

## **ARPA Healthy Homes On-Site Beneficiary Program Application Instructions**

If your application is selected, you will receive up to the maximum allowed expenses when or after they are spent. This program is available to all eligible systems designed and/or installed after March 3, 2021. Eligible expenses include design/engineering costs, permitting costs, and construction/installation costs. Applicants must provide all requested information for the State to determine eligibility AND to provide payment.

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## Eligibility Requirements

You are eligible to apply for assistance if you meet the following criteria:

- A) You have a failed or inadequate water supply (well or spring), wastewater system (also called septic system, septic tank, leach field, drywell, or cesspool), or both, **and**
- B) You are a residential property owner, **and**
- C) The dwelling is a single-family owner-occupied residence or an owner-occupied multi-family dwelling with no more than four units, **and**
- D) Your household income is less than 200% MHI (approximately \$120,000/year)

### What is a failed or inadequate wastewater system?

Any of the following situations that (1) cannot be fixed by a minor repair or replacement of the system or (2) are not the result of a one-time event from which the system was able to be fixed:

- Septic contents (wastewater) backing up into a building or structure
- Septic contents (wastewater) exposed to open air
- Septic contents (wastewater) pooling on the surface of the ground
- Septic contents (wastewater) discharging directly to surface water (stream or pond)
- Septic contents (wastewater) causing a failed water supply (contamination)
- Told by a licensed designer, engineer, and/or government official that the system is failed or inadequate

### How do I determine if my wastewater system is failed or inadequate?

- A licensed designer or an engineer has examined your system and told you that it is failed or inadequate. If you are not sure, you can hire a designer. A list of designers and engineers can be found here: <https://dec.vermont.gov/water/licensed-designers>
- A state environmental or health official has told you that your system is failed or inadequate and needs to be repaired or replaced. This may have occurred during a site visit or through

a written letter. If you are not sure whether a state official has told you that your system is failed, you can call 802-828-1254.

### What is a failed or inadequate water supply?

Any of the following situations that (1) cannot be fixed by a minor repair or replacement of the system or (2) are not the result of a one-time event from which the system was able to be fixed:

- There is a known source of contamination impacting the drinking water source, including a contaminated site, leaking underground storage tank, or other contamination source
- Testing has revealed contaminant levels above the acceptable standards for any of the following contaminants – arsenic, E. coli, total coliform, fluoride, lead, manganese, nitrate, nitrite, uranium, or adjusted gross alpha particle activity
- Insufficient quantity of water for the normal use of the building
- Told by a licensed designer, engineer, and/or government official that the system is failed or inadequate

### How can I test for contamination of my private water supply?

You can order test kits for private wells from the Vermont Department of Health ([Drinking Water Testing | Vermont Department of Health](#)).

You can also have your water tested by a certified Drinking Water Lab (<https://www.healthvermont.gov/lab/drinking-water>).

### Do I need to have an engineer confirm my system is inadequate or failed before applying?

You do not need to have an engineer check your system before applying if you have reasons to believe that your system is inadequate or failed. You may have an engineer confirm failure, but the visit is not covered by the funding.

### What counts as income?

Your household income should be reported in this application the same way you reported it on your most recent VT Homestead Declaration Claim and Property Tax Credit Claim Forms, HS – 122 and HI – 144, respectively.

If you are unfamiliar with what forms of income are reported on HI – 144, review pages 5-7 of the instructions for filling out the form. The instructions can be found here: [www.tax.vermont.gov/sites/tax/files/documents/HS-122%20Instr-2021.pdf](http://www.tax.vermont.gov/sites/tax/files/documents/HS-122%20Instr-2021.pdf)

## What are the Vermont Homestead Declaration (HS-122) and the Property Tax Credit Claim Forms (HI-144)?

Any Vermont homeowner who owns their primary residence must file a VT Homestead Declaration Form (HS – 122) by April 18<sup>th</sup> every year, and any resident whose household income is less than \$138,500 also files the Property Tax Credit Claim Form (HI – 144) with their Homestead Declaration.

If you are approved for funding after the preliminary application cycle is over (April 15<sup>th</sup>), you will be asked to provide your most recently filed Homestead Declaration and Property Tax Credit Forms as proof of primary residency in VT and verification of income. You do not need to provide these forms for the first round of funding application.

A blank copy of both forms can be found here: [tax.vermont.gov/sites/tax/files/documents/HS-122-2021.pdf](https://tax.vermont.gov/sites/tax/files/documents/HS-122-2021.pdf)

Instructions for both forms can be found here: [tax.vermont.gov/sites/tax/files/documents/HS-122%20Instr-2021.pdf](https://tax.vermont.gov/sites/tax/files/documents/HS-122%20Instr-2021.pdf)

## Application

### What information will you need prior to filling out the application?

(Important note: you cannot save your work on the application form, so you must have the required information and documents at hand prior to filling it out)

The application form will require the following information and documents that you should have on hand before you start:

- a. A completed Permit Navigator Result (PNR-0000000000). The Permit Navigator is available here: [ANR Permit Navigator | https://dec.vermont.gov/permitnavigator](https://dec.vermont.gov/permitnavigator)
- b. If you already have a Wastewater Permit or other Permit, be prepared to provide the permit number.

### Fill out the Application

(Remember, you cannot save your work on the application form, so you will need to have the required information and documents listed above on hand prior to filling it out).

You can find the form here: [Application Form | https://forms.office.com/g/UPO7DN9prR](https://forms.office.com/g/UPO7DN9prR).

### I made a mistake on my application. How do I fix it?

Applicants cannot edit their application after submission. If you made an error, you would need to resubmit a second application. Email Rosalie Sharp ([Rosalie.Sharp@vermont.gov](mailto:Rosalie.Sharp@vermont.gov)) that you are resubmitting your application.

If it is a simple fix, you are unable to resubmit, or you have additional questions. Please reach out to Rosalie Sharp at (802)461-7433 or [Rosalie.Sharp@vermont.gov](mailto:Rosalie.Sharp@vermont.gov).

### Do I need to have my permits before applying?

No, you do not need to have any permits before applying. Your engineer will work with you to apply for permits.

## Permit Navigator

### Do I need to pay for my Permit Navigator Result? Will Permit Navigator issue me a permit?

Permit Navigator is a free service that only offers guidance on what environmental permits your project might need. It does not issue permits or start the permit application process. A Permit Navigator Result is used in this application to gauge the environmental impact your project may have. The Permit Navigator is available here: [ANR Permit Navigator | https://dec.vermont.gov/permitnavigator](https://dec.vermont.gov/permitnavigator)

### I already replaced my system. Do I still need a Permit Navigator Result?

Yes, you still need a Permit Navigator Result. Fill out the Permit Navigator form as if you had not already repaired your system. This will allow DEC to conduct the applicant review process using equitable metrics for each applicant, regardless of project completion status.

## Selection Process

### How are applicants selected?

Funds are limited for this program. All applications will be ranked by the following criteria: income, environmental impact, household demographics, and severity of system failure.

### Will applying sooner prioritize my application?

No, all applications will be evaluated together when the application period closes at the end of the day on April 15<sup>th</sup>. Starting April 16<sup>th</sup>, applications will be reviewed on a rolling basis and awards will continue to be made until funding runs out.

### If your application is selected:

We will notify you using the email provided in your application. If no email is provided, we will contact you by phone. We will ask for additional documentation to verify your eligibility and process payments.

### If your application is not selected:

We will notify you using the email provided in your application. If no email is provided, we will contact you by phone.

### If selected, what do you do next?

We will provide detailed instructions for each step along the way. If you have any questions, please do not hesitate to reach out to our office.

## Payments

### Payment Information:

Households Earning Less than \$65,000 per year (Tier 1 Beneficiaries):

- Receive 100% the reasonable cost of design and permitting, not to exceed \$5,000.
- Receive 100% of the cost of construction, not to exceed \$20,000.
- Payments will be made directly to the consultant(s) and/or contractor(s) who perform the work. Payments for systems that have been already installed will be paid to the homeowner upon proof of payment.

Households Earning Between \$65,000 and 200% MHI (about \$120,000) per year (Tier 2 Beneficiaries):

- Receive 50% of the reasonable cost of design and permitting, not to exceed \$2,500
- Receive 50% of the cost of construction, not to exceed \$10,000
- Receive a rebate check upon completion of the work.

### Am I eligible for the HH On-Site Program if I am receiving other ARPA funding?

Yes, if you are receiving ARPA funding through another program you are still eligible for the this HH On-Site funding.

For questions or to request assistance with filling out the application: Contact Rosalie Sharp at (802) 461-7433 or [rosalie.sharp@vermont.gov](mailto:rosalie.sharp@vermont.gov)

Updated – 03/10/2022