



## APPLICATION REQUIREMENTS

Obtain quotes from qualified contractors or sewer drain layers for the recommended eligible flooding prevention works. **Homeowners are strongly encouraged to obtain a minimum of 3 quotes and conduct due diligence before hiring a City of Brantford licensed contractor by obtaining references and asking questions throughout the quotation process.**

### Grant Application Submission Checklist

**Complete the online application form, ensuring the following:**

- Detailed, itemized quote is attached. Attachment can be a scanned pdf. or a picture file.
- If downspouts require disconnection, a sketch of the proposed locations for discharge to grade must be included along with photos, including a street view of your home.
- Contractor's City Business license # included if applicable
- Successful online submission will be acknowledged with an email confirmation.

*The personal information collected in this application is collected under the authority of the Municipal Act [10(2)(5)(7)] and is subject to disclosure under the terms of the Municipal Freedom of Information and Protection of Privacy Act [28](2). It will be used to determine eligibility for the Basement Flooding Prevention Grant Program. If you have any questions about this collection, please contact the Public Works Commission at 519-759-4150.*

Once online application has been submitted along with the contractor quotes, the Public Works Commission will review the application. For eligible applicants, the General Manager of Public Works and/or designate will approve the grant amount by issuing a Commitment Letter representing the agreement between the parties. Upon receipt of the Commitment Letter and before undertaking the work, please sign and date the agreement letter and return it to: **Public Works Commission, City Hall, 100 Wellington Square, P.O. Box 818, Brantford, Ontario N3T 5R7 OR VIA EMAIL to [floodprevention@brantford.ca](mailto:floodprevention@brantford.ca).**

**Once your application has been approved by the City for the prescribed flooding prevention measures, the homeowner(s) or contractor must:**

- Apply for a Plumbing Permit from the City's Building Department for installation of a Backwater Valve OR Sump Pump if applicable.
- Note that utility locates are the responsibility of the contractor or the person doing the service replacement.
- Arrange in advance for an inspection by the City's Building Department for installation of a Backwater Valve OR Sump pump if applicable.
- Proceed with recommended works.

**PLEASE NOTE:** *Discharges to grade must not create nuisance drainage issues for neighbouring properties in accordance with Property Standards Bylaw 465.22.4*



## Payment Process

After approval and installation of preventative works for basement flooding, a payment for the grant totaling 80% of the paid eligible invoice amount, to a maximum of \$2,000 per household, will be made payable to the homeowner upon the City's receipt of the following:

- Confirmation of payment of work completed by the contractor; OR payment receipts for materials and equipment, excluding labour costs related to preventative works completed by the homeowner.
- A satisfactory City verification of the downspout disconnection.
- A satisfactory City inspection by the Building Department of the sump pump or backwater valve installation.
- A completed Declaration of Work Completion form.
- Photo evidence of downspout disconnection(s) and capping of former discharge entry locations.

**Please Note:** Preventative works completed that have not had an inspection by the City or have not passed an inspection will result in cancellation of any approved grant amounts. Grant approvals are subject to the availability of funding at any given time, on a first come first serve basis. Approved grants will only be valid for six months from the approval date and will expire if:

- Construction is not complete
- Confirmation of payment for work completed is not received by the City
- Inspection or verification of eligible works is not satisfactory
- Any other forms are incomplete (e.g. Declaration of Work Completion form)

The General Manager of Public Works and/or designate will have the authority to extend the grant period or any other variations necessary for successful implementation of this program. The City will not provide a grant for an amount greater than \$2,000 in total per property.

*\* The City of Brantford will not be held responsible for the work performed by any contractor hired by a Property owner to perform work on the Property owner's property for any reason whatsoever. It is the Property owner's responsibility to ensure that a proper assessment of the work is undertaken, that the contractor they hire to perform the work does so in a competent manner to industry standards and warranties its work to the Property owner.*