



Septic Improvement Program - Homeowner Process Overview

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

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

Important Information Before You Apply for the Septic Improvement Grant

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Online Applications are available at www.ReclaimOurWater.info. Homeowners should gather the following required documents prior to beginning the application process:

- Copy of property deed
- Proof of Homeowner's Insurance
- Copy of most recent property tax bill
- Copy of Certificate of Occupancy or equivalent
- 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.)
- The following documents are recommended but not required to be submitted with your grant application:
 - Property Survey
 - Floor plan
 - Copies of water bills from October through February

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.
- Homeowners will receive routine updates via e-mail as to the status of their application.
- Top ranked applications (based on priority area and documented failure) will be sent a Grant Acceptance packet which contains the Grant Certificate and Grant Agreement.
- 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 180 days 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

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Begin Preliminary Industry Consultations:

- 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.
- Homeowner may contact Design Professional for preliminary evaluation.

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Execution of Grant Agreement:

- 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.
- Receipt and copy of fully executed contract is returned to the homeowner.
- Homeowner contracts with Design Professional and Vendor

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Office of Wastewater Management (OWM) Process:

- Design Professional submits application to OWM and submits 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.
- SCDHS permit to construct is issued.
- Town/Village/New York State Department of Environmental Correction (NYSDEC) permits are secured if required

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I/A OWTS Installation Process:

- Construction can begin. SCDHS inspectors will visit the site and inspect that the installation is in accordance with County and Manufacturer Standards.

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Final Approval Process:

- System start-up witnessed by SCDHS. As-built plans submitted to SCDHS by the Design Professional. The homeowner submits I/A OWTS Registration form.

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Issuance of Final Approval:

- Final Approval letter will be issued by SCDHS Office of Wastewater Management. Design Professionals and Vendors must submit payment vouchers and invoices to SCDHS.

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Issuance of Grant Payment:

- Once Final Approval letter is issued and payment vouchers and invoices are received, grant payments will be issued by the County to the Design Professional and Vendor identified in the Grant Agreement exhibits on behalf of the homeowner.