

**FY25**  
**CHARLES COUNTY DEPARTMENT OF HEALTH**  
**DIVISION OF ENVIRONMENTAL HEALTH**  
**PO BOX 1050**  
**WHITE PLAINS, MARYLAND 20695**  
**Phone 301-609-6751 Fax 301-609-6684**

**BAY RESTORATION FUND GRANT APPLICATION CHECKLIST**  
**Connection to Sewer in Priority Funded Areas- FY25**

Applicant Name: \_\_\_\_\_ Property ID# \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Package submitted: \_\_\_\_\_

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

Please submit the items below together as soon as possible as **one complete package**.

- BRF Application
- Last tax return to verify income (**First two pages only**)
- Site Plan. (**Showing connection from cleanout to house**) (**Contact Town/County about this**)
- Application for Utilities Service with sewer connection fee amount filled in
- 3 Bids from different contractors to connect sewer line from cleanout to house **The bids need to include the Company name, address, and contact information. The bids will also need to include the property owners name and complete address, and what is included with the sewer connection (i.e. any permitting fees, septic tank pumping and abandonment, etc.**

\*\*\*\*\*Public sewer Connection/tap fees are eligible for reimbursement. Permit fees are not eligible for reimbursement.

- Bid #1 \_\_\_\_\_
- Bid #2 \_\_\_\_\_
- Bid #3 \_\_\_\_\_

Charles County Department of Health will need to submit the following to Maryland Department of the Environment for approval : (This process can take a long time)

- A Consideration of BRF Funding letter will be sent to MDE for approval to use BRF funds to connection to public sewer

If approval is granted the homeowner will need to contact the contractor with **the lowest bid** and the work can begin. Once the sewer connection has been inspected by the Town/County, and the septic tank has been abandoned, crushed, and filled the following will need to be submitted to the Health Department.

Please contact the Health Department about inspecting the abandoned and crushed septic tank.

- Letter/Inspection sheet from Town/County about sewer connection
- Contractor Invoice

<p><b><u>SEWER CONNECTION</u></b>          (existing home)  <b>MAX \$25,000</b></p> <p><b>As long as household is income below 300K</b></p>
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<p><b><u>SEWER CONNECTION-Business (or Existing Home with household income over 300k)</u></b>          (existing business w/ failing system)</p> <p><b>Max \$12,500-</b>          Lowest Bid x 50%= Grant Amount</p>
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<p><b><u>SEWER CONNECTION- Business</u></b>          (existing business w/ failing system          Small Business Vendor-eMMA</p> <p><b>Max \$18,750 for Small Business Vendor</b>          Lowest Bid x 75%= Grant Amount</p> <p style="text-align: right;">_____ x .75= _____</p>
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**PLEASE KEEP THIS OR MAKE A COPY FOR YOUR RECORDS**

**CHARLES COUNTY DEPARTMENT OF HEALTH  
 DIVISION OF ENVIRONMENTAL HEALTH  
 4545 CRAIN HIGHWAY, PO BOX 1050  
 WHITE PLAINS, MARYLAND 20695  
 FY25  
 BAY RESTORATION GRANT APPLICATION  
 SEWER CONNECTION- PFA**

*This application is designed to aid in determining your eligibility. Submit completed applications to the address above.*

<u>BUILDING</u>	<u>TYPE</u>	<u>BRF Funding Eligibility for Type of Property</u>	<u>WATER SUPPLY</u>
A: <input type="checkbox"/> Existing Home: B: <input type="checkbox"/> Existing Business C: <input type="checkbox"/> Existing Non-profit	<input type="checkbox"/> Repair <input type="checkbox"/> Upgrade <input checked="" type="checkbox"/> <u>Sewer connection</u>	<input type="checkbox"/> A: 100% cost up to \$25,000, if <b>Income &lt; \$300K</b> (Check Total Income on 1040/Keep copy in file) <b>OR</b> 50% costs up to 12,500 for incomes over \$300K <input type="checkbox"/> B: 50% of sewer connection costs up to \$18,750. <input type="checkbox"/> C: 100% of cost up to \$25,000 (keep copy of non-profit status in file)	<input type="checkbox"/> Existing Water Tag #  CH- _____ <input type="checkbox"/> <b>Public Water</b>
<b>For residential homes, if income is more than \$300,000 only 50% up to \$12,500 of the sewer cost is eligible for BRF Funding</b>			

1. OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 PHONE NUMBER (HOME) \_\_\_\_\_ WORK \_\_\_\_\_  
 EMAIL ADDRESS (for BRF Communications only): \_\_\_\_\_  
 SOCIAL SECURITY NUMBER # (Required For Payment Purposes) \_\_\_\_\_

2. BUILDING ADDRESS \_\_\_\_\_  
 (House Number, Street, City)

3. PROPERTY TAX ACCOUNT NUMBER \_\_\_\_\_

4. SUBDIVISION \_\_\_\_\_ LOT NUMBER \_\_\_\_\_ TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

**\*\* DESCRIBE ANY PROBLEMS WITH YOUR EXISTING SYSTEM \*\***

5. LOT LOCATED WITHIN CHESAPEAKE BAY CRITICAL AREA: YES \_\_\_\_\_ NO \_\_\_\_\_ UNKNOWN \_\_\_\_\_

6. NUMBER OF BEDROOMS: \_\_\_\_\_

NAME, MAILING ADDRESS AND PHONE NUMBER OF APPLICANT: _____ _____ _____
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**ATTACH A SITE PLAN SHOWING THE SIZE AND SHAPE OF THE PROPERTY, HOUSE LOCATION, WELL AND SEPTIC SYSTEM ON THE PROPERTY.**

*The applicant hereby certifies and agrees that:*

(1) the applicant is authorized to make the application; (2) the information is correct; (3) the applicant will comply with all regulations of Charles County which are applicable hereto; (4) the applicant will perform no work on the above property not specifically described in this application; (5) the applicant grants County officials and approved contractors the right to enter onto the property for the purpose of inspecting the work permitted, posting notices, and performing 5-year maintenance and sampling.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

# Instructions for Completing the Bay Restoration Grant Application for Sewer Connection in a PFA Area.

The following are instructions for completing an application to upgrade existing septic systems with nitrogen reducing pretreatment units. The information listed below corresponds to the items listed on the Bay Restoration Grant Application.

Building: Indicate the type of building on the property.

Type: Indicate the type of septic system project for the property.

Water Supply: Indicate the type of water supply on the property.

Item 1: List the property owner's name and mailing address including the street address, city, state, and zip code. Also include the home and work telephone numbers for the property owner.

Item 2: List the building address of the property, including the house number, street name, and city.

Item 3: Transfer the 12-digit tax account number from the corresponding County property tax bill.

## 1) Applicant Information:

Applicant must sign the application and agree to the terms of the application. Provide name, mailing address and phone number of the applicant in the box provided.

## 2) Site Plan:

Submit a site plan showing the size and shape of the property, house location, well and septic system on the property, property lines, rights of way, easements, and existing improvements such as decks, garages, sheds and swimming pools with measurements between all of the above items.

## 3) Federal Tax return:

A copy of the previous year's federal tax return. Submit first two (2) pages of federal tax return, total income determines eligibility.

For businesses funding will be 50% of the lowest bid amount up to \$12,500 max.

For small businesses on the eMMA Small Business Vendor list, funding is 75% of the lowest bid amount up to \$18,750 max.

## 4) Connection Fee Amount

Charles County Government, Town of La Plata, and the Town of Indian Head have connection fees. Public sewer Connection/tap fees are eligible for reimbursement, while permit fees are not.

## 5.) Bid:

Three (3) bids from contractors for sewer connection from house to the cleanout. The lowest bid amount will be used. Application for Utilities Service with sewer connection fee amount filled in.

<b><u>For More Information Contact:</u></b> Latoya Reeder 301-609-6751 Well & Septic Program <a href="mailto:Latoya.reeder1@maryland.gov">Latoya.reeder1@maryland.gov</a>	<b><u>Mail Application To:</u></b> Charles County Department of Health Environmental Health Services 4545 Crain Highway P.O. Box 1050 White Plains, MD 20695
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