



## Septic Improvement Program - Grant Process Overview

For More Information visit [www.ReclaimOurWater.info](http://www.ReclaimOurWater.info) or  
Call the Suffolk County Department of Health Services at (631) 852-5811

### Breakdown of Available Funding

- **\$10,000 base grant from Suffolk County**
- **\$5,000 incentive for Low to Moderate Income**
- **\$5,000 incentive for Pressurized Shallow Draining Fields/ Nitrogen Polishing Units**
- **Up to \$10,000 grant from New York State**
- **Town rebates from: Town of Southampton, East Hampton, and Shelter Island**

### How Does the Septic Improvement (SIP) Grant / Loan Program Work?

#### Important Information Before You Apply for the Septic Improvement Grant

**1**

Online Applications are available at [www.ReclaimOurWater.info](http://www.ReclaimOurWater.info). Homeowners should gather the following required documents prior to beginning the application process:

- Copy of Homeowner's Insurance Policy
- Copy of most recent property tax bill
- Copy of Certificate of Occupancy or Zoning Compliance for the dwelling - available from the Town Clerk's office
- If applying for the additional \$5,000 Low to Moderate Incentive, you must provide the first two pages of property owner(s)' latest year's tax return along with signature page (Form 1040, 1040A or 1040EZ). Please be sure to redact your social security number
- If applicable: proof of sanitary system failure (photo, service receipts, etc.)

#### What Happens After You Submit Your Complete Grant Application

**2**

*Ranking and Scoring Process:*

- Completed applications are scored and ranked as outlined in SIP rules and regulations.
- Top ranked applications (based on priority area and documented failure) will be sent a Grant Acceptance packet which contains the Grant Certificate, Grant Agreement, and an application for the State Grant.
- Homeowners have 30 days to sign the Grant Agreement. If signed Grant Agreements are not received by the Suffolk County Department of Health Services (SCDHS) within 30 days the Grant Certificate will expire and the allocated funding will revert back into the Grant pool.
- If final approval is not issued within 12 months from execution of the Grant Agreement, the Grant Certificate will expire and funding will revert back into the Grant pool.

## What To Do After You Receive Your Grant Acceptance Packet

<b>3</b>	<p><i>Execution of Grant Agreement (State &amp; County):</i></p> <ul style="list-style-type: none"> <li>• Homeowner evaluates options and decides to move forward. Grant Agreement must be signed and returned to SCDHS within 30 business days from receipt of Grant Acceptance packet.</li> <li>• Copy of fully executed contracts will be returned to the homeowner.</li> <li>• Homeowner contracts with Design Professional at their own expense.</li> </ul>
<b>4</b>	<p><i>Office of Wastewater Management (OWM) Process:</i></p> <ul style="list-style-type: none"> <li>• Design Professional completes a permit application and submits to OWM including vendor cost estimate. Homeowner enters into contract with Vendor. The Design Professional will also identify any required Town, Village, or State permits that may be required.</li> <li>• SCDHS permit to construct is issued.</li> <li>• Town/Village/New York State Department of Environmental Correction (NYSDEC) permits are secured if required.</li> </ul>
<b>5</b>	<p><i>Evaluate Funding Options:</i></p> <ul style="list-style-type: none"> <li>• Receive Grant Eligibility Memo from SCDHS</li> <li>• Homeowner may contact CDCLI Funding Corporation (<a href="http://www.cdcli.org/septic-replacement-loan-program-suffolk-county-residents/">http://www.cdcli.org/septic-replacement-loan-program-suffolk-county-residents/</a>) or other financial institution for loan pre-approval. It is expected that third party financial institutions would require a copy of the Grant Certificate to begin the pre-approval process.</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Homeowner submits Vendor proposal to County along with signed Assignment of Payments (AOPs)</li> </ul>
<b>7</b>	<p><i>I/A OWTS Installation Process:</i></p> <ul style="list-style-type: none"> <li>• Construction can begin. SCDHS inspectors will visit the site and inspect that the installation is in accordance with County and Manufacturer Standards.</li> </ul>
<b>8</b>	<p><i>Final Approval Process and Inspector Certification:</i></p> <ul style="list-style-type: none"> <li>• System start-up witnessed by SCDHS. As-built plans submitted to SCDHS by the Design Professional. The homeowner submits I/A OWTS Registration form.</li> <li>• Vendor submits Certification Forms</li> <li>• Submit an O&amp;M Agreement from maintenance provider</li> </ul>
<b>9</b>	<p><i>Issuance of Inspector Certification Letter:</i></p> <ul style="list-style-type: none"> <li>• Inspector Certification letter will be issued by SCDHS Office of Ecology. Vendors must submit payment vouchers and invoices to SCDHS.</li> </ul>
<b>10</b>	<p><i>Issuance of Grant Payment:</i></p> <ul style="list-style-type: none"> <li>• Once Inspector Certification letter is issued and payment vouchers and invoices are received, grant payments will be issued by the County to the Vendor identified in the Grant Agreement exhibit on behalf of the homeowner.</li> </ul>