



## 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

- **Suffolk County Septic Improvement Program (SIP)**
  - \$10,000 Grant
  - \$5,000 for Low to Moderate Income Applicants
  - \$5,000 when a Pressurized Shallow Drainfield is required
- **New York State Septic System Replacement Program (SSRP)**
  - Up to \$10,000 Grant
  - 50% of eligible costs not including sales tax, pumping or decommissioning, internal plumbing or operation & maintenance costs
- **Additional funding may be available from the following towns:**
  - East Hampton** – 631-324-0496 - <https://ehamptonny.gov/584/Septic-Incentive-Program>
  - Shelter Island** – 631-749-0758 - <https://www.shelterislandtown.us/water-quality?rq=septic>
  - Southampton** – 631-287-5720 – <https://www.southamptontownny.gov/1083/IA-OWTS-Rebate-Program>

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

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

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- Applicants must apply for and be issued a grant prior to installation of the I/A OWTS.
- The existing residence must be served by a septic system or cesspool and not connected to a sewer system or located within a proposed sewer district.
- New construction on a vacant lot is not eligible.
- Must have Property Deed recorded with the Suffolk County Clerk.
- The Property cannot have tax liens or be in foreclosure. Must be current on payment of property tax.
- Applicants must use an installer from the County's list in order to be eligible for grant funding. Installer is paid County SIP and NYS SSRP grant funds directly by Suffolk County on the homeowner's behalf.

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Online Application is 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
- 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.)
- If property is owned by Trust, LLC, or Corporation, additional documentation is required.

## What Happens After You Submit Your Complete Grant Application

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### *Ranking and Scoring Process:*

- Completed applications are scored and ranked as outlined in SIP rules and regulations.
- Top ranked applications (based on documented failure and priority area) will be issued grants in the order in which completed applications are received.
- Grant Awardees will be sent a Grant Acceptance packet which contains the Grant Certificate, County SIP Grant Agreements, NYS SSRP Grant Contracts, Assignment of Payments and W-9(s).

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

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### *Execution of Grant Agreements (State & County):*

- Homeowner evaluates options and decides to move forward. Grant Agreement must be signed and returned to SCDHS within 30 days from receipt of Grant Acceptance packet.
- Copy of fully executed contracts will be returned to the homeowner.

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### *Office of Wastewater Management (OWM) Process:*

- Homeowner contracts with Design Professional at their own expense.
- Design Professional completes a permit application and submits to OWM.
- The Design Professional will also identify any required Town, Village, or State permits that may be required.
- SCDHS OWM permit to construct is issued.

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### *Evaluate Funding Options:*

- Homeowner selects installer from County-approved vendor list and submits price quote based on approvable Wastewater Management Permit site plans.
- Homeowner submits signed Assignment of Payments (AOPs).
- Receive Grant Eligibility Memo from SCDHS based on submitted price quote.
- Homeowner may contact CDCLI Funding Corporation (<http://www.cdcli.org/septic-replacement-loan-program-suffolk-county-residents/>) 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.

## Schedule Your I/A OWTS Installation

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### *I/A OWTS Installation and Final Approval Process:*

- I/A OWTS Installation can begin after OK to Proceed is given to Approved Installer.
- SCDHS inspectors will visit the site and inspect that the installation is in accordance with County and Manufacturer Standards.
- System start-up witnessed by SCDHS. As-built plans submitted to SCDHS by the Design Professional.
- Vendor submits Certification Forms.
- Submit an O&M Agreement from maintenance provider
- The homeowner submits I/A OWTS Registration form.

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### *Issuance of Grant Payment:*

- Vendors must submit payment vouchers and invoices to SCDHS.
- Once Inspector Certification letter is issued, County SIP and NYS SSRP grant payments will be issued by Suffolk County on behalf of the homeowner to the Vendor identified in the Assignment of Payment forms.
- Grant Award may be subject to federal and/or state taxes. Grant Awardee should consult his/her own tax, legal and accounting advisor(s) regarding tax implications.