Enhanced Basement Flooding Prevention Subsidy Program – Application Form

Applicant Information		
Homeowner's Name:	Age of home:	
Address where work was performed (the "Property"):	Town/City:	Postal Code:
Preferred Phone #		
Email:		
Mailing Address – if different from above:	Town/City:	Postal Code:

Check Work Completed	Description of Work	Eligible Subsidy Amount
Section A: Weeping Tile Disconnection and Sump Pump Installation Subsidy		
☐	Removes weeping tile connections to home and regional wastewater systems and installs a sump pump for safe surface discharge.	100% subsidy, up to a **maximum** of $6500.
Section B: Exterior Storm Drain Disconnection Subsidy		
☐	Removes below grade storm drains connected to home and regional wastewater systems and redirects flow to a safe surface outlet through gravity discharge or sump pump discharge method.	100% subsidy, up to a **maximum** of $6500.
Section C: Downspout Disconnection Subsidy		
☐	Disconnects roof downspouts from wastewater systems and redirects water away from the foundation.	100% subsidy, up to a **maximum of** $900.
Section D: Wastewater Lateral Lining and Repair Subsidy		
☐	Repair defects in your private wastewater sewer lateral to prevent blockages, backups, and root intrusion.	50% subsidy, up to a **maximum** of $4000.
Section E: Backwater Valve Subsidy		
☐	Install a device that helps stop wastewater from flowing back into your home during heavy rain. Suitability depends on your home's elevation and drainage setup.	50% subsidy, up to a **maximum** of $1600.
Release		
I hereby certify that I am the owner of the Property and have had the work completed as described above, I also hereby certify that I have read, understand and agree to the program **Terms and Conditions on Page 2 and 3** of this document.		
Homeowner Signature:		**Date:**

Enhanced Basement Flooding Prevention Subsidy - Terms and Conditions

The Regional Municipality of Halton (the "Region") administers the Region Wide Enhanced Basement Flooding Prevention Subsidy Program (the "Program") to support eligible residents in implementing measures intended to reduce the risk of basement flooding. These terms and conditions contained herein govern the relationship between the Region and the applicant ("Applicant or Homeowner") and apply to all financial assistance provided under the Program.

Definitions

1. Unless otherwise defined herein, capitalized words in these Terms and Conditions have the same meaning as defined in the Region's By-Law No. 2-03, including any amendments or successor By-Law.
2. 'Weeping Tile Disconnection' means the disconnection of weeping tile and/or a foundation drain from a sewer connection or Region Sewer Connection to any Sewage Works.
3. 'Exterior Storm Drain Disconnection' means the disconnection of an exterior storm drain from a sewer connection or Region Sewer Connection to any Sewage Works.
4. 'Downspout Disconnection' means the disconnection of a downspout from a sewer connection or Region Sewer Connection to any Sewage Works.
5. 'Wastewater Lateral Lining and Repair' means the repair of a private wastewater lateral lining or repair located on the private side of the property line.
6. 'Backwater Valve' means an Ontario Building Code–compliant backwater valve located inside the home.
7. 'Completed Work' means work that is and compliant with Building Code Act, 1992, S.O. 1992, c. 23, and any Regional, local Municipal by-laws or regulations that may apply. Work is only deemed "Complete" upon approval by the local Municipality.
8. 'Work' includes any alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, or any work or undertaking in connection with the Program, including, but not limited to, the items listed in the application form.

General Conditions

9. All Work, and inspection of Work, is to be coordinated by the Applicant. The Applicant is responsible for the on-going operation, maintenance and future replacement of all the Work.
10. The Applicant must sign this application form and will be required to sign a waiver if the application is accepted and prior to accepting the subsidy money. The waiver form is available on Halton.ca, and essentially, it releases the Regional Municipality of Halton from any liability resulting from Work carried out in relation to the Program and any financial assistance provided by the Region for the Work done on the Property.
11. The provision of any subsidy under this application is conditional upon the Region's satisfactory review and acceptance of all required forms and supporting documentation identified on pages 2 and 3 of this application, confirmation that the Work has been completed, and receipt of a detailed paid invoice evidencing Completed Work. Subject to satisfaction of these requirements, payment shall be issued within approximately four (4) to six (6) weeks following receipt of a signed waiver form.
12. **Each subsidy described in this Application may be awarded only once per Property and shall not be available for repeat applications.**
13. Failure to comply with any provision of these Terms and Conditions may result in refusal of an application, forfeiture of any subsidy entitlement, and/or ineligibility for future participation in the Program.
14. The Region shall not be responsible for, and expressly disclaims any liability relating to, the maintenance, warranty, performance, condition, capability, or failure of any work, device, materials, or workmanship associated with any Work completed as part of the Program.
15. The Region reserves the right to accept or reject, at its sole discretion, any application or any part thereof.

16. At any time and for any reason, the Region may terminate the Program and refuse any or all further applications. Any such decisions may be made at the Region's sole discretion.
17. Personal information collected and submitted as part of this application package will be used for the purpose of administering the Enhanced Basement Flooding Prevention Subsidy Program, as well as program planning and data analytics. The collection is in accordance with s. 11(3)(6) of the Municipal Act, 2001, S.O. 2001, c. 25. Questions about the collection of your information may be directed to 311 or to the Water and Wastewater Education Specialist basementfloodingsubsidy@halton.ca.

Subsidy Eligibility Requirements

18. To be eligible for any of the subsidies described herein, the address where Work was performed as listed in this Application Form must be located within the Region, specifically the City of Burlington and the Towns of Oakville, Milton, and Halton Hills, and discharge into Region wastewater connections or wastewater connections to any Region Wastewater System, Storm Sewer or Combined Sewer. The Applicant must own the Property where Work was performed as indicated in this application.
19. To be eligible for all of the subsidies described herein, with the exception of the Wastewater Lateral Lining and Repair Subsidy and Backwater Valve Subsidy, the Region requires confirmation that the Applicant's private wastewater lateral has a stormwater connection to any Sewage Works before any Work is completed. This confirmation must be supported by either a Household Drainage Survey (where eligible) or a plumbing assessment completed by a licensed plumber or drainage contractor. Contact Halton Region to determine eligibility for a Household Drainage Survey and requirements by emailing **hhds@halton.ca** or calling **311.**
20. To be eligible for any of the subsidies described herein, the Applicant must have disconnected all possible downspouts from any Region Sewer Connection to any Sewage Works.
21. To qualify for the Weeping Tile Disconnection and Sump Pump Installation Subsidy the Applicant must install a sump pump and necessary piping and appurtenances to discharge Storm Water appropriately away from homes on the Property.
22. To qualify for the Exterior Storm Drain Disconnection Subsidy the Applicant must install an internal sump pump or alternate gravity drainage feature and necessary piping and appurtenances to discharge Storm Water appropriately away from homes on the property.
23. Water powered backup sump pumps are **not eligible** for the Weeping Tile Disconnection and Sump Pump Installation Subsidy or the Exterior Storm Drain Disconnection Subsidy as they pose risks to the municipal drinking water supply if not properly installed and maintained as required by Drinking Water System By-law 71-19.
24. To qualify for the Downspout Disconnection Subsidy the Applicant must provide a dye test results, or a digital copy of closed-circuit television (CCTV) electronic inspection showing the Downspouts Region Sewer Connection, photos of the Downspout Region Sewer Connection both before and after Work was performed and a sketch of the downspout disconnection locations similar to that provided on Page 6 of this application.
25. To qualify for the Wastewater Lateral Lining and Repair Subsidy the Applicant must provide before photos, dye test results, or a CCTV electronic inspection of the lateral identifying defects requiring repair, including structural compromise, breaks, root penetration, calcification, or debris accumulation. **Where the Sewage Works lateral is shared with an adjoining property, any lining installation must not obstruct or impede the flow from the neighbouring lateral to the Region Sewer Connection to any Sewage Works.**
26. To qualify for the Backwater Valve Installation Subsidy, the Applicant must demonstrate that there are no downspouts or weeping tile/foundation drain connections to the Sewer Works upstream of the proposed backwater valve location through the Household Drainage Survey or plumbing assessment and CCTV footage, or show that they have rectified any connections identified during the Household Drainage Survey or plumbing assessment through CCTV footage.
27. To qualify for the Backwater Valve Installation Subsidy, backwater valves must be installed inside the home. External installations are not eligible for subsidy.

INITIAL HERE to indicate that you have read the Terms and Conditions

_____
Homeowners Initials

Enhanced Basement Flooding Prevention Subsidy – Required Document Checklist

Check off	Please include the following required documentation with your submission:
☐	Completed and signed 6-page Application form (including the initialled Terms and Conditions page 2 and 3)
☐	Completed and signed 2-page Enhanced Basement Flooding Prevention Subsidy Program Waiver form
☐	Completed sketch on page 6 showing all possible downspouts have been disconnected from the Regional wastewater system
☐	**Halton Region's Customer Survey** (page 6 of Application form)
	Section A: Weeping Tile Disconnection and Sump Pump Installation Subsidy
☐	i. Provide an **itemized invoice, paid in full** specifically listing any materials and labour and identifying specifics of each component of the work.
☐	ii. Provide a **copy of the municipal-issued permit** (if new sump pump is installed) and **confirmation that the permit has passed mandatory inspections** through your **local municipality** (City of Burlington, Town of Halton Hills, Town of Milton or Town of Oakville)
☐	iii. **Contractor confirmation** of a **pre-existing connection** between the weeping tile and the wastewater system, demonstrated through **Household Drainage Survey results, pre-construction photos, Closed-Circuit Television (CCTV) footage, or dye test results**
☐	iv. Confirmation that the **weeping tile connection to the wastewater system was disconnected** by the contractor and in accordance with program requirements. Demonstrated through **post-construction photos, Closed-Circuit Television (CCTV) footage, or Dye test results.**
	Section B: Exterior Storm Drain Disconnection Subsidy
☐	i. Provide an **itemized invoice, paid in full** specifically listing any materials and labour and identifying specifics of each component of the work.
☐	ii. Provide a **copy of the municipal-issued permit** (if new sump pump is installed) and **confirmation that the permit has passed mandatory inspections** through your **local municipality** (City of Burlington, Town of Halton Hills, Town of Milton or Town of Oakville)
☐	iii. **Contractor confirmation** of a **pre-existing connection** between the exterior storm drain(s) and the wastewater system, demonstrated through **Household Drainage Survey results, pre-construction photos, Closed-Circuit Television (CCTV) footage, or dye test results**
☐	iv. Confirmation that the **exterior storm drain(s) connection to the wastewater system was disconnected** by the contractor and in accordance with program requirements. Demonstrated through **post-construction photos, Closed-Circuit Television (CCTV) footage, or Dye test results.**
	Section C: Downspout Disconnection Subsidy
☐	i. Provide **original receipt(s) or a copy of an itemized invoice, paid in full** of the contractor performing the work, listing any materials and labour and identifying specifics of each component of work.
☐	ii. **Contractor confirmation** of a **pre-existing connection** between the downspouts and the wastewater system, demonstrated through **Household Drainage Survey results, pre-construction photos, Closed-Circuit Television (CCTV) footage, or dye test results**
☐	iii. Provide **after photos** confirming that the downspout connection to the wastewater system was disconnected by the contractor or homeowner and in accordance with **program requirements**, along with **a sketch of work completed (see page 6).** ***A permit is not required for downspout work**

Section D: Wastewater Lateral Lining and Repair Subsidy

- ☐ i. Provide an **itemized invoice, paid in full** specifically listing any materials and labour and identifying specifics of each component of work.
- ☐ ii. Provide a **copy of the issued permit** and **confirmation that the permit has passed mandatory inspections** through your **local municipality** (City of Burlington, Town of Halton Hills, Town of Milton or Town of Oakville)
- ☐ iii. **Contractor confirmation** of the **pre-existing condition of the pipe**, prior to completion of the work, demonstrated through **pre-construction photos, or Closed-Circuit Television (CCTV) footage.**
- ☐ iv. **Post-construction photos or Closed-Circuit Television (CCTV) footage** to confirm **subsidy-eligible work** was completed in accordance with **program requirements**.

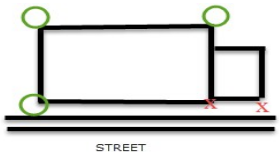
Section E: Backwater Valve Installation Subsidy

- ☐ i. Provide **an itemized invoice, paid in full** specifically listing any materials and labour and identifying specifics of each component of work.
- ☐ ii. Provide a **copy of the issued permit** and **confirmation that the permit has passed mandatory inspections** through your **local municipality** (City of Burlington, Town of Halton Hills, Town of Milton or Town of Oakville)
- ☐ iii. **Confirmation from the contractor that the weeping tile is not connected or has been disconnected from the wastewater system, and that any existing connection upstream has been fully disconnected as part of the completed work.** This confirmation must include documented proof that any upstream stormwater connections have also been removed or disconnected. This can be through **Household Drainage Survey results, Closed-Circuit Television** (**CCTV) or a dye test.**

***External Backwater Valve installations are not eligible for subsidy.**

Downspout Disconnection – Sketch of Downspout Location

EXAMPLE OF SKETCH



Please indicate # below:
# of Downspouts Disconnected:_____
# of Downspouts NOT Disconnected: _____
Please indicate the presence of:
Catch basin on property: ☐Yes ☐No
Driveway drain: ☐Yes ☐No
Swale: ☐Yes ☐No

Mark each disconnected downspout with an X. If any downspouts cannot be disconnected from the wastewater system, mark each connected downspout with an O and indicate why thy were not disconnected (e.g. Aesthetics, Hazard-trip/icing, Inadequate grade, proximity to neighbour)

_____
_____
_____

Enhanced Basement Flooding Prevention Subsidy – Customer Satisfaction Survey

Must be completed and submitted with Enhanced Basement Prevention Subsidy package

1) How did you find out about the subsidy program?	☐Direct Mail Flyer ☐TV (i.e. the Weather Network, Cogeco) ☐Word of Mouth ☐Region of Halton Water/Wastewater Webpage ☐Special Event – Please Indicate Event: _____	☐Social Media ☐Billboards ☐Contractor ☐Newspaper ☐Other
2) What resources did you use to learn and determine requirements for the subsidy program? (Please check all that apply)	☐Region of Halton Water/Wastewater Webpage ☐Homeowners Guide to Reducing Basement Flooding Risk ☐Contacted Halton Region directly ☐Contractor ☐Region completed Household Drainage Survey (HHDS)	
3) How was your overall experience navigating the subsidy program?	☐Excellent ☐Good ☐Fair ☐Poor	
Homeowner signature:		**Date:**

Please submit this form by:

Email:	**Mail:**	**Drop off in person:**
basementfloodingsubsidy@halton.ca	Halton Region Public Works c/o Water and Wastewater Program Ambassador Woodlands Operations Centre 1179 Bronte Road, Oakville, ON L6M 4G3	Main entrance to Halton Regional Centre at 1151 Bronte Rd, Oakville, ON L6M 3L1.