



SUBSIDY PROGRAM

Guide and Application

Town of Essex

TOWN OF ESSEX SUBSIDY PROGRAM GUIDE

As a result of the increasingly frequent and severe weather events related to climate change, the Town of Essex has implemented subsidy programs to assist homeowners to reduce the risk of basement flooding on their private property.

The Town is offering owners of residential dwellings (single family and duplex homes) the opportunity to receive a financial subsidy to disconnect downspouts, complete investigative camera work, install a sump pump and/or back-water valve (flood protection devices), and purchase a rain barrel.

To learn more, visit essex.ca/Subsidy

ELIGIBLE AMOUNTS

Project	Amount
Install Backwater Valve(s) (permit required)	Up to 50% of cost (\$750 maximum)
Install sump pump (including sump pit) to disconnect foundation drains from floor drains	Up to 50% of cost (\$750 maximum)
Install backwater valve and sump pump	Up to 50% of cost (\$1,500 maximum)
Investigative Pipe Camera work	Up to 50% of cost (\$200 maximum)
Downspout Disconnection	Up to 100% of cost (\$75 maximum)
Rain Barrel Subsidy	Up to 100% of cost (\$100 maximum)

**Disputes with respect to qualifying work will be resolved by the Director of Infrastructure Services and/or the Chief Building Official or their designate.*

Who Is eligible for this program?

This program is available to homeowners who live in the Town of Essex and do not have amounts owing to the Town such as back taxes or overdue payments.

What is not covered by the program?

- Replacement of existing sump pump
- Upgrade of sump pump
- Addition of another sump pump
- Installation of a sump pump when foundation drains are already separated from floor drain or sanitary sewer
- Installation of a rain barrel
- Work performed for which a permit cannot be obtained.

HOW TO APPLY

STEP 1: SUBMIT AN APPLICATION

Complete sections A and B of the application package and submit to:

Via Mail: Basement Flooding Protection Subsidy Program
 Infrastructure Services Department
 33 Talbot Street South
 Essex, Ontario N8M 1A8

Via email: subsidies@essex.ca

*Please note, the homeowner must sign both quotes to acknowledge that the quotes were requested by the homeowner. The homeowner may select whichever quote they are satisfied with, however, the Town will use the lower of the two quotes for calculation of your eligible subsidy amount.

- If utilizing a master plumber or licensed plumbing contractor (they should be able to present a current license) they must certify the backwater valve installation. If you have any concerns about whether or not the plumber is licensed, please contact the Town.
- The plumbing contractor or homeowner must use material or fittings that are approved by the Ontario Building Code.
- A building plumbing permit and an approved final inspection must be obtained for back-water valve and sump pump installations.
- The permit must be obtained within 60 days of receiving Building Inspector approval to proceed with eligible work under the program.
- If a sump pump is installed, please ensure the disconnection or capping of leads to the floor drain.

STEP 2: REVIEW

Your application will be screened to:

- a) Determine if you are eligible for the subsidy being requested, and;
- b) Determine if any amounts are currently outstanding (i.e. tax arrears).

If conditions a) and b) above are met, a Building Inspector will arrange to visit your residence and determine the eligible work for subsidy under this program. The Building Inspector will also have the property owner(s) sign the release found in Section C of the Application.

STEP 3: HAVE THE WORK COMPLETED

We recommend that you do not pay the plumbing contractor (if utilizing one) in full until the building permit has been finalized.

STEP 4: RECEIVE SUBSIDY FUNDS

If the work is in order, please remit the following information in order for the paperwork to be processed and a cheque issued for the eligible subsidy amount:

- The two quotes received for the eligible work.
- Invoice(s) must show a cost breakdown of all charges; with the total amount paid clearly **marked as "Paid in Full."**
- All documents must be originals. No photocopies will be accepted.
- Supporting documentation must be received by the Town of Essex within one year of the date of completion of the work as listed on your original invoice.

Remit required paperwork to:

Via Mail: Basement Flooding Protection Subsidy Program
 Infrastructure Services Department
 33 Talbot Street South
 Essex, Ontario N8M 1A8

Via email: subsidies@essex.ca

ADDITIONAL INFORMATION

- Subsidies for eligible work are subject to available funding and provided on a first- come, first-served basis.
- Subsidies are provided one time only for each eligible installation, per property, and on a no-fault basis.
- The Ontario Building Code does not allow backwater valves to be installed on buildings having more than one dwelling unit. Townhouses are permitted but not duplexes or any buildings where there is one unit above another.
- The subsidy is available only to existing homes, not homes in the planning stages or currently under construction. (Excluding the rain barrel subsidy)
- The property must have its non-essential downspouts already properly disconnected (or the owner agrees to have them disconnected as part of these works) from the Town sewer system, where possible as per Chief Building Official approval.
- If the Building Inspector approves eligible work under the program, all owners of the property **will be required to sign the Acknowledgement of Responsibility and Liability Waiver ["Waiver"]** (found in Section C of the Application).
- Once the signed Waiver is received by the Building Inspector you can then proceed to obtain two quotes to perform the eligible work.

A. PRE-QUALIFICATION

Homeowner's Name			
Homeowner's Address		Address where work is being performed	
Home Phone Number		Work Phone Number	
Email Address			
Preferred Inspection Time (Monday to Friday - 8:30 a.m. to 4:00 p.m.)			
Are your taxes current? Yes No			
If No, are you on a payment plan with the Town to become current?		Yes	No
OFFICE USE ONLY: Application #		Eligible:	Yes No

Forward completed application to:

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 Infrastructure Services Department
 33 Talbot Street South
 Essex, Ontario N8M 1A8

Via email: subsidies@essex.ca

Please Note: Being enrolled in a payment plan is acceptable for the purpose of satisfying the requirement under the Basement Flooding Protection Subsidy Program of being current on your taxes. If your taxes are not current and you are not enrolled in a payment plan, please contact us to arrange a payment plan.

B. PROPOSED ELIGIBLE WORK

Maximum Eligible Subsidy Limit is \$1,825 Per Home/Unit

If known, please indicate what work you are applying for under the program.

- Install a Backwater Valve - Up to 50% of cost (\$750 maximum)
- Install a sump pump (including sump pit) in order to disconnect foundation drains from floor drains - Up to 50% of cost (\$750 maximum)
- Install a backwater valve and sump pump - Up to 50% of cost (\$1,500 maximum)
- Investigative Pipe Camera work – Up to 50% of cost (\$200 maximum)
- Downspout Disconnect works – Up to 100% of cost (\$75 maximum)
- Rain Barrel Subsidy – Up to 100% of cost (\$100 maximum)

C. ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY WAIVER

(To be signed when the Building Inspector visits property)

Rain Barrel Subsidy - Please complete section A and B ONLY. Submit completed application forms and proof of purchase to the Town of Essex. Inspection may be required.

TO BE COMPLETED BY ALL OWNERS OF THE PROPERTY

ATTENTION: SIGNING THIS DOCUMENT IS A PRE-CONDITION TO PARTICIPATION IN THE BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM. BY SIGNING THIS LEGAL DOCUMENT YOU GIVE UP CERTAIN LEGAL RIGHTS. PLEASE READ CAREFULLY.

You are entitled to obtain independent legal advice before signing.

Property Address :

In consideration for participation in the Basement Flooding Protection Subsidy Program [the "Program"], I/we, an Applicant(s), understand, acknowledge, and agree that:

- a) I/we am/are the owner(s) of the property stated herein;
- b) The Applicant(s) are fully and solely responsible for any and all work as carried out through the Program, including but not limited to, the choice of eligible contractors, the selection and/or installation of materials, the work, improvements, and/or modifications conducted, and any and all other work procedures [collectively the "Work"], regardless of whether said Work was carried out as part of, or in association with, the Program;
- c) **The Corporation of the Town of Essex [the "Corporation"]** assumes no responsibility for the methods, workmanship, or any action or inaction, by the contractor, which the Applicant(s) may find to be unacceptable;
- d) Any issues the Applicant(s) may have arising from the Work will be addressed by the Applicant(s) directly with the contractor, and the Corporation is not responsible for doing so;
- e) Should any of the Work be removed within 5 years of the completion date, the total amount of the subsidy provided through the program shall be repaid by the Applicant(s) to the Corporation;
- f) The Corporation assumes no responsibility or liability for any loss, damage, injury, expense, or any other matter that may arise, or that may be incurred, as a result of the Applicant(s)'s participation in Program, as a consequence of any cause, including the negligence of the contractor, the Corporation, and/or their employees and/or agents.
- g) Participation in the Program is not a guarantee by the Corporation that future flooding will not occur;
- h) The Applicant(s) hereby release and hold harmless the Corporation, its employees and/or agents, from any and all Claims associated with participating in Program, including losses from future sewer backups resulting from the failure of any of the Work carried out under this Program, howsoever arising;
- i) The Applicant(s) are responsible to ensure that a building permit is obtained within 60 days of receiving Building Inspector approval to proceed with eligible work under the program.

I/we understand and agree that I/we have been given the opportunity to seek independent legal advice prior to signing this document, and hereby accept full responsibility for complying with all of the terms set forth therein.

I/we agree that this document will be binding upon myself/ourselves, my/our heirs, next of kin, executors, administrators, and successors.

I/we hereby direct payment of the Program grant to be made to

I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER ON MY LEGAL RIGHTS AND RESPONSIBILITIES.

Signed this _____ Day of _____, 20_____.

Applicant's Name

Applicant's Signature

Witness

Co-**Applicant's Name** *(if applicable)*

Co-**Applicant's** Signature *(if applicable)*

Witness

QUOTE FORM #1

CONTRACTOR TO COMPLETE FOR HOMEOWNER

**If the homeowner is acting as the Contractor only supply and material costs are eligible for program subsidy.*

Application #	Contractor's Name:
Contractor's Address:	
Contractor's Telephone:	License #:
Request For Quote By:	
Address where work is to be completed:	

Detailed Work Quote:

Please List Materials and Labour separately (and attach other information as needed):

Total Cost (including tax): \$ _____

Quote Good Until (must be good for at least 60 days): _____

No. of Days Required to Complete Work: _____

Contractor's Signature: _____

Notice to Homeowners: Do NOT sign blank contractor quote forms

I hereby acknowledge that I requested this quote from the Contractor listed herein and have received this quote directly from said Contractor.

Homeowner's Signature: _____

When the work is completed, please forward this quote and original invoice(s) which show a cost breakdown of all charges with the total amount paid clearly marked as "Paid in Full" by mail or in person to:

Via Mail: Basement Flooding Protection Subsidy Program
 Infrastructure Services Department
 33 Talbot Street South
 Essex, Ontario N8M 1A8

Via email: subsidies@essex.ca

QUOTE FORM #2

CONTRACTOR TO COMPLETE FOR HOMEOWNER

**If the homeowner is acting as the Contractor only supply and material costs are eligible for program subsidy.*

Application #	Contractor's Name:
Contractor's Address:	
Contractor's Telephone:	License #:
Request For Quote By:	
Address where work is to be completed:	

Detailed Work Quote:

Please List Materials and Labour separately (and attach other information as needed):

Total Cost (including tax): \$ _____

Quote Good Until (must be good for at least 60 days): _____

No. of Days Required to Complete Work: _____

Contractor's Signature: _____

Notice to Homeowners: Do NOT sign blank contractor quote forms

I hereby acknowledge that I requested this quote from the Contractor listed herein and have received this quote directly from said Contractor.

Homeowner's Signature: _____

When the work is completed, please forward this quote and original invoice(s) which show a cost breakdown of all charges with the total amount paid clearly marked as "Paid in Full" by mail or in person to:

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FOR OFFICE USE ONLY

COST:

Permit Fee: \$ _____

Cost of Work(s) (including taxes): \$ _____

Work completed by (list Contractor): _____

Total Eligible Work Cost: \$ _____

a) Account No.: _____

b) Account No.: _____

c) Account No.: _____

Total Eligible Subsidy: \$ _____

INTERNAL APPROVALS:

Infrastructure Department Approval: _____

Approval for Payment (Finance): _____

COMMENTS:

DATE (YYYY/MM/DD) of:

Application: _____

Initial Approval: _____

Building Permit Finalized: _____

