

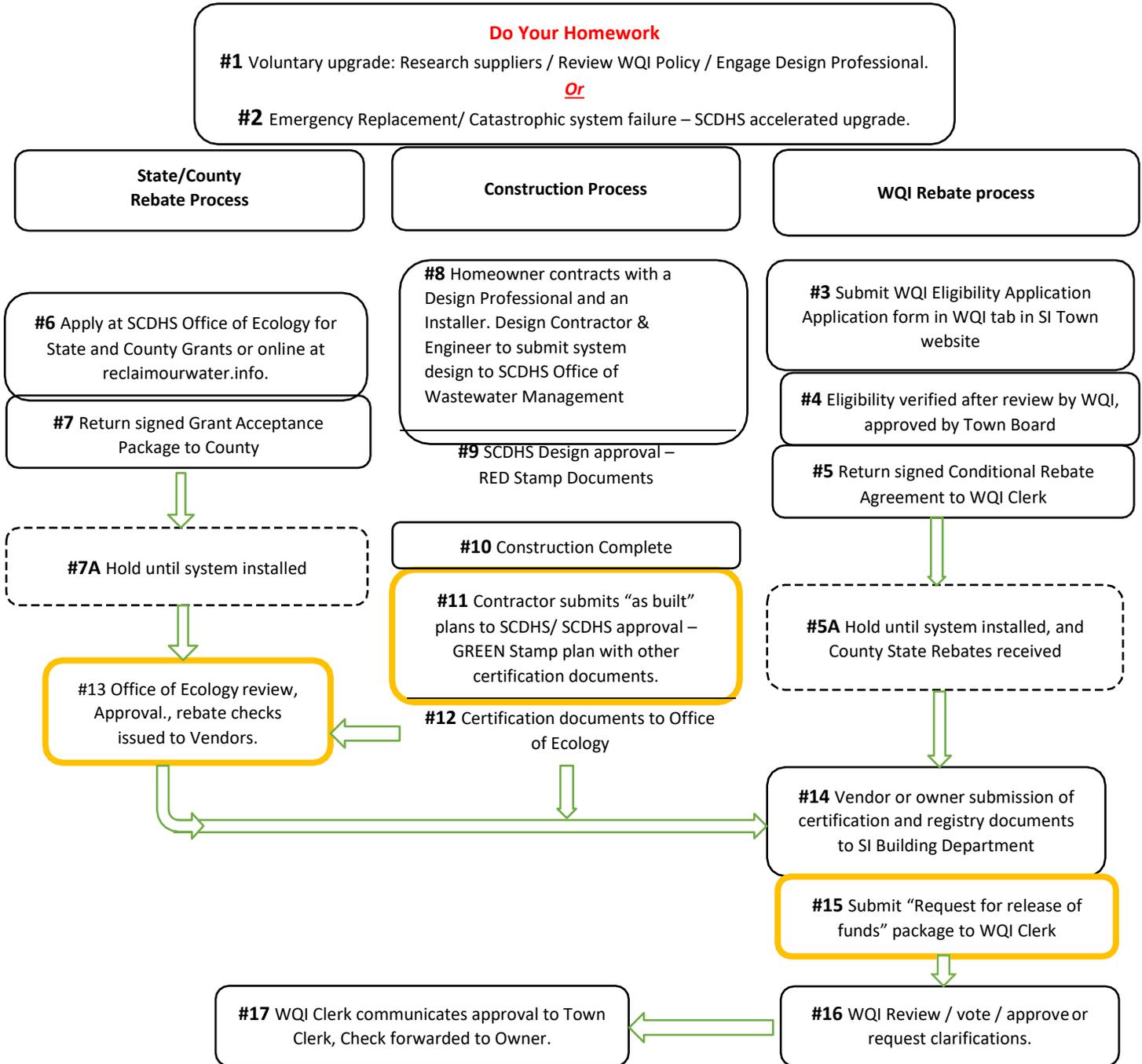


# Town of Shelter Island

## Water Quality Improvement Rebate

### FLOWCHART AND PROCESS SUMMARY

Outlines the full 12 to 18-months Application and Construction Process





## Process Summary

There are many organizations involved in this process, including:

- (1) Shelter Island WQI Advisory Board, Building Department, and Town Board
- (2) SCDHS Office of Wastewater Management
- (3) SCDHS Office of Ecology for State and County Grants
- (4) Design Professional (engineer or architect) (designs layout of the system)
- (5) Vendors including the primary I/A installers, plumbers, electricians, and other suppliers

\*\*\* NOTE: SCDHS: Suffolk County Department of Health Services - <https://suffolkcountyny.gov/health>

**1. Voluntary Upgrade** – Do your research on the new low-nitrogen septic treatment systems – talk to a design professional, engineer or architect to determine what is the best system for your situation. Contract with a design professional. Discuss your project with a septic system installer. Review the WQI FUNDING POLICY and RESTRICTIONS. This describes the size of potential rebate, what expenses will or will not be covered, and limits to future construction.

**2. Emergency Replacement** – Accelerated design and installation under direct SCDHS engineering supervision, typically for collapsed cesspit/cesspool. See note on page 4.

**3. WQI Rebate Process** – Submit a Shelter Island Town eligibility application to determine if you are eligible for the Shelter Island I/A Rebate Program. Homeowner applies for Shelter Island Town Rebate with assistance from an Engineer and Vendor.

Application forms can be picked up from the WQIAB Clerk in Town Hall (hard copy) or from the Town WQI website page: <https://www.shelterislandtown.us/water-quality> (Email completed application with required documentation to the Clerk [jmontgomery@shelterislandtown.gov](mailto:jmontgomery@shelterislandtown.gov) plus deliver hard copy to Town Hall)

**4. WQI Rebate Process** – The WQI Advisory Board will evaluate your application and make a recommendation to the Town Board whether to allocate funds to support your project. Applications will not be evaluated if any of the required documents are missing from the submission.

**ALL APPLICANTS ARE ALSO REQUIRED to apply for the Suffolk County and NY State Grant Septic Improvement Programs:** <http://www.reclaimourwater.info/Home.aspx>  
(to fill out their paperwork or call Suffolk County Department of Health Services at 631-852-5811 for instructions)

**5. WQI Rebate Process** – Conditional Rebate Agreement. If funding support is authorized by the Town Board, the Town Attorney will issue to the applicant the following documents:

1. Low-Nitrogen Sanitary System Conditional Rebate Agreement
2. Certified Release of Septic Information

\*\*\* These documents must be signed and returned to the Town Attorney within 30 days of receipt.



If the size, manufacturer, design professional, installation contractor or other details of your application are changed after approval OF THE Conditional Agreement, the homeowner must submit an update explaining the change to the WQI Advisory Board. Failure to accomplish this may impact final authorization of your rebate.

**5A. WQI Rebate Process – “HOLD” EXPLANATION.** Please note that the release of the Shelter Island rebate is dependent on the speed of the I/A installation and approval. and for the release of funds to vendors from Suffolk County and New York State. This can be a one or two-year process.

**6. State and County Grant Process –** Homeowner applies for the Suffolk County Department of Health Services Office of Ecology (SCDHS Ecology). Online at [reclaimourwater.info](http://reclaimourwater.info) or by paper application.

- a. In 8-12 weeks, the SCDHS Ecology will review the application and either request additional information or send the homeowner a Grant Acceptance Package.
- b. Grant Acceptance Package contains a Grant Certificate, Grant Agreement and Application for the State Grant.

**7. State and County Grant Process –** Homeowner signs and returns Grant Agreement and State Grant Application to the SCDHS Ecology.

**7A. State and County Grant Process – “HOLD” EXPLANATION.** Release of funds from the Office of Ecology to vendors from Suffolk County and New York State can only occur after the installation has been completed and the system has been certified by the Office of Wastewater Management. This can be a one or two-year process.

**8. System Construction –** Homeowner submits Vendor/Installer estimate to the County along with the Assignment of Payment form (which the Homeowner will receive from the County). Homeowner contracts with a Design Professional and a Vendor/Installer. Design Professional completes a permit application (Design) and submits it to the Suffolk County Department of Health Services (SCDHS) Office of Wastewater Management. The system design must be created by a New York State Licensed professional engineer or architect. A SCDHS Wastewater approved I/A OWTS installation contractor hired, any other required permits are secured if necessary (Town/Village/NYSDEC). SCDHS Wastewater issues a permit to construct with a RED STAMP on the plans.

**9. State and County Grant Process –** Homeowner submits Vendor/Installer estimate to the Suffolk County Office of Ecology (SCDHS Ecology) along with the Assignment of Payment form (which the Homeowner will receive from the SCDHS Ecology).

**10. System Construction –** Once the Assignment of Payment form is accepted by SCDHS Ecology the installation of the system can begin. The installation starts and continues to completion.

- a. Pump and Abandon old sanitary system.
- b. Install I/A system and connect to the effluent leaching system (new or existing leaching pool), or a Pressurized Shallow Drainfield (PDS)



- c. Electrician hooks up control panel
- d. SCDHS Wastewater inspection at startup
- e. Other vendors

**11. System Construction** – Engineer submits As-Built Plans to SCDHS office of wastewater management for final approval. If approved, a GREEN STAMP is applied to the plan with other certification documents. The SCDHS Wastewater Management office will issue final approval on the job by returning the As-Built plan with a GREEN stamp.

**12. System Construction** – Engineer submits Certification forms, I/A OWTS Registration Form, Operation and Maintenance (O&M) agreement from the maintenance provider, Payment Vouchers and Invoices to the SCDHS Ecology.

**13. State and County Grant Process** – SCDHS Ecology review of documents, approves, and issues rebate checks directly to Vendors.

**14. WQI Rebate Process** – After Green Stamp is issued, the applicant must complete the following items with the Shelter Island Building Department:

- a. A “Shelter Island Septic Registry” form
- b. A “Shelter Island Well Registry” form
- c. A copy of the SCDHS ‘Green’ Stamp” Final Survey cover page (to be included in the Request for Payment submission to the WQI)

**15. WQI Rebate Process** – Upon final completion of your new I/A System complete and submit to the WQIAB Clerk the **Request for Payment and Calculation** Form with Checklist with a copy of each PAID Invoice and any supporting documentation for WQIAB for Payment.

**16. WQI Rebate Process** – The WQIAB reviews the release of funds information, determines if the funding request is appropriate, or if not appropriate, reviews concerns with the owner.

**17. WQI Rebate Process** – If final approval is confirmed the WQIAB Clerk will prepare a Payment Memo and Voucher for the Supervisor to release fund and sign check for the owner.

**Emergency Replacement** - An I/A upgrade due to catastrophic failure, typically for an unsafe collapsed cesspit/cesspool or conventional septic system. In this situation an accelerated design and installation under direct SCDHS engineering supervision may be required. This is an abbreviated process from the voluntary upgrade described in this summary. Contact WQI for application requirements for Shelter Island funding. Application to the County and State rebate programs is still required.