

Required Supporting Documents for Septic BMP(s)

Georgia Environmental Protection Division (GAEPD) Section 319(h) Grant Contract Checklist

CONTRACT FOR AWARDED FUNDS:		
	For Repair or Replacement actions, obtain a permit from local Department of Public Health (DPH)	Must be signed and dated by DPH Agent.
	For permits paid for by check or credit card, provide proof of payment (i.e. cancelled check, credit card receipt, or bank statement)	Provided by LANDOWNER
	Cost Estimate of work, provided by a Georgia-certified septic operator	Should be signed and dated from operator
	Submit completed IRS W-9 Form	Must be signed and dated by LANDOWNER.
	Property Map with septic system location indicated	Provided by LANDOWNER
	Contract between the COMMISSION and LANDOWNER:	Must be signed and dated by the COMMISSION and LANDOWNER
COMPLETE SEPTIC SYSTEM PUMP OUT, REPAIRS, OR REPLACEMENT:		
	Take Pre and Post BMP Implementation(s) photographs	Provided by LANDOWNER
	Have Georgia-certified septic operator pump, repair or replace the septic system	Ensure the operator is certified to work in Georgia.
	Documentation of final approval/satisfactory completion of contracted work from Health Department County or District Agent <u>Should include the following:</u>	
	<ul style="list-style-type: none"> • Site Evaluation Form/ Inspection Report 	Must be signed and dated by DPH agent
	DPH agent must sign off on contract between the COMMISSION and LANDOWNER to indicate project completion	Must be signed and dated by DPH agent
PAYMENT TO LANDOWNER AND COMMISSION:		
	Itemized Invoice(s) from Georgia-certified septic operator	Signed and dated by operator
	Copy of payment method to total full amount on invoice (i.e. cancelled check, credit card receipt, or bank statement)	Provided by LANDOWNER
	Payment Request to SGRC from LANDOWNER	Completed by LANDOWNER
	Purchase Requisition to SGRC for 50% reimbursement of BMP implementation costs to LANDOWNER	Completed by the COMMISSION
	Request for reimbursement from GAEPD	Completed by the COMMISSION

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