



in partnership with



Septic Upgrade Incentive Program (SUIP) CONTRACTOR STEP-BY-STEP

Prerequisites	
<ul style="list-style-type: none"> • Contractor must be certified to install nitrogen-reducing systems. • Contractor must be a registered septic system contractor or state-licensed plumber in good standing. • All eligible work must be performed in the Priority Focus Area. See QR code on reverse page. • If you have not already done so, Register Your Business as a Vendor with Volusia County by scanning the QR code on the reverse page. Grant payments will come from Volusia County. • Apply with Grants Made Simple to participate in the SUIP grant program using the QR code on the reverse page. This allows GMS to review your qualifications so there are no hiccups to your participation. GMS will send you updates about client leads (when available), funding remaining, or any changes to programming. 	
Pre-Installation Phase	Documents to be submitted to Grants Made Simple (1-6 emailed, application online)
<ul style="list-style-type: none"> • Create the estimate for the property owner. • File for your Department of Health permit • File for your electrical permit, if installation is for either of these two types of systems: <ul style="list-style-type: none"> ○ Nitrogen-reducing (NSF-245 certified) aerobic treatment units (ATU) ○ Nitrogen-reducing performance-based treatment systems (NRPBTS) • Have the property owner complete the Property Owner Attestation form using the QR code on the opposite page (download). • Complete and Submit the SUIP homeowner application for each new homeowner using the QR on the opposite page (online) 	<p>Email the documents 1-6, below, to: matt@grantsmadesimple.com with the site address in the subject line of the email.</p> <ol style="list-style-type: none"> 1. Florida Department of Health permit 2. Volusia Building Dept Electrical permit (if required) 3. Registered septic system contractor and or state license proof (photo) 4. Proof of Volusia County vendor registration 5. Written property owner estimate 6. Signed Property Owner Attestation form (download with QR code on the opposite page) <p>COMPLETE SUIP homeowner <u>online</u> application using QR code on opposite page.</p>
Review Phase	Notifications
<p>During this time, your application will go through a review. Once you have received confirmation that you are eligible to proceed, begin installation of the system. This notification is via email and will be a notice that the project is ELIGIBLE TO PROCEED with installation.</p>	<ol style="list-style-type: none"> 1. Volusia County and GMS will decide if the initial application is complete and will issue a Purchase Order (PO) which takes approximately 5 days. 2. Contractor will be notified by GMS when the application is approved so installation can begin.

Post-Installation Phase	Post-Installation Documents to be Submitted
<ul style="list-style-type: none"> • Required: take a photo of the installation process with the system visible in the ground. • File for final Department of Health inspection. • File for a final electrical permit. • Invoice the property owner for the installation. <i>Note that to qualify for the grant, the property owner cannot pay for the grant amount since you- the contractor is being reimbursed for this amount. No application with fully paid invoices will be further reviewed.</i> <ul style="list-style-type: none"> ○ \$14,000 for Aerobic Treatment Unit (AUT) and \$8,000 for In-Ground Nitrogen-Reducing Biofilter (INRB) • You will receive an award agreement, declaring that the property owner was properly invoiced, your documentation is accurate, and the invoice has the appropriate outstanding amount to bill to Volusia County. • The property owner will attest that they were properly invoiced and have not paid more than their portion of the installation. 	<p>Email the following documents to: matt@grantsmadesimple.com with the site address in the subject line of the email.</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Photo of installation in progress 2. <input type="checkbox"/> Department of Health final Inspection 3. <input type="checkbox"/> Final Electrical Permit 4. <input type="checkbox"/> Final Invoice 5. <input type="checkbox"/> Award Agreement Signature <p>GMS will collect the final property owner attestation (referenced in the left column) directly from the property owner. This is collected after all program requirements are complete and work is finished.</p>
Final Review	Notifications
<p>Documents will be reviewed by GMS promptly. If approved for reimbursement, you will receive a reimbursement check within four to six weeks directly from Volusia County.</p>	<ol style="list-style-type: none"> 1. GMS will notify the contractor that the installation is APPROVED FOR REIMBURSEMENT.

 <p>For reference purposes: Priority Focus Area Addresses</p>	 <p>Register your Business as a Vendor with Volusia County. Do this only ONE time.</p>
 <p>Apply with GMS for your business to participate in the SUIP Grant Program. Do this only ONE time.</p>	 <p>SUIP Homeowner Application. Use this code EACH TIME you have a new customer who wishes to participate under the grant program. This is the application you complete on behalf of the homeowner.</p>
 <p>Download and save the Homeowner's Attestation Form using this QR code. The homeowner completes the Attestation. Do this for EACH client.</p>	 <p>FOR MARKETING PURPOSES: HOMEOWNER EXPLAINER VIDEO</p>

