS) to County Health Dept for approval before installation begins.
5. Obtain construction permit and meet all requirements of the local regulatory agency.
6. Submit completed application to OWW
  - a. Onsite Observation form
  - b. Application form
  - c. Proof of identity (valid driver's license)
  - d. Construction permit
  - e. Three Bids (If not accepting the lowest bid, must explain why. Keep it simple.)
  - f. Proof of ownership of property (copy of property tax receipt)
  - g. If applying as low income, provide verification that income is at or below 150% poverty.
    - i. Copy of Income taxes from last year or
    - ii. Letter from social services stating that you qualify for food stamps or TANF
7. If application is approved by OWW and MDNR, hire a qualified licensed contractor and soil scientist for replacement and/or retrofit of the OWTS.
8. Complete installation and/or retrofit of the OWTS according to plans and by agreed upon date.
9. Provide OWW with actual construction invoice.
  - a. Allow OWW to file a deed of trust on the property for the loan portion
  - b. Provide signed Maintenance Agreement

OWW will submit the construction invoice to MDNR and request payment for appropriate portion of the actual construction cost (50% or 90%). Once we receive payment from MDNR we will pay the applicant.

The loan portion of the payment needs to be paid back to OWW in regular monthly payments, as agreed upon between applicant and OWW. Promissory Note and Deed of Trust will be completed before money is paid to recipient.

Terms:

OWW-Ozarks Water Watch

OWTS-Onsite Wastewater Treatment System (i.e. Septic Tank)

MDNR-Missouri Dept of Natural Resources

Installer-Licensed person or company replacing the OWTS

2011 POVERTY GUIDELINES FOR THE  
 48 CONTIGUOUS STATES AND THE  
 DISTRICT OF COLUMBIA

Persons in family Poverty  
 Guideline

**150%**

1 .....	\$10,890	1.....	<b>\$16,335</b>
2 .....	14,710	2.....	<b>\$22,065</b>
3 .....	18,530	3.....	<b>\$27,795</b>
4 .....	22,350	4.....	<b>\$33,255</b>
5 .....	26,170	5.....	<b>\$39,295</b>
6 .....	29,990	6.....	<b>\$44,985</b>
7 .....	33,810	7.....	<b>\$50,715</b>
8 .....	37,630	8.....	<b>\$56,445</b>

For families with more than 8  
 persons, add \$3,820 for each additional  
 person.

For families with more than 8  
 persons, add \$5,730 for each additional  
 person.

# ONSITE SYSTEM REMEDIATION PROJECT

Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)

P.O. Box 636, Kimberling City, MO 65686

Email: [contact@ozarkswaterwatch.org](mailto:contact@ozarkswaterwatch.org) Phone 417-739-5001 Fax 417-739-9889

## Septic Replacement Grant Checklist

1. Application to the grant must be completed by property owner.  
(Copy of most recent property tax receipt required)
  - a. Qualifications include: must be located within the Upper White River Basin watershed in Missouri, must be an existing septic system that is currently not properly functioning (failing), must complete all steps of the grant/loan process including replacing the system with an approved (by the regulatory agency) onsite wastewater treatment system. A deed of trust will be filed on the property to secure the loan portion of the Project.
  - b. Applicants are eligible for special consideration if their income is at or below 150% of the 2011 Poverty Guidelines as published in the Federal Register / Vol. 76, No. 13 / Thursday, January 20, 2011 / Notices. (Tax return or proof of food stamps or TANF)
2. Information on the Project presented to property owner and their overall situation, location and ability to participate in this project is assessed.
3. Property owner (or designated contractor) provides the system design and estimated costs for equipment and installation (using bid sheet provided) to OWW. Three bids are required. If low bidder is not selected, a statement of justification is needed.
4. Installation begins
5. Property owner pays for the initial installation costs. Maintenance contract is prepared and signed by contractor and property owner if applicable (advanced treatment systems)
6. Property owner responsible for all receipts for reimbursement by grant/loan (maximum \$10,000 per system, 50% as grant and 50% as loan)
7. Once installation is complete, Project reimburses the property owner, when all paperwork including receipts have been received by OWW
8. Promissory Note and Deed of Trust is completed and filed for the loan portion.

Setback variances need to be approved by appropriate regulatory agency.

Ozarks Water Watch can offer assistance and advice but the final approval of a site or system plans rest solely with the local regulatory agency and as such, OWW cannot guarantee in advance their approval. To get a site permit in advance, have the installer draw up system plans with advice from OWW, submit an application and obtain a permit.

## **Ozarks Water Watch Loan Process**

1. Applicant submits application package to OWW
2. OWW determines applicant eligibility and low income status
3. OWW informs applicant of eligibility of funding
4. OWW submits application package to MDNR which will consist of at minimum: the application; onsite observation form; and a copy of the construction permit issued by the county health department, Department of Health and Senior Services or the local authority.
5. MDNR enters applicant information into the payment system and sends OWW a loan/grant acknowledgment letter. Note: This will not be a letter of applicant or system approval, but will be for informational purposes only.
6. Applicant acquires three quotes from licensed installers and submits the quotes to OWW indicating which quote the applicant wishes to accept.
7. OWW approves small purchase and hire of the contractor
8. Applicant hires contractor and the project is completed.
9. Applicant submits actual construction invoice to OWW
10. OWW submits construction invoice and pay request to MDNR
11. MDNR verifies that the construction invoice is acceptable and releases funds to OWW
12. MDNR will send a letter to OWW verifying the release of funds
13. OWW pays recipient
14. Recipient pays contractor
15. Recipient pays loan installments to OWW until loan is repaid
16. MDNR reserves the right to conduct file review and system inspections with prior notice to OWW

**INSPECTION AND MAINTENANCE AGREEMENT**  
**Onsite System Remediation Project**  
**Upper White River Basin Foundation, dba/Ozarks Water Watch (OWW)**

This agreement is made and entered into this day of \_\_\_\_\_, 20\_\_\_\_ by and between  
\_\_\_\_\_(Property Owner) and  
\_\_\_\_\_(Maintenance Contractor)

The Owner owns and controls the property upon which a ground absorption onsite sewage treatment system is installed, such system being designated an Advanced Treatment System; and

The Onsite System Remediation Project requires that as a condition of participation in the Project a contract between the system owner and a management entity, shall be in effect for as long as the system is in use; and

The contractor is a management entity that has demonstrated the necessary training, skills and knowledge to manage the System.

The Contractor shall perform the following services on the system located at:

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The Contractor shall inspect the system at the frequency as required by the manufacturer and perform the necessary routine maintenance and report the results to the Ozarks Water Watch Office.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_