

## How Do I Apply?

1. Complete an application form, which can be accessed via regional planning website, health department website, or contacting either location.
2. Determine which income documentation verification you will be using and collect the documents.
3. Return completed application and income verification to:  
**Jessica Sells**  
[jsells@findlayohio.gov](mailto:jsells@findlayohio.gov)  
318 Dorney Plaza, Room 304

## What Happens After You Receive My Application?

1. HRPC will determine financial eligibility.
2. HRPC will notify you and the Health Department of your financial eligibility.
3. The Health Department will contact you to schedule a time to meet at the property to determine if the current septic system is failing or if the property needs to connect to a sanitary sewer.
4. The Health Department will send their findings to HRPC and as long as the property has a failing home sewage treatment system and funds are still available, HRPC will begin the bidding process.

This program is made available through the Water Pollution Control Loan Fund Principal Forgiveness Program of the Ohio EPA, Hancock County Commissioners, Hancock Public Health, and Hancock Regional Planning Commission.



Image Courtesy of: Ohio EPA



# SEPTIC SYSTEM REPLACEMENT PROGRAM

FUNDED BY THE  
**WPCLF**



## LIMITED FUNDS AVAILABLE

**CONTACT:**  
**Jessica Sells** Office Manager  
Hancock Regional Planning  
Commission  
Phone: 419-424-7094

## General Information

Assistance is available to income-eligible homeowners to repair or replace their home sewage treatment system or to connect to sanitary sewer. The assistance will cover the cost to install the home sewage treatment system (HSTS) and abandon the old septic system or to connect to sanitary sewer. All funds must be expended by **November 30, 2024**.

In order to qualify for assistance, **the applicant must own and live in the home** as their primary residence and have a failing HSTS as determined by the Health Department. **Rental properties are not eligible for assistance.** In addition, the total net yearly anticipated household income (based on income from all residents of the house) must be below 300% of the U.S. Dept. of Health and Human Services Federal Poverty Guidelines. Dependent upon household income, applicants could be eligible for **50%, 85%, or 100% of the system cost.**

### Poverty Guidelines

Income for Households receiving 100% project coverage

1-4	5	6	7	8
\$31,200	\$36,580	\$41,960	\$47,340	\$52,720

Income for Households receiving 85% project coverage

1-4	5	6	7	8
\$62,400	\$73,160	\$83,920	\$94,680	\$105,440

Income for Households receiving 50% project coverage

1-4	5	6	7	8
\$93,600	\$109,740	\$125,880	\$142,020	\$158,160

## Income Documentation

Income documentation must be submitted for all household members over 18 years of age. **The following forms of verification are required with the application:**

- **Employment:** Copies of four (4) weeks pay stubs reflecting year-to-date totals and signed Employment Verification form.
- **Fixed Income:** A statement from the agency verifying the amount of monthly income received. This can include unemployment, Social Security, Disability, SSI, Child Support, Pension, etc.
- **Tax Return:** A copy of last year's filed federal income taxes, including Profit and Loss Statement if self-employed.

**In addition to one of those forms, please also submit:**

- **Interest Income:** A copy of your bank statement reflecting the amount of interest earned.

### Projects/Fees Not Included

- Abandonment of drinking water wells.
- Installation of a home sewage treatment system at a new home.

## Rules of Participation

- **Funds are available on a first-come first-serve basis. Income qualification does NOT guarantee funding for a project. Funding is allocated upon Health Department Inspection with the determination that the HSTS is indeed failing.**
- If your house is currently on the market, you are **NOT** eligible for this program.
- Participants must grant permission to anyone involved in this project to enter their property. This includes, but is not limited to: **Health Department officials, soil evaluator, system designer, all contractors bidding on installation, installation contractor and employees.**
- Participants may **NOT** contract with any local sewage installation contractor, designer, soil scientist, or sewer tapper as all work is contracted through the County Commissioners.
- **Applicants are required to pay their share of the project cost before construction begins. This includes construction costs, soil testing and design work (if required), and all permits with Hancock Public Health.**
- If you back out of the program after the County incurred expenses, you are required to reimburse the County, regardless of eligibility.
- **Please Note:** This program can take up to **three or more months** to successfully replace your HSTS.