



Florida Department of Environmental Protection  
Division of Water Restoration Assistance  
**SEPTIC UPGRADE INCENTIVE PROGRAM**

**PROGRAM OVERVIEW**

The Department of Environmental Protection (Department) created this Septic Upgrade Incentive Program (Program) to encourage homeowners to voluntarily remediate existing conventional Onsite Sewage Treatment and Disposal Systems (OSTDS) to include nitrogen reducing enhancements.

The Program offers subsidies, only in designated areas within a county – identified and delineated by the Department as Priority Focus Areas (PFAs), in amounts up to \$10,000 per system. The subsidies are available for payment directly to septic system installers and licensed plumbers retained by homeowners to update existing systems, and must be pre-approved by the Department prior to the commencement of work.

Septic system installers and licensed plumbers may apply to participate in and receive reimbursement for eligible upgrades under the Program by completing and submitting this Application (including all required attachments), registering as a vendor with the state at <https://vendor.myfloridamarketplace.com/>, and completing a Florida Substitute W-9 at <https://flvendor.myfloridacfo.com/>.

An application must be submitted to the Department, either electronically to [SepticProgram@FloridaDEP.gov](mailto:SepticProgram@FloridaDEP.gov) or by mail to the Department of Environmental Protection, Division of Water Restoration Assistance, Water and Springs Restoration Program, 3900 Commonwealth Boulevard, MS 3602, Tallahassee, Florida 32399. Vendors may also contact program staff regarding this Program at 1-866-601-6910. Please see [FloridaDEP.gov/SepticUpgrade](http://FloridaDEP.gov/SepticUpgrade) for more information.

The Program is contingent upon appropriation by the Legislature and, if required, an authorized release of the funds by the Legislative Budget Commission. In the event of a state revenue shortfall, funding for the Program may be reduced. The Department, in accordance with direction from the Governor and/or Legislature, shall make the final determination of the availability of funds to continue subsidies under the Program.

**PROGRAM QUESTIONS & ANSWERS**

**Who is eligible for this Program?**

Contractors who are licensed or registered to install OSTDS.

**Are there specific areas of the state that are covered by the Program?**

Yes. Work must be done within the Priority Focus Area <https://floridadep.gov/PFAMap> in any of the following counties: Citrus, Hernando, Leon, Marion, Orange, Pasco, Seminole, Volusia and Wakulla.

**What OSTDS is eligible under this Program?**

Funds are only available for installations of nitrogen reducing OSTDS enhancements in an eligible single or multi-family residence with an existing conventional (non-nitrogen-reducing) system (Work). A list of the eligible features achieving enhanced treatment of nitrogen is available on the Department of Health (DOH) website <http://www.floridahealth.gov/environmental-health/onsite-sewage/products/index.html>.

Work must be permitted by, and receive final installation approval from, the DOH.

No work performed prior to issuance of a purchase order (PO) (see How does a contractor apply for this Program, below) will be eligible for reimbursement.

**How does a contractor apply for this Program?**

A contractor must:

- Complete an Application and provide required attachments, including a signed copy of the Disclaimers and Waiver for Homeowner Form and required registrations.
- Applications that are not approved within 30 days shall be deemed rejected.
- Approved Applicants will receive a purchase order for Work issued through MyFlorida Marketplace within 30 days of submitting a complete Application.
- No Work prior to issuance of a PO will be eligible for reimbursement.

**Is there a timeframe by which work must be completed?**

Yes. Work shall be completed within 30 days of the Application's estimated date of installation, unless delayed by weather, logistical or material shortage.

**How does a contractor get reimbursed through this Program?**

Within 30 days of completing the installation, the contractor must submit a reimbursement request. Work expenditures must be supported by accurate, legible and verifiable documentation.

Payment requests must be submitted using the Payment Request Form, available at the program website, and include the following:

- A copy of the invoice to the homeowner showing the address of the residence, identifying the equipment, materials and labor performed, and the homeowner's share of the cost (reflecting the reduction of the incentive amount requested);
- A photograph representative of the installation prior to the inspection by the county health department;
- A copy of the inspection report issued by the county health department showing satisfactory completion of the Work;
- A reference to the PO number;
- Explanation for delay in installation, if any; and
- Any other documentation requested by Department to substantiate performance.

The Department will not process the invoice until all documentation required above is received and approved.

**How much funding is available?**

Subject to acceptance in the Program, funds are available on a first come, first served basis, until funds are exhausted. Reimbursement is limited to \$10,000 per residence.