



APPLICATION REQUIREMENTS

To ensure the recommended eligible flooding prevention works are carried out effectively, it is essential to obtain quotes from qualified contractors or sewer drain layers. Homeowners are strongly encouraged to get a minimum of three quotes and conduct due diligence before hiring a City of Brantford licensed contractor. This includes obtaining references and asking pertinent questions throughout the entire quotation process.

Grant Application Submission Checklist

Complete the online application form, ensuring the following:

- Detailed, itemized quotes are attached (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 number 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 the online application and contractor quotes have been submitted, the Public Works Commission will carefully review the application. If you are found to be eligible, the Commissioner of Public Works and/or their designate will approve the grant amount by issuing a Commitment Letter, which represents the agreement between both parties. Upon receiving the Commitment Letter, you must sign and date the agreement letter before proceeding with the work, and return it to: **Environmental Services, City Hall, 58 Dalhousie Street, P.O. Box 818, Brantford, Ontario N3T 2J2** or by email to floodprevention@brantford.ca.

Once your application has been approved by the City and you have entered into an agreement with 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 installation of approved preventative works for basement flooding, homeowners will receive a payment for the grant, totaling 80% of the paid eligible invoice amount, up to a maximum of \$5000 per household. The City will issue the payment to the homeowner upon receipt of the specified documentation:

- 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 and other approved works.
- A satisfactory City inspection by the Building Department of the sump pump or backwater valve installation.
- Photo evidence of remedial works completed including downspout disconnection(s) and capping of former discharge entry locations.

Please Note: Any preventive work that has not been inspected or has not passed an inspection by the City will lead to the cancellation of approved grant amounts. Grant approvals are contingent upon the availability of funding at any given time and are provided on a first-come, first-served 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. signed Commitment letter)

The Commissioner of Public Works and/or their designate has the authority to extend the grant period or make any other necessary variations for the successful implementation of this program. The City will not provide a grant exceeding \$5000 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, and that the contractor they hire to perform the work does so in a competent manner to industry standards and warrants its work to the Property owner.*