

Property Owner Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear: \_\_\_\_\_

Your septic system project has been selected to receive a grant in the amount of \$\_\_\_\_\_ from the Septic System Replacement Program (the "Program").

The Program will provide the grant to you on a reimbursement basis. Accordingly, you are initially responsible for the total cost of your septic system project. However, you may choose to have the reimbursement paid directly to your septic system contractor, which could reduce your out-of-pocket costs.

To accept this grant, you must sign this award letter in the space provided below and return it to the County no later than \_\_\_\_\_. Please retain a copy of this award letter for your records.

After you accept your award, you should:

- 1) Design and complete your septic system project.
- 2) Seek reimbursement from the County. Once you've completed your septic system project, fill out the enclosed Reimbursement Request and submit it to the County. Your complete Reimbursement Request must include:
  - (a) the completed Reimbursement Request form;
  - (b) any applicable design approval for the septic system project;
  - (c) contractor's invoice or invoices for eligible costs and proof of payment to contractor (unless contractor will receive the property owner's reimbursement directly from the county pursuant to an Assignment of Payment described in the following item d); and
  - (d) if applicable, a written authorization for a septic system contractor directly to receive the property owner's reimbursement, using the enclosed Assignment of Payment form.

The County will review your Reimbursement Request and supporting documentation. Upon confirmation by the County of your eligible project costs, you will receive your grant from the County in the form of a reimbursement payment to you or your septic system contractor, as applicable.

If you have questions about your grant award or the reimbursement process, please call \_\_\_\_\_ at the county for further information.

Sincerely,

By signing and returning this award letter to the County, you accept and agree to the following terms and conditions of your grant:

1. Under New York State Law, and as the property owner, you are responsible for your septic system. Even though the Program may provide reimbursement of costs incurred for the repair or replacement of your septic system, you will continue to own and control your septic system. You will remain responsible for maintenance, operation, and any future replacement of your septic system.
2. You will permit officials from the County Health Department or any local government entity having jurisdiction to inspect you septic system, including interior plumbing and sewage discharge. This may include unannounced exterior inspections during regular business hours.
3. You will permit officials or representatives of the County or any local government entity having jurisdiction, as the regulatory agency, to enter onto your property as needed for regulatory approval and inspections of the design and construction of your septic system project under this Program.
4. Your grant award will provide reimbursement for eligible costs of your septic system project, up to the Program limits, and may be used only to pay such costs.
5. You are solely responsible for choosing your septic system project contractor to complete your septic system project. Neither the State Department of Environmental Conservation, the State Department of Health, the Environmental Facilities Corporation, nor the County provides any warranty for the work on your septic system project by your septic system project contractor.
6. The County may reject, modify or withhold any reimbursement request if:
  - (i) the County determines that the incurred project costs requested for reimbursement are not eligible project costs, or
  - (ii) you have not properly or sufficiently documented the project costs incurred to complete the septic system project.

Signed \_\_\_\_\_  
(Applicant/Owner)

Date \_\_\_\_\_