



SUFFOLK COUNTY PILOT PROGRAM

SMALL BUSINESS SEWER INFRASTRUCTURE FINANCIAL ASSISTANCE (SIFA)



Program Guidelines and Application

The Pilot Program for Small Business Sewer Infrastructure Financial Assistance (SIFA Program or Program)¹ provides financial assistance to small business owners or qualifying tenants² in an amount up to \$15,000 to offset the cost to connect their business to Suffolk County Sewer District facilities. To qualify, a business must have 25 employees or less.

The Program is only available to qualifying small business owners that own the property or are the qualifying tenant upon which the business is operating and are located within an existing Suffolk County Sewer District (a "County Sewer District"). The property cannot currently be connected to a County Sewer District or, if connected, it must have done so on or after May 9, 2023 (the effective date of the Program) and must sufficiently document eligible Program costs. Program funds will only be provided to reimburse costs which have been paid.

Only applications in final form will be reviewed. To be considered in final form, an application must be fully completed, with all required documentation provided to the Department of Economic Development and Planning (the "Department") via submission to the SIFA Application Portal (<https://ecodev.suffolkcountyny.gov/sifa/>) or by mail or hand delivery. Applications will be reviewed in the order in which they are received in final form. Once an application is approved, the applicant is required to enter into a grant agreement (the "Grant Agreement") with the County in order to receive grant funding. Grants will be awarded only to the extent Program funds remain available. Any applicant that is not approved due to the unavailability of Program funds may request to have their application added to a wait list and reconsidered in the event additional funding becomes available.

If you have questions about the application process or your submitted application, you can email SIFA@SuffolkCountyNY.gov or call (631) 853-4800 Ext 2.

1. GOAL: To help small businesses located within Suffolk County Sewer Districts connect to County Sewer District facilities.

2. ELIGIBILITY CRITERIA:

- Applicant must own and operate a small business with 25 employees or fewer.
- Applicant must own the property upon which the small business is located or be a "Qualifying Tenant" as defined in Resolution No. 346-2023, as amended.
- The small business must be authorized to do business under the laws of New York and be operating in accordance with the laws of the local municipality within which it is located.
- The property is served by an existing on-site septic system or cesspool and is not connected to a public or private sewer system, or property is served by sewer on or after May 9, 2023.
- The property must be in compliance with all applicable State, County and/or Local Code requirements.

¹ The SIFA Program was created through Suffolk County Resolution No. 346-2023 (and further amended by Suffolk County Resolution Nos. 196-2024 and 637-2024).

² Resolution No. 346-2023 as amended, defines Qualifying Tenant as: "A person, firm, partnership, corporation, trust, trustee, association, company or other legal entity capable of owning an interest in real property that is entitled to nonrevocable legal possession of the Qualifying Parcel for which a grant application is made by virtue of a written lease, judicial decree or equivalent legal instrument and where such person, firm, partnership, corporation, trust, trustee, association, company or other legal entity is solely responsible for the provision, cost, and maintenance of wastewater disposal for the Qualifying Parcel for which a grant application is made."

- The property must be located within an existing County Sewer District and either not yet connected to that County Sewer District's facilities or was connected on or after May 9, 2023.
- The County District has sewer availability, as such term is defined within Resolution No.346-2023, as amended.

3. GRANT PROCESS: To receive grant funding, the following process must be followed:

- Applicant will review all program documentation and/or visit the SIFA Application Portal.
- Applicant submits application via online portal, mail or hand delivery.
- The Department reviews submitted application for completeness.
- Applicant receives notice of approval or denial.
- If approved, Applicant enters into a Grant Agreement with the Department.
- Applicant selects contractor in compliance with applicable County code requirements including Chapter 740 of the Suffolk County Code. Please contact the Department of Public Works (DPW) for more information.³
- Applicant submits designs and permits to DPW for approval.
- If approved, DPW issues applicable permits to perform installation of Private Sewage Works.
- Once completed, DPW performs inspection and, if work is approved, issues S-9 Form or P-19 Form.
- Grant Awardee submits reimbursement request to the Department.
- The Department reviews and processes reimbursement request and, if approved, Department of Audit and Control issues payment.

4. REQUIRED DOCUMENTS: The following documents are required to be completed and submitted to the Department with the application in order for the application to be reviewed. Incomplete applications will not be reviewed until they are complete. Complete applications will be reviewed and evaluated in the order in which they are received. After all complete applications have been reviewed, the Department may reach out to applicants with incomplete applications to notify them of missing documentation.

- Certificate of Occupancy or Equivalent.
- Most Recent Property Tax Bill.
- Property Deed.
- Government issued photo ID for every owner of 20% or more of the business.
- Copy of last filed NYS-45 (Quarter Combined Withholding, Wage Reporting, and Unemployment Insurance Return) OR Federal Payroll Form 941 OR Federal Tax Returns (if you have 0 employees).
- Certificate of Incorporation or Articles of Organization
- If applicant is not the property/parcel owner – a Lease Agreement or some other agreement adequately showing that the tenant is solely responsible for the provision, cost and maintenance of wastewater disposal.
- If applicant is not the property/parcel owner – an attestation from the property owner that they consent to the application being submitted by the lessee.
- If submitting an application via hard copy (not through the online application portal), complete and submit pages 3 - 5 of this document.
- Once a Grant Agreement is executed, grant recipients ("Grant Awardees") can receive up to \$15,000 for approved eligible costs and expenses. Grant Awardees are required to obtain final approval of the completed Private Sewage Works ("Private Sewage Works") installation and connection to County Sewer District facilities as well as all necessary approvals from the DPW prior to grant disbursement.

³ DPW contact information - Email: scdpwsewerpermitoffice@suffolkcountyny.gov; phone: 631-854-4185; hours: 7:00 am – 3:30 pm

ONLINE APPLICATION SUBMISSION: To fill out an *online* application please visit the SIFA Application Portal at <https://ecodev.suffolkcountyny.gov/sifa/>

FOR APPLICATIONS SUBMITTED BY MAIL OR HAND DELIVERY:
SUFFOLK COUNTY PILOT PROGRAM FOR SMALL BUSINESS SEWER INFRASTRUCTURE
FINANCIAL ASSISTANCE (SIFA)



PLEASE CHECK THE FOLLOWING:

- ☐ I AM APPLYING AS THE PROPERTY OWNER
- ☐ I AM APPLYING AS A QUALIFIED TENANT

APPLICATION INFORMATION (PLEASE PRINT):

Applicant/Business Owner Name: _____

Phone Number: _____

Email Address: _____

Name of Contact for Applicant (if different from above): _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

Name of Property Owner (if different from Applicant): _____

Phone Number: _____

Email Address: _____

Legal Business Name: _____

Doing Business As (if applicable): _____

Address of Business Operating on Property: _____

Property Suffolk County Tax Map Number (if known): _____

Sewer District in which property is located (if known): _____

Current sanitary system components** (check one):

- ☐ Property is currently served by a septic system or cesspool
- ☐ Property is served by sewer prior to May 9, 2023 (if this box is checked, the property is ineligible for the Program)
- ☐ Property is served by sewer on or after May 9, 2023 (if this box is checked, the property is eligible for the Program)

Please note: the contact information provided above will be used to correspond with applicant

Please Note: Depending on certain responses, you may be asked to provide additional information or documentation.

If Applicant is the Business Property owner:

By signing below, the applicant:

- Certifies that the property owner has a good and valid title to the property.
- Certifies that the property owner owns a business with 25 employees or fewer.
- Certifies that the business is operating on the Qualifying Property.
- Certifies that the business is in compliance with all applicable State, County and/or local code requirements.
- Certifies that the property is served by an existing on-site septic system or cesspool and is not connected to a County or private sewer system.
- Certifies that the property is located within an existing County Sewer District and either not yet connected to that County Sewer District's facilities or was connected on or after May 9, 2023.
- Understands that the submission of this application does not guarantee a grant award and that the terms and conditions of the Suffolk County Pilot Program for Small Business Sewer Infrastructure Financial Assistance may be changed at any time by Suffolk County.
- Understands that Suffolk County is not responsible to any party for the loss of funding or any other damages which may arise as a result of the provision of false or inaccurate applicant information within the application or documentation, or by any property owner's failure to adhere to the terms of the Pilot Program for Small Business Sewer Infrastructure Financial Assistance or any agreement entered thereunder.

Name (Print): _____

Signature: _____ **Date:** _____

If Applicant is the Qualifying Tenant:

By signing below, the applicant:

- Certifies that the Qualifying Tenant has a current lease or license to operate at the location that shows the tenant is responsible for wastewater infrastructure.
- Certifies that the Qualifying Tenant owns a business with 25 employees or less.
- Certifies that the business is operating at the property listed above.
- Certifies that the business is operating in compliance with all applicable State, County and/or local code requirements, must receive approvals from all other applicable regulatory agencies, and shall be responsible for compliance with all applicable federal, state, county, town, and village regulations, rules and guidelines.
- Certifies that the property is served by an existing on-site septic system or cesspool and is not connected to a County or private sewer system.
- Certifies that the property is located within an existing County Sewer District and either not yet connected to that County Sewer District's facilities or was connected on or after May 9, 2023.
- Understands that submission of this application does not guarantee a grant award and that the terms and conditions of the Suffolk County Pilot Program for Small Business Sewer Infrastructure Financial Assistance may be changed at any time by Suffolk County.
- Understands that Suffolk County is not responsible to any party for the loss of funding or any other damages which may arise as a result of the provision of false or inaccurate applicant information within the application or documentation, or by any property owner's failure to adhere to the terms of the Pilot Program for Small Business Sewer Infrastructure Financial Assistance or any agreement entered thereunder.

Name (Print): _____

Signature: _____ **Date:** _____

If applying by mail, please send a copy of this application **and required documents** by USPS to:

Suffolk County Department of Economic Development and Planning
Attention: SIFA Program
100 Veterans Memorial Highway, 2nd Floor
Hauppauge, NY 11788-0099

- Do not send original documents; Suffolk County Department of Economic Development and Planning is not responsible for their return.
- Application packages may also be **hand delivered** to the H. Lee Dennison Building at the address above. They must be in a sealed envelope and can be left with the Security Desk in the lobby.
- Applicants will be notified by email and/or mail as soon as a determination has been made for approval or disapproval of their application and will be contacted by Department staff for next steps, if applicable.