

## **WDA Water Quality Cost-Share Application for Septic Systems**

The Crook County Natural Resource District has approximately \$7,500 in cost-share available to all landowners in Crook County. These funds will be used to address water quality concerns through septic remediation projects. In addition, the program is also aimed at assisting landowners in avoiding regulatory action by state and federal government agencies. **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND ANSWER THE FUNDING CRITERIA QUESTIONS BEFORE PROCEEDING WITH THE APPLICATION!**

### **CCNRD Cost-share Application Instructions**

1. **Make sure you qualify for the cost-share program before you start the application process. FILL OUT THE FUNDING CRITERIA FORM.** If there is any question as to whether or not you qualify, please contact the office at 283-2501.
2. Fill out the form to the best of your ability, providing as much detail as possible for the Advisory Committee to review.
3. Please include the Self-Assessment Form (filled out completely), a detailed map of the current situation and what you propose to do. This map does not have to be to scale but should be as descriptive as possible.
4. Turn in the application and set up a site visit (This is required in order to verify there is a water quality concern)

## **FUNDING CRITERIA**

Please read the following criteria. If you do not meet this criteria you are NOT eligible for funding at this time through this cost share program Please stay tuned for future cost share funding opportunities

1. The system **MUST** support a single family dwelling **ONLY**.
2. Any part of the existing system **MUST** have been installed prior to July 1, 1986.
3. The existing system **MUST** be in compliance with WDEQ. (i.e. there must be **NO** written violation or order from WDEQ.)
4. The existing system **MUST** exhibit a current or potential water quality concern.
5. The landowner **MUST** be willing to have a on-site evaluation to show documentation of the water quality problem or concern.
6. The landowner **MUST** be willing to use an installer who has already gone through the Crook County inspection process. Or involve CCNRD in the process to ensure the proper system is installed.

If you meet all the criteria and are willing to participate in numbers five and six, you are eligible for this cost share program. Please continue to read and fill out the application.

### **CCNRD Cost-Share Application Process**

1. Once the application is completely filled out and turned in, it will be reviewed and you will be contacted with any questions/concerns. This is to ensure the applicants are eligible and meet ALL requirements. **IF YOU DO NOT MEET ALL THE REQUIREMENTS LISTED ON THE FIRST SHEET OF THIS FORM, YOU CANNOT BE CONSIDERED FOR THIS COST-SHARE PROGRAM.** However, CCNRD staff and Board Members will try to help resolve your issue through other funding sources.
2. Before the application is complete, a site visit **MUST** be conducted by CCNRD staff to verify there is a water quality concern
3. Cost-Share Applications will be reviewed by a local Landowner Advisory Committee.
4. Applications will be presented to the Advisory Committee **ANONYMOUSLY**. The Advisory Committee will rank the applications using a septic system ranking sheet and, as a group, will decide which present the highest priority to be funded.
5. The applicants chosen for funding by the Advisory Committee will be sent to the Wyoming Department of Environmental Quality (WDEQ) for final approval.
6. Once approved by WDEQ, the landowners will be notified, a landowner agreement will be signed and filed at CCNRD, and the project can begin to be implemented.

### **Cost-Share reimbursement policy**

Reimbursements through the CCNRD Cost-Share Program will be provided on the following conditions:

1. Cost-share payments are to be made by CCNRD after a practice or identifiable component of the practice has been completed and certified. This includes a site visit by CCNRD employees or Board members.
2. Supporting documentation (bills, invoices, etc.) must be submitted to the CCNRD office. Participants must submit a signed, itemized statement which includes:
  - Dates of work performed
  - Cost per hour charged for labor on project
  - Type of equipment used and charge for equipment
  - Type and value of materials used, including on-hand or used materials
  - Type and value of donated labor or materials\*
  - Any other applicable information

*\*This match can include, but is not limited to, cash contributed by the landowners, local Conservation District, etc. and/or in-kind contributions on behalf of the landowner such as labor, other individual's time, etc.*

**Crook County Natural Resource District  
WDA Water Quality Cost-Share Application for Septic Systems**

**Conservation District:** CCNRD

**County Located:** Crook

**Contact Person/Project Coordinator:** Sarah Barton, CCNRD Program Manager

**Address:** 117 S. 21<sup>st</sup> Street P.O. Box 1070 Sundance, WY 82729

**Phone:** (307) 283-2501 **E-mail:** [sarah.barton@wy.nacdnet.org](mailto:sarah.barton@wy.nacdnet.org)

**Landowner Name, Address and Phone Number:**

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**Project Description (is it a complete septic system or a leach field)**

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**General Location within Crook County and Water Bodies Potentially Impacted: (please attach a simple sketch of operation's layout i.e. location of house, roads, water sources, streams, wells, etc.):**

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*(Please note that all information included on this page will be for District use only. No part of this information will be available for public knowledge. The CCNRD maintains a strict privacy policy for all submitted applications for the grant funding. If the application is selected, the District enters in to a contract with the landowner, and the information becomes part of the Belle Fourche 319 Grant and will be submitted to the Department of Environmental Quality (DEQ).)*

**Distance of Concern Area to Surface Water Body:**

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**Age of Septic System (if known):** \_\_\_\_\_

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**Groundwater Depth (if known):**

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**Number of Bedrooms** \_\_\_\_\_ **Size of Septic Tank** \_\_\_\_\_

**Summary of potential Water Quality concern: Complete and include enclosed self-assessment with application along with any additional narratives, photographs, drawings, etc. if available. In addition, please include any water quality information supporting the need for the project, if available.**

**Self Assessment Summary** (Please include a copy of this with your application):

**Level of Risk:**            **High**\_\_\_\_\_            **Low**\_\_\_\_\_

**Summary of potential water quality impact: (Include any additional narratives, photographs, drawings, etc. if available. In addition, please include any water quality information supporting the need for the project.)**

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**Type of structural and/or management practices possible to improve water quality:**

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**Date of anticipated initiation:** \_\_\_\_\_

**Date of anticipated completion:** \_\_\_\_\_

**Estimated amount of Cost Share Funds requested:** \_\_\_\_\_

**Estimated total project cost:** \_\_\_\_\_

**(Total project must be matched with 50% non-federal funds, either with cash or in-kind contributions)**

**Description of potential Information/Education efforts (are you willing to participate in a tour of successful cost share projects once completed? Can we use your project to promote our cost share program?):**

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**Signature of Landowner:** \_\_\_\_\_

**Permission is given to the Crook County Natural Resource District to do a scheduled on-site visit to ensure criteria are met for the project. The District will notify the landowner in advance to set up a time & date of visit.**

\_\_\_\_\_ **Initial here**

**Return completed application and self-assessment to:**

**Crook County Natural Resource District  
117 South 21<sup>st</sup> Street P.O. Box 1070  
Sundance, WY 82729  
Phone: (307)283-2501**

**Crook County Natural Resource District  
Belle Fourche River Watershed 319 Project  
Application for Funding – Best Management Practices**

**PROJECT APPLICATION DEADLINE: March 15, 2004**

**EXAMPLE**

**Conservation District:** CCNRD

**County Located:** Crook

**Contact Person/Project Coordinator:** Yarrow Wolfe, Watershed Coordinator

**Address:** 117 S. 21<sup>st</sup> Street P.O. Box 1070 Sundance, WY 82729

**Phone:** (307) 283-2501 **E-mail:** [yarrow.wolfe@wy.nacdnet.org](mailto:yarrow.wolfe@wy.nacdnet.org)

**Landowner Name, Address and Phone Number:**

Mr. and Mrs. John Q. Public

P. O. Box 1000 Anytown, WY 82700

Phone: 307-555-555

**Project Description (is it a complete septic system or a leach field):**

**Septic Relocation Project** – 35 year-old septic system has had a direct impact to the nearby Hunter Creek

**General Location within Crook County and Water bodies Impacted  
(please attach a simple sketch of operation's layout i.e. location of house, roads,  
water sources, streams, wells, etc.):**

The system is located on Hunter Creek approximately 20 miles east of Anytown, Wyoming. Hunter Creek flows directly into the Salmon River. The septic system is between the house and the creek. (please see attached sketch)

*(Please note that all information included on this page will be for District Use Only. No part of this information will be available for public knowledge. The CCNRD maintains a strict privacy policy for all submitted applications for the grant funding. If the application is selected, the District enters in to a contract with the landowner and the information becomes part of the Belle Fourche 319 Grant and will be submitted to the Department of Environmental Quality (DEQ).)*

**Distance of Concern Area to Surface Water Body:** About 20 feet

**Age of Septic System (if known):** 35 years, approximately

**Groundwater Depth (if known):** Unknown

**Number of Bedrooms:** 3

**Size of Septic Tank (if known)** 1000 gallons

**Summary of potential Water Quality concern:** Complete and include enclosed self-assessment with application along with any additional narratives, photographs, drawings, etc. if available. In addition, please include any water quality information supporting the need for the project, if available.

**Self Assessment Summary:**

**Level of Risk:** High X Low \_\_\_\_\_

**Summary of potential water quality impact:** (Include any additional narratives, photographs, drawings, etc. if available. In addition, please include any water quality information supporting the need for the project.)

Since buying our home, we are concerned of the septic impact to the creek. The previous landowner installed the system around 1962. During high water usage in the house, we noticed an area near the bank that stays green and has grayish water flowing into the creek

**Type of structural and/or management practices possible to improve water quality:**

Permit will be applied for. The old system will then be evaluated and reworked to meet state permit specifications. The existing septic tank may be reworked to meet state permit specifications. The existing septic tank may be salvageable, but a new leach field will be required to stop contamination of the creek.

**Planned date of Project Implementation:**

**Date started:** July 15<sup>th</sup>, 2003

**Date completed:** (projected) September 15<sup>th</sup>, 2003

**Amount of Cost Share Funds requested:** \$2,500

**Estimated total project cost:** \$5,000

(Total project must be matched with 50% non-federal funds; either with cash or in-kind contributions)

**Description of potential Information/Education efforts (are you willing to participate in a tour of successful cost share projects once completed? Can we use your project to promote our cost share program?):**

If anyone is interested in visiting to see the changes that were made to benefit the stream, we would be willing to allow visitors with prior permission from us.

**Signature of Landowner:**     X    \_\_\_\_\_

Permission is given to the Crook County Natural Resource District to do a scheduled on-site visit to ensure criteria are met for the project. The District will notify the landowner in advance to set up a time & date of visit.

JQP Initial here

**Return completed application and self-assessment to:**

**Crook County Natural Resource District  
117 South 21<sup>st</sup> Street P.O. Box 1070  
Sundance, WY 82729  
Phone: (307)283-2501  
E-mail: [yarrow.wolfe@wy.nacdnet.org](mailto:yarrow.wolfe@wy.nacdnet.org)**

## Evaluating Your Septic System Homeowner Self Assessment

Septic System Features	Higher Risk (H)	Lower Risk (L)	Self Assessment Indicate with H or L
Can you locate your septic tank?	No	Yes	
Is there a clean out between the house and the septic tank?	No	Yes	
Can you locate your leach field?	No	Yes	
What is the distance from the septic system to surface waters? (canals, streams, rivers, etc.)	Less than 100 feet away	More than 500 feet away	
Does terrain slope towards or away from surface water?	Toward	Away	
What is the slope of the terrain?	Steep to Moderate	Flat	
What are the soil types?	Gravelly or rocky soils that water runs easily through or very tight, clayey soils that water cannot penetrate	Medium textured soils that allow water infiltration	
What is the distance to any water wells?	Less than 100 feet away	More than 500 feet away	
Is the groundwater from any such well used for human drinking water?	Yes	No	
Determine the relationship between your septic tank size and the size of your house hold. Septic tanks commonly are 1000, 1250 or 1500 gallon tanks. To determine this relationship take the septic tank size (in gallons) and divide that number by the number of bedrooms in your home. For example, if you have a 1000 gallons septic tank and 2 bedrooms in the house, the capacity would be 500 gallons per bedroom.	Less than 250 gallons per bedroom	250 gallons or more per bedroom	

Is an impermeable surface such as concrete, asphalt or brick located over the leach field?	Yes	No	
Are there one or more of the following signs of system malfunction present? ___ Septic Odors ___ Ponding or wastewater breakout ___ Burnt out grass or ground staining over the leach field ___ Patches of lush green grass over the leach field ___ Pipes exposed at or near the ground surface ___ Cracks or signs of leakage in risers and lids	Yes	No	
Trees, large shrubs or other plants with extensive root systems were observed in the vicinity (10 feet) of the leach field?	Yes	No	
Heavy objects (e.g. cars); or evidence from such objects (e.g. tracks and impressions) are in the vicinity (i.e. directly over) the leach field?	Yes	No	
Stormwater, sump pumps, foundation drains or roof runoff is diverted to flow into the septic system?	Yes	No	
An apparent cave-in or exposed component was identified?	Yes	No	
Last time the septic system was pumped?	More than 5 year ago	Less than 3 years ago	

If the response to a specific question falls in between the Higher Risk and Lower Risk categories, please leave the corresponding self-assessment block blank. If after completing the self-assessment you discover the majority of your responses fall into a high risk category, it is recommended that you seek further assistance by contacting the Crook County Conservation District. Even if you have marked only a few in the high-risk category, it is recommended that you explore options to address the potential risk.

Updated May 2009

