



Allied Community Enterprises, Inc. (ACE) SEPTIC REPAIR/REPLACEMENT PROGRAM

Introduction:

This guide is for applicants of the Septic Repair/Replacement Program. This Grant is administered by **ACE** and funded by **New York State Affordable Housing Corporation (AHC)** to provide eligible homeowners with funding for septic repair/replacement. This guide is designed to help you understand the steps involved in obtaining a Septic Repair/Replacement Grant. Grant for systems that are in failure or failing, not for expansion. A system that is failing or has failed is one in which there is evidence of ponding around the system, back up into the house, a pungent odor or wet spot. In the cases of failure, the Health Department would have issued you a notice of non-compliance.

Step 1: Submission of Septic Repair/Replacement Application

All applications are to be completely filled out, signed and **copies** of all required documentation must accompany the application. If you have a question as to what documents to submit, please contact the Program Coordinator who will be able to assist you. Your application will be reviewed to determine eligibility, based on income as well as liquid assets which are limited to \$15,000. If additional documentation is requested, you will be notified in writing or by telephone. Please submit documents as soon as possible. All applications are processed on a first come first served basis. Send applications to: **ACE Septic Program PO Box 394 North Salem, NY 10560** or email to: **info@alliedcommunity.org**.

Step 2 Inspection of property

ACE will set-up a preliminary inspection at the property to assess the condition of the septic system. Once all documentation has been received and fully reviewed, an eligibility determination will be made and you will be notified. ACE will order the appropriate inspections to determine the Scope of Work. These inspections will include a determination by the septic inspection company and the septic system installation contractor of the remediation plan. On an as needed basis ACE will confirm with Westchester County Department of Health Officials. Additionally, if an enhanced treatment septic system is recommended the remediation plan will require the services of a Professional Engineer. A representative from the septic inspection company will contact you directly to schedule an appointment to complete a comprehensive inspection of your septic system.

Step 3 Work Inspection

If required, **ACE** will order an inspection of work once 50% of contract work has been completed, working with the Westchester County Department of Health. Upon 100% completion of the contract work, a final inspection will be ordered by **ACE** and by the Department of Health and the municipality.

Step 4 Mortgage Recording

With the completion of all the work and payment of invoices for the system the amount of the grant work on the property is recorded on the mortgage in the following ways. Recording of mortgage on property stipulations:

- If the assistance is less than or equal to \$2,000, the recording is not required. If \$5,000 or less, the recapture period is 2 years. If between \$5,000 - \$10,000, the recapture is 5 years. If more than \$10,000, full recapture for the first 5 years and then declines 20% each year for next 5 years.

For more information contact: **914-999-2295; Email: info@alliedcommunity.org
PO BOX 394, North Salem, NY 10560**