

**Rules and Regulations of the
Suffolk County Department of Health Services
for
The Suffolk County I/A Septic System Maintenance Contract Renewal
Program**

1.1 Definitions.

Department – The Suffolk County Department of Health Services.

Grant – County Funding assistance to an eligible Property Owner of a Residential Parcel for the cost of the Operation and Maintenance Renewal Contract for an Innovative and Alternative Onsite Wastewater Treatment System.

Grant Application – The form submitted by a Property Owner for a Grant to assist with the cost of the Operation and Maintenance Renewal Contract for an Innovative and Alternative Onsite Wastewater Treatment System.

Grant Awardee – The Property Owner that has been approved for Grant funding pursuant to Suffolk County Resolutions 830-2023, 958-2023 and 914-2025, as may be amended and set forth in these Rules and Regulations.

Grant Contract – The agreement between the County and the Grant Awardee.

Innovative and Alternative Onsite Wastewater Treatment System (“I/A OWTS” or “System”) – An onsite decentralized wastewater treatment system that meets the requirements and standards for nitrogen removal as set forth in Article 19 of the Sanitary Code and associated Standards.

Maintenance Provider – means a private entity hired by a Property Owner to provide operation and maintenance and contractual service of an I/A OWTS, that has a current Liquid Waste License pursuant to Chapter 563 Article VII (Septic Industry Businesses) and an Endorsement as an Innovative and Alternative Treatment System Service Provider through the Suffolk County Department of Labor, Licensing and Consumer Affairs, and is also trained and certified by the I/A OWTS technology manufacturer.

Operation and Maintenance Renewal Contract – A contract with a Maintenance Provider for the operation and maintenance of an I/A OWTS that would begin after the expiration of a previous contract for the operation and maintenance of an I/A OWTS, in accordance with section 19-106 of the Suffolk County Standards Promulgated under Article 19 for the Approval and Management of Innovative and Alternative Onsite Wastewater Treatment Systems.

Peconic Estuary Contributing Area – Groundwater discharge to the Peconic Estuary is defined in the Suffolk County Subwatersheds Wastewater Plan.

Proof of Payment – Proof of Payment consists of a copy of the front and back of a cashed check, or a copy of a credit card statement, or wire transfer or bank statement.

Property Owner – A natural person, firm, partnership, corporation, trust, trustee, association, company or other legal entity capable of owning real property who is the current record owner in fee or qualifying tenant of the residence for which a grant application is made. An owner in fee shall include a fee subject to a life estate.

Residential Parcel – Any parcel located wholly or partially in the County of Suffolk that legally may be used for permanent residential purposes under the local town or village code, as the case may be, and the Sanitary Code.

Sanitary Code – The Suffolk County Sanitary Code and any duly enacted amendments thereto.

2.1 Program established.

A. A pilot grant assistance program to assist with the cost of Operation and Maintenance Renewal Contract for an I/A OWTS is hereby established, to be known as “Suffolk County I/A Septic Replacement System Maintenance Project” (also known as “The Suffolk County I/A Septic System Maintenance Contract Renewal Program” or the “O&M Contract Renewal Program” or the “Program”), and is available to applicants meeting the qualifications as defined in, and as may be amended in, these Rules and Regulations.

B. The Program shall be administered by the Department consistent with Suffolk County Resolutions 830-2023, 958-2023 and 914-2025, as may be amended and set forth in these Rules and Regulations.

2.2 Funding.

A. Funding contained in the I/A Septic System Maintenance Contract Renewal Program is being made available by the U. S. Environmental Protection Agency to Peconic Estuary Partnership under Clean Water Act section 320 and the Infrastructure Investment and Jobs Act. This funding is being provided through assistance agreements between EPA and the Suffolk County Department of Health Services on behalf of the Peconic Estuary Partnership.

B. No Program Grant approved and made to a Grant Awardee shall exceed \$500 per I/A OWTS per year of the Operation and Maintenance Contract.

C. Disbursement of Grant funds shall be subject to the following: execution by the County and Grant Awardee of the Grant Contract prepared by the Department; execution by the Grant Awardee of a Request for Reimbursement prepared by the Department.

3. Powers and duties. Reserved.

4.1 Grant eligibility; generally.

A. Upon compliance with all terms and conditions of Suffolk County Resolutions 830-2023, 958-2023 and 914-2025, as may be amended, and set forth in these Rules and Regulations, grants may be made to Grant Awardees. A Grant Application shall be submitted by an applicant pursuant to **5.1 et seq.**

B. A qualifying Residential Parcel must:

- (1) be served by an I/A OWTS;
- (2) have had a previous Operation and Maintenance contract that has since expired;
- (3) have an Operation and Maintenance Renewal Contract for an I/A OWTS that was initiated on or after May 1, 2023; and
- (4) provide Proof of Payment for an Operation and Maintenance Renewal Contract.

4.2 Grant eligibility; financial.

A. Grant applicants are eligible to receive a grant in the amount of up to \$500 toward the reimbursement of an Operation and Maintenance Renewal Contract for an I/A OWTS. Applicants are eligible for up to \$500 per I/A OWTS per year of the Operation and Maintenance Contract.

4.3 Grant eligibility; location.

A. Grants will be awarded for a qualifying Residential Parcel (as defined in **4.1**) in the following area: the parcel is located within the Peconic Estuary groundwater contributing area, as defined in the Suffolk County Subwatersheds Wastewater Plan.

5.1 Application process; generally.

A. Each Grant Application shall be submitted via e-mail to PEPSeptic@SuffolkCountyNY.gov or delivered by mail or in person to the Department at the

Suffolk County Department of Health Services
Office of Ecology
O&M Contract Renewal Program
360 Yaphank Avenue, Suite 2B
Yaphank, New York 11980

B. On a regular basis, the Department will review Grant Applications received to determine whether each is complete. For the purposes of these Rules and Regulations, an Application is complete when:

- (1) The Department has received all information and documentation required to be submitted with the Application form, including:

- a. Executed Operation and Maintenance Renewal Contract, and
- b. Proof of Payment for the Operation and Maintenance Renewal Contract.

(2) The Department has determined that the applicant is not otherwise ineligible for the Grant pursuant to Suffolk County Resolutions 830-2023, 958-2023 and 914-2025, as may be amended, or these Rules and Regulations.

C. All Grant Contracts shall be issued by the Department based on the date when the application is deemed complete, subject to the availability of Program funds on a first-come, first-served basis.

D. The Department shall treat all Grant Applications and supporting documentation or other personal information as confidential. The Department shall not share such information with any other party without prior consent of an applicant.

E. The Department may prepare a Grant Contract. Grant Contracts shall be executed as set forth in 7.1 by the Grant Awardee within thirty (30) days of the date of issuance.

F. Appeals

Where an applicant has been denied or rescinded a Grant, such applicant may appeal such determination by submitting a written appeal letter to the Department. Such appeal letter must be submitted within ninety (90) days of the date of the written correspondence from the Department and should include all information that may be necessary to conduct a review of the determination. For the purposes of this paragraph, electronic mail submissions shall be deemed “in writing.”

6.1 Scope of grant; use of funds.

A. The Grant award shall only be used for the following customary, reasonable, and necessary expenses in accordance with the Grant Contract executed by the County and the Grant Awardee:

- (1) Cost of an Operation and Maintenance Renewal Contract purchased from a Maintenance Provider to maintain the I/A OWTS.

Customary, reasonable, and necessary expenses for the Operation and Maintenance of a System shall be determined by the Department.

B. Grant funding is limited to system vendors who have a valid liquid waste license with an I/A OWTS endorsement issued by the Suffolk County Department of Consumer Affairs.

C. All other costs are to be borne by the Property Owner.

7.1 Execution of Grant Contract; condition of grant.

A.) A Grant Contract shall be executed within thirty (30) days of the date of issuance. If the Grant Contract is not executed within thirty (30) days, the Grant award may be terminated by the Department.

B.) Payment of the Grant pursuant to **8.1** to the homeowner may proceed upon full execution of a Grant Contract.

8.1 Request for Reimbursement.

A.) In accordance with the Grant Contract, the Grant Awardee shall execute a Request for Reimbursement Form prepared by the Department.

B.) Upon receipt of the executed Grant Contract and Request for Reimbursement Form, the Department shall prepare a voucher to be submitted to Audit and Control for payment to Grant Awardee.

C.) The voucher shall contain the following:

- (1) Operation and Maintenance Renewal Contract stating the total amount paid for work performed;
- (2) Proof of Payment; and
- (3) Request for Reimbursement Form.

9 No Liability to County. Reserved.

10.1 Miscellaneous.

A.) In the event that a Grant Awardee does not submit the executed Request for Reimbursement Form within twelve (12) months of execution of the Grant Contract, the Grant Awardee will be solely responsible for paying all costs incurred and the Grant Contract will be void.

11.1 Authority.

These Rules and Regulations may be amended or repealed from time to time as deemed necessary by the Department.