

BAY RESTORATION FUND (BRF) INSTRUCTIONS

CHECKLIST FOR SEPTIC SYSTEM UPGRADE AND REPAIRS

DATE _____ **STEP 1: SUBMIT A BRF APPLICATION AND A COPY OF YOUR FEDERAL INCOME TAX RECORD**

You must submit a copy of your most recent federal income tax record with your [BRF Grant Application](#). The first page of the federal form 1040 for each individual listed on the deed must be provided to Environmental Health. Social Security and bank account numbers should be deleted. Homeowners with adjusted gross incomes up to \$300,000 per year may be eligible for up to 100% funding. If the BAT unit installation cost exceeds the maximum allowable grant, the property owner is responsible for the cost difference. Homeowners with incomes greater than \$300,000 per year may be eligible for up to 50% funding. Just because you may be eligible for 100% funding does **not** guarantee funds are available.

DATE _____ **STEP 2: SUBMIT APPLICATION FOR SANITARY CONSTRUCTION PERMIT**

You must fill out the application for [Sanitary Construction Permit](#) and schedule a site visit with the area Environmental Health Specialist. Permit fees are not covered by the BRF.

DATE _____ **STEP 3: SELECT A BEST AVAILABLE TECHNOLOGY UNIT (BAT)**

Choose from the seven field verified BAT units listed in the Maryland Department of the Environment's [Bay Restoration Guidance FY2015 document found on page 5, Eastern Region Counties Section](#). Click here for [Ranking of System Performance](#).

DATE _____ **STEP 4: PROVIDE A VENDOR SIGNED FIXED COST CONTRACT**

DATE _____ **STEP 5: WAIT AND RECEIVE THE BAY RESTORATION FUND GRANT AWARD LETTER**

Bay Restoration grant funds are administered based on a priority system found in the MDE Guidance Document. Individual grants are awarded based on the applicant meeting the program's eligibility requirements and the availability of BRF funds. A waiting list will be created if the number of eligible projects exceeds the availability of funds. Based on the availability of funds, Environmental Health will send you a BAY RESTORATION FUND GRANT AWARD LETTER. The Bay Restoration Fund Grant Award Letter certifies that BRF are available for the installation of a BAT unit on your property for a specified time period.

THE BAT UNIT MUST BE INSTALLED WITHIN 60 DAYS OF RECEIVING THE AWARD LETTER.

DATE _____ **STEP 6: SIGN AND RECORD THE BRF EASEMENT & AGREEMENT AWARD LETTER.**

The BRF Easement Agreement will be mailed to you with the Award Letter. The agreement is a legal document that you record in the Caroline County Land Records. Do not record if the Health Department has **NOT** signed this document. The Sanitary Construction Permit is typically issued during this time frame.

DATE _____ **STEP 7: LICENSED SEPTIC CONTRACTOR SCHEDULES INSTALLATION**

Prior to installation, your contractor is responsible for having a permit and notifying the Environmental Health Department 24 hours prior to BAT installation. Environmental Health and a manufacturer representative will inspect the BAT unit to ensure it complies with manufacturer and state requirements.

DATE _____ **STEP 8: VENDOR PAYMENT**

The approved vendor must submit an invoice to Environmental Health for payment. Payment will be made to the approved vendor based on the grant award amount.

For more information, contact:

**Caroline County Environmental Health
403 South 7th Street, Room 248
Denton, MD 21629
410-479-8045**