

TALBOT COUNTY BAY RESTORATION FUND (BRF)
FY2027 APPLICATION PROCESS FOR SEPTIC
SYSTEM UPGRADE PROGRAM (SSUP)

PLEASE READ EACH ITEM THOROUGHLY

1. The owner and/or owner's representative will need to contact the Office of Environmental Health (OEH) at (410) 770-6880 to apply for a Sanitary Construction Permit (SCP) for their septic repair and/ or new installation prior to applying for the BRF grant.
2. Grant assistance amount is based on annual household adjusted gross income and ownership information. Funding amount will be offered according to eligibility once the owner provides a copy of the following documents to Department of Public Works (DPW):
 - a. **Signed and notarized Public Works Agreement (PWA) as provided by DPW***
*Based on the owner's eligibility, as it relates to the grant prioritization status and grant funding availability, the owner is to complete a Public Works Agreement (PWA) from DPW. **It will need to be notarized & signed by all living property owner(s).** The original signed (notarized) copy will be submitted to DPW. ***THIS DOCUMENT IS NOT AN APPLICATION*
 - b. **1040 Form of your Federal Tax return for the current tax year**
 - c. **SB554 Determination letter from Environmental Health**
**Public Works will request this information*
 - d. **Approved SCP design from Environmental Health** – *Design proposal and SCP Application must be submitted.*
 - e. **Three-way Agreement signed by the property owner, contractor, and vendor for the BAT system.**
**Three-Way Agreement should be requested by Septic Contractor to be signed by the property owner, contractor, and vendor for the BAT system. The vendor will initiate the agreement and send a copy to the contractor/owner electronically for signatures; the vendor may need to be provided with the approved SCP design information.*
3. Upon review of the required materials, additional information will be required as applicable for the application by Maryland Department of The Environment (MDE), such as a death certificate, deed information, supporting income, and/or ownership information. Once the application review has been completed, a preliminary grant offer will be provided to the owner in writing. Copies will also be to the Septic Contractor/Installer, BAT Unit Vendor, and Environmental Health.
4. It is important that installation does not take place prior to the grant offer being provided in writing from DPW. Ownership of the property must not change from the time of issuance of the grant offer until the installation is complete and the final permit signed off by OEH as completed.
5. Upon the completion of the septic installation, a two-way agreement is to be signed by the owner and vendor. The vendor will submit this agreement to OEH and DPW for final approval of the SCP and BAT installation along with the invoice for reimbursement of grant funds to DPW.
***Grant funding for the BAT unit is paid directly to the Vendor.**