

Enhanced Basement Flooding Prevention Subsidy – Application Form

Applicant Information		
Homeowner's name:		Approximate construction year of home:
Address (where work was performed):		Town/City: Postal Code:
Telephone:	Home #:	Cell #:
Email:		
Mailing Address - if different from above:		Town/City: Postal Code:

Section A: Downspout Disconnection Subsidy		
Check to Indicate Work Completed:	Description of Work	Subsidy
<input type="checkbox"/>	Disconnection of downspouts from the sewer system	100% of all eligible costs up to a maximum \$500. Before and after photographs and sketch (page 4) must accompany application

Section B: Weeping Tile Disconnection & Sump Pump Installation Subsidy (This work <u>must</u> be completed by a Contractor listed on Halton's Authorized Contractors List)		
Check to Indicate Work Completed	Description of Work	Subsidy
<input type="checkbox"/>	Installation of an Ontario Building Code approved sump pump system with back-up system and disconnection of the weeping tiles/foundation drains	100% of the eligible costs, as invoiced by and paid to authorized contractor, combined with any permit fees, up to a <u>maximum</u> of \$5000
<p>NOTE: To be eligible for the 100% downspout disconnection subsidy, you may hire <u>any</u> contractor to perform the work <u>or</u> perform the work yourself. You will <u>not</u> be reimbursed for cost of labour if performing the work yourself.</p>		

Section C: Backwater Valve Installation & Sanitary Lateral Repair Subsidy		
Check to indicate Work Completed:	Description of work	Subsidy
<input type="checkbox"/>	Installation of an Ontario Building Code approved backwater valve	50% of the eligible costs as invoiced by and paid to contractor, combined with any permit fees, up to a <u>maximum</u> of \$675
<input type="checkbox"/>	Lining/Repair of the sanitary lateral on private side	50% of the eligible costs as invoiced by and paid to contractor, combined with any permit fees, up to a <u>maximum</u> of \$2000
<p>NOTE: Homeowners will <u>only</u> qualify for the backwater valve subsidy if the valve is installed inside of the home and have demonstrated they do not have any downspout or weeping tile/foundation drain connections to sanitary sewer. *** See Terms and Conditions on page 2. You may choose <u>any</u> contractor to perform the work and are not limited to choosing a contractor on Halton's Authorized Contractors List.</p>		

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 of this document	
Homeowner Signature:	Date:

Halton Region Use Only:	Date Received:	Application #
Approved Subsidy Amount: \$	Approval Signature:	Date Approved:

Mailing Address:
 Systems and Outreach Administrator
 Halton Region's Public Works Department
 Woodlands Operations Centre
 1179 Bronte Road, Oakville ON L6M 3L1



Enhanced Basement Flooding Prevention Subsidy - Terms and Conditions

1. Personal information collected and submitted as part of this application package will only be used for the purpose of administering the Enhanced Basement Flooding Prevention Subsidy Program. Information is collected pursuant to s. 11 of the Municipal Act, 2001, and may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of your information may be directed to the System and Outreach Administrator.
2. The Regional Municipality of Halton (“the Region”) supports local residents in taking proactive measures to mitigate the risk of basement flooding events through the Region Wide Enhanced Basement Flooding Prevention Subsidy Program (“the Program”). These terms and conditions are set out to govern conditions of any support between the Region and the Applicant as part of the Program. The home where the work is undertaken must have municipal wastewater services (not on a septic system). The Applicant must own the residence where the work is undertaken. The residence must be located in Halton Region.
3. **100% Subsidy Work (Section A – Downspout Disconnection and Section B – Weeping Tile Disconnection and Sump Pump Installation)** is defined as any of the following:
 - **Disconnection of Downspout** from the sanitary sewer system, which **requires before and after photographs of each downspout and a completed sketch of the property (page 4).**
 - **Disconnection of weeping tile/foundation drain** from the sanitary sewer system and the installation of an internal sump pump with back-up power supply and necessary piping and appurtenances to discharge appropriately away from the home (*homeowners will only qualify for this subsidy if they have also disconnected all possible downspouts from the sewer system and have used a contractor listed on Halton’s Authorized Contractors List to perform the work.*)
4. **50% Subsidy Work (Section C – Backwater Valve and Sanitary Lateral Repair)** is defined any of the following:
 - **Ontario Building Code Backwater Valve** installed inside the house (*Homeowners will only qualify for the backwater valve subsidy if they have demonstrated they do not have any downspout or weeping tile/foundation drain connections to the sanitary sewer.*)
 - **Repair/Lining of the sanitary lateral** including the CCTV electronic inspection indicating defects on the private side that require lining or repair including; a structurally compromised lateral, break, root penetration, calcification, or debris. Following industry best practice, major structural issues, including; collapsed or partially collapsed pipe, disjointed pipe or sag/belly typically require full open-cut repair. If you are lining a lateral that you share with a neighbour, the liner must not obstruct the flow from your neighbours lateral to the main sewer line.
5. Completed Work is defined as Work that is fully functional and acceptable as per Ontario Building Code Standards, and any Regional, Local Municipal or other industry standards that may apply. Work is only deemed “Complete” upon meeting applicable standards and approval by the Local Municipal Building Inspector. The Region may also inspect work at any time for completeness.
6. All Work, and inspection of Work, is to be coordinated by the homeowner. The homeowner is responsible for the on-going operation, maintenance and future replacement of all equipment installed as part of the Work.
7. The homeowner must sign the Region’s application form and waiver form, releasing the Regional Municipality of Halton from any liability resulting from Work carried out as part of the Enhanced Basement Flooding Prevention Subsidy.
8. Reimbursement will occur upon satisfactory review of the submitted required forms and associated documentation as indicated on page 3 of this form, and the Work being declared Complete accompanied with a copy of the detailed work invoice paid. A Cheque will be mailed out within 4-6 weeks of receipt of an acceptable and complete application.
9. The Region will not be held responsible for any maintenance or warranty, with respect to the performance, capabilities, or failures of any work, device, or workmanship related to any Work performed as participation in any part of this subsidy program.
10. The Region reserves the right to accept or reject, at its sole discretion, any application or any part thereof.
11. 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.
12. Failure to meet any or all conditions of the Terms and Conditions may result in application refusal, disentitlement to any subsidy, and/or refusal of future applications to the Program.
13. The Enhanced Basement Flooding Prevention Subsidy **is a one-time subsidy.**

INITIAL HERE to indicate
that you have read the

Homeowners
Initials

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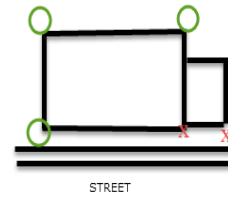


Enhanced Basement Flooding Prevention Subsidy – Required Document Checklist

Please include the following with your application:	
<input type="checkbox"/>	ORIGINAL signed Application form – 4 pages (including the initialled Terms and Conditions)
<input type="checkbox"/>	ORIGINAL signed waiver – 2 pages Regional Municipality of Halton Enhanced Basement Flooding Prevention Subsidy Program waiver form
<input type="checkbox"/>	Halton’s Customer Satisfaction Survey (page 4 of Application form)
<input type="checkbox"/>	Building Permit and Inspection* - issued by your Local Municipality (e.g. City of Burlington) *not required for downspout disconnections or lateral lining
<input type="checkbox"/> Downspout Disconnection	Original receipt for materials <u>or</u> detailed invoice from contractor performing the work. This invoice shall include the following: <ol style="list-style-type: none"> i. Company name completing the work. ii. Details of the work completed, itemizing specific costs to determine eligible costs <p>The following additional documentation is required to be submitted with your invoice:</p> <ol style="list-style-type: none"> i. Before and after photographs and a sketch of work completed (see page 4).
<input type="checkbox"/> Weeping Tile Disconnection and Sump Pump Installation	Copy of the DETAILED INVOICE from your contractor (must be listed under Halton’s Authorized Contractors List). This invoice shall include the following: <ol style="list-style-type: none"> i. Company name completing the work. ii. Details of the work completed, itemizing specific costs (e.g. installation of a sump pump system, disconnection of weeping tile/foundation drain). iii. Signed contractor statement (page 4)
<input type="checkbox"/> Backwater Valve	Copy of the DETAILED INVOICE from the contractor performing the work. This invoice shall include the following: <ol style="list-style-type: none"> i. Name of contractor completing the work ii. License number of the plumber completing the work (backwater valve installation) iii. Details of the work completed, broken down itemizing specific costs iv. Provide written proof from contractor stating that weeping tile is not connected to sanitary sewer
<input type="checkbox"/> Sanitary Lateral Repair	Copy of the DETAILED INVOICE from the contractor performing the work. This invoice shall include the following: <ol style="list-style-type: none"> i. Name of contractor completing the work ii. Details of the work completed, broken down itemizing specific costs <p>The following additional documentation is required to be submitted with your invoice:</p> <ol style="list-style-type: none"> i. Copy of the before and after CCTV video obtained from the Contractor

Enhanced Basement Flooding Prevention Subsidy – Customer Satisfaction Survey

Downspout Disconnection - Sketch of Downspout Locations



EXAMPLE OF SKETCH

Please indicate the presence of:
 (Please circle)
 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 sewer, mark each connected downspout with an "O" and indicate why they were not disconnected. (e.g. aesthetics, hazard-trip/icing, inadequate grade, proximity to neighbour)

Contractor Statement For Weeping Tile Disconnection (completed by Contractor)

I hereby agree that the work performed as part of the weeping tile disconnection and sump pump installation program is exactly as stated on the invoice provided and was performed under my supervision.

Contractor name: _____

Signature of Contractor: _____

Contractor License #: _____

Customer Satisfaction Survey

*****Must be completed and submitted with Enhanced Basement Flooding Prevention Subsidy package*****
 The Region of Halton is committed to delivering exceptional customer service. Please fill out the following survey to help us ensure contractors are supplying the highest quality of work and exceptional customer service.

1) How did you find out about the subsidy program?	<input type="checkbox"/> Halton.ca <input type="checkbox"/> Word of mouth <input type="checkbox"/> Social media <input type="checkbox"/> Contractor <input type="checkbox"/> Road/mobile signs <input type="checkbox"/> Regional staff <input type="checkbox"/> The Weather Network <input type="checkbox"/> Special event: _____ <input type="checkbox"/> Other: _____
2) Did the Plumber/Contractor act in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
3) Were they informative? <input type="checkbox"/> Yes <input type="checkbox"/> No Other comments:	
4) Did the contractor complete work in a reasonable length of time? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
6) Was the job site left clean after the work was completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
7) Please rate your overall experience: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> No opinion If your experience was negative, have you raised your concerns with your contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:	
9) Please rate your contractor for overall customer service: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Homeowner signature:	Date: