

# PRE-APPLICATION FOR CITY OF HOUSTON Lake Houston Area Septic System Removal (SSR) Project

## **PURPOSE**

This form determines an applicant's basic eligibility for participation in the City of Houston's Septic System Removal (SRR) Project for the **Lake Houston Area** for the period beginning March 30, 2008 and ending June 30, 2009. Homeowners with septic systems may qualify for partial or full assistance, based on the criteria in the application. **Grant assistance may include full assistance for low-income homeowners, but does not exclude homeowners who may qualify for the assistance options below.**

If the applicant meets the requirements, he/she will be on a work order list. Depending on the availability of grant funding, Department of Public Works, Utility Maintenance Branch of the Public Utilities Division will make contact with the eligible applicant for the purpose of providing sewer connection and septic tank abandonment services. In the event funding is not available to comply with the City ordinance, representatives will be available to discuss other options.

## **GRANT ASSISTANCE OPTIONS INCLUDE:**

### **FULL ASSISTANCE (#F2 and #P1 may apply for #P2 assistance also)**

**#F1 Qualified low-income homeowners may receive abandon-in-place service for the existing septic system and full connection to sewer system services not to exceed \$10,000.**

**#F2 City of Houston homeowners in the Lake Houston area in need of an upgrade of sewage tank where no sewer service is available or planned, may receive funding for an aerobic on-site treatment system not to exceed \$7,500.**

### **PARTIAL ASSISTANCE-**

**#P1 Difficult to Engineer Taps and Connections - 60% grant funded cost-share up to \$6,000 per residence regardless of income level as long as the connection qualifies as 'difficult to engineer'. Applicant must sign a commitment to the City of Houston for pre-payment of remainder of costs over \$6,000 after reviewing the City contractor's bid and accepting it.**

**#P2 Abandon-in-place existing septic systems/holding tanks - Up to \$2,500 per system for final pumpout and backfill for all connected homeowners regardless of income who have not already disposed of their tanks.**

## **GRANT FUNDING LIMITATIONS**

The total amount of money to be used for grant assistance is \$450,000.00. Funding for #F2 assistance is limited to a total of \$50,000.00. #F1 assistance will be given the highest priority. Where low income status is not a binding criterion, allocation of funding will be prioritized according to need. All grant funded work must be completed and invoiced by June 30, 2009. In order to fulfill the grant requirements, all of the work performed under this grant must be executed by the contractor selected by the bidding process of the City of Houston.

## **CITY CONTACT INFORMATION**

By no later than Jan. 30, 2008, e-mail a signed .pdf file, mail (regular mail OK) or Hand Deliver To:  
Yolanda Wilson, SSR Coordinator  
Drinking Water Operations, Public Utilities Division  
City of Houston Dept. of Public Works & Engineering  
611 Walker, 21<sup>st</sup> Floor  
Houston, Texas 77002

Residents who are disabled or those with limited English proficiency who need assistance to complete this application may contact **Yolanda Wilson at 713-837-0722** or Linda Stice at 713-837-0423 (Monday-Friday 8 AM-5PM) and arrangements will be made to assist you.

**Date and Time Received:** \_\_\_\_\_

**APPLICANT INFORMATION** (This must be filled out by all applicants)

\*Are you the homeowner of the property requesting septic system removal (SSR) assistance?

NO \_\_\_\_\_ YES \_\_\_\_\_

If NO, the owner may be able to apply for assistance for you. Please provide contact information:

NAME of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the address of the property your current primary residence? YES \_\_\_\_\_ NO \_\_\_\_\_

*If your answer is YES to both of the above questions, you must have proof such as a title or deed with your name on it from the County Tax Assessor's office, or a current mortgage statement. If either answer is NO to either, you should NOT apply for the program.*

Applicant(s) Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone (optional) \_\_\_\_\_

Address of Property to Be Assisted with Septic System Removal \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address City/State/Zip (if same as property address write **SAME**) \_\_\_\_\_

Email address (optional) \_\_\_\_\_

\$ \_\_\_\_\_  
Current Total\* Household Income \_\_\_\_\_ Total Number of Persons Living in Household \_\_\_\_\_  
(\*Include **all income earned** by all persons, including minor children, during the last 12 months)

Have you, at your present address in the SSR area, ever received assistance from the City of Houston in the form of a housing rehabilitation or downpayment assistance loan? NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, what Year? \_\_\_\_\_ Amount \$ \_\_\_\_\_ Loan # \_\_\_\_\_

How long have you lived at the address of property to be SSR assisted? (print the month & year you first occupied the house) \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_

If you are deemed eligible for assistance from this program, do you agree to allow City staff and any selected contractor to inspect your home (property) for the possibility of receiving grant assistance related to sewer connection and septic abandonment services? YES \_\_\_\_\_ NO \_\_\_\_\_

I (We) certify that the information given is true and accurate to the best of my (our) knowledge. I (We) also understand that this form is not a commitment on the City's part to provide grant funding, that I (We) may still be liable for compliance to City ordinance, that my (our) name may be placed on a waiting list, and that I (we) may be asked to fill out a more detailed application at the time when assistance can be provided should I (we) be deemed eligible to submit a full and more complete application at a later date.

**APPLICANT SIGNATURE** (Completed by all applicants)

APPLYING FOR GRANT ASSISTANCE- **Circle** the appropriate category (ies): **F1, F2, P1, P2**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
Co-Applicant Signature (only required if title to property is in the name of 2 or more individuals)

\_\_\_\_\_  
Co-Applicant Name Printed