

St. Catharines Flood Alleviation Program (FLAP)

Effective as of: City Council Endorsement - December 1998

The City of St. Catharines is offering a grant program to residents with documented basement flooding problems related to sanitary sewage back ups. FLAP funds work to provide immediate basement flooding protection and decrease the volume of rainwater discharged to sanitary sewers. A funding allocation to a maximum of \$3,000 is available for eligible works.

Eligible Work

Only the works listed below and those considered at the discretion of the Transportation and Environmental Services Department are ELIGIBLE for submission of a grant request.

1. Installation of suitably sized backwater valves inside the residence to prevent sewage flows from backing up into a basement.
2. Installation of a sump basin together with sump pump*, discharge piping, electrical connections (including required inspections), back-up power and the disconnection of pipe connections from the foundation drain to remove the rainwater contribution to the sanitary sewer lateral which aggravates basement flooding and prevents potential pressure problems. (*MATERIALS MUST BE CSA APPROVED)
3. Disconnection of downspouts from discharge to the sanitary sewer. (program prerequisite.)
4. Required application fee.
5. Lateral connection tracing.
6. Inside and outside restoration to the extent of the area necessarily disturbed.

Grant Allocation

The estimate for sump pump installation to take the disconnected foundation drain discharge to the surface, and installation of backwater prevention valves (or valving off of plumbing fixtures) was based on contact with local plumbing contractors and internal Transportation and Environmental Services Department discussions.

Procedures

1. Contact the Transportation and Environmental Services Division 905-688-5601 (Jason Culp - extension 2194) to discuss the program. The Program Coordinator will review your situation and advise you if you are eligible for the FLAP program.
2. If it is determined that you are eligible for the program, the attached application form must be completed and submitted along with the \$150.00 application fee and returned to City Hall. At this point, the Program Coordinator will arrange a time satisfactory to everyone to view your property for a pre-work site inspection.
3. At the pre-work site inspection, the Program Coordinator along with a City Plumbing Inspector and an Operations crew will review your property, inspect the home's plumbing, camera your sanitary lateral and advise you of exactly what work is eligible for funding under this program and will indicate this on the application form. We will bring a copy of any original drain plans we may have on file for your property, however it is unlikely we will have any information on works completed more than seven years ago.
4. You will then need to obtain two FIRM bids for the eligible works on the supplied Contractor's Bid Forms signed by the contractor. It is your responsibility to find suitable contractors as is usual with work on private property. Only works identified in the pre-work inspection will be eligible. Two completed forms from two different contractors **MUST** be submitted to the Program Coordinator for review.
5. The Program Coordinator will then discuss the options available with you, e.g. to have the work done by a contractor (lowest bidder) or by yourself, and agree on the costs and approach. If you intend to do the work yourself, a detailed materials estimate from a supplier must be provided as well.
6. Once you and the Program Coordinator have established the most acceptable approach and costs, permission will be given to proceed with the eligible works.

7. The municipality will not supervise the work other than to inspect the plumbing related works to ensure that they are installed in accordance with the Plumbing Code. You will oversee the work as is usual when private residence work is carried out, and are ultimately responsible for its satisfactory completion in accordance with the Plumbing Code and Drainage By-Law 91-364 and amendments, and other applicable laws. The Program Coordinator and Plumbing Inspectors will be available for consultation on technical concerns. It is strongly suggested that you use a Work Contract if having the eligible work done by a Contractor. This contract should outline work to be done, materials to be used, expected start and completion dates and financial arrangements. It is your responsibility to ensure that the Work Contract contains all the requirements for the eligible works as indicated in the pre-work inspection, and that the contractor completes their obligations.
8. The Plumbing Inspector will advise the Program Coordinator once all of the plumbing related works have been completed. Once this is done and you are content that your Contractor has completed everything to your satisfaction, you must submit the completed application form along with all other relevant documentation (original bids, bills and invoices) to the Program Coordinator. Please note that you **MUST** sign the release portion of the application form before your grant will be processed.
9. This information will be reviewed to ensure that only costs associated with the eligible works are funded. A grant will then be issued to you in the form of payment for all costs deemed eligible to a maximum of \$3,000 per home. All efforts will be made to evaluate these forms and issue cheques in a timely manner. You will then pay the Contractor.

BACKWATER VALVES MAINTENANCE AND INSPECTION: Preventative maintenance is required including regular inspection to ensure proper operation and maintenance for both backwater valves and sump pump. A Plumbing Inspector will be available for consultation on these aspects.

Terms and Conditions

A grant shall not exceed \$3,000 per residence. A grant will only be awarded for the amount outlined on the Application Form submitted with the documentation such as bills for Contractor's work and paid invoices for municipal fees, and /or materials used to complete the eligible works. Two Contractor Bids will form the basis of evaluation when the work is carried out by the homeowner. The lowest bid less materials deducted as per paid invoices will form the fee for labour.

Both the disconnection of foundation drains with sump discharge to surface AND the installation of backwater prevention valves MUST be completed before the grant is released. The application does not necessarily have to cover both works since one or the other items may have been previously installed, or may not be required. Downspouts must also be disconnected from below ground discharge as appropriate to the individual situation.

THIS WORK WILL PROVIDE A DEGREE OF PROTECTION TO THE HOMEOWNER, HOWEVER THERE ARE NO GUARANTEES THAT BASEMENT FLOODING WILL NEVER OCCUR. HOMEOWNERS SHOULD REFRAIN FROM USING WATER DURING SEVERE RAINSTORMS SINCE THESE FLOWS WILL NOT BE ABLE TO ENTER THE SANITARY SEWER IF THE BACKWATER VALVE IS CLOSED.

Application Fee

An application fee of \$150.00 has been established to administer the FLAP program. This fee is to cover the costs for the Transportation and Environmental Services Division staff's time associated with the pre-work site inspection, application review and processing, bid evaluations, on-going inspections and consultations as required during construction, and processing the grant release once the work has been completed.

The \$150.00 fee is included as an eligible cost and may be reimbursed as part of the grant. However, the maximum grant allocation remains at \$3,000.00. This fee is non-refundable should the work not be completed.

Forms (Attached)

1. Application Form (for use by municipal staff)
2. Contractor's Bid Forms (to be filled out by two independent contractors bidding on the work)

Summary

- Preliminary contact with the Program Coordinator
- Application fee payment
- Pre-work inspection
- Review inspection report
- Search out prospective contractors
- Obtain two bids
- Submit two competed bid forms
- Select approach and agree on cost
- Receive permission to proceed
- Work Contract
- Begin work
- Work completed
- Submit documentation for grant processing
- Grant awarded to homeowner
- Payment of Contractor by homeowner
- Maintain equipment

Contacts

For further information, please contact any one of the following people during regular business hours at 905-688-5601:

Jason Culp, FLAP Program Coordinator (extension 2194)
Waldy Heyder, Plumbing Inspector (extension 1647)

LIST OF CONTRACTORS BIDDING ON FLAP WORK

Canada's Pro - Ron Landry

28 Dunblane Avenue
St. Catharines, Ontario L2M 3Z7
(905) 935-0100

Goering Excavating - Hugo Goering

2285 Robbins Ave.
RR#1 St. Catharines, Ontario L2R 6P7
(905) 938-1941
(905) 687-0504 (cell)

Ideal Plumbing & Heating

15 Ormond Street North
Thorold, Ontario L2V 1Y6
(905) 680-1851

M.J. Ugulini Excavating - Mike Ugulini

5 Ann Street
Thorold, Ontario L2V 2J2
(905) 227-6678

Mr. Rooter

390 Lake Avenue North, Unit #2
Hamilton, Ontario L8E 3A2
(905) 549-6303
1-877-844-4413

**CITY OF ST CATHARINES
FLOOD ALLEVIATION PROGRAM (FLAP) APPLICATION FORM**

Owner's Name :

APPLICATION # 12-17-

Owner's Address :

Address Where Work Is Being Done :

Telephone # (home) :

(work) :

ELIGIBLE WORKS

- Install BWV
- Install sump basin, pump, discharge piping & electrical connections including back up power with battery
- Downspout disconnection previously done
- Install clean-out
- Restoration - inside
- Restoration - outside

COMMENTS

COSTS

Application Fee : \$ 150.00

Cost of Work : \$ _____

TOTAL COST : \$

TOTAL GRANT AMOUNT (MAXIMUM OF \$3,000)	\$
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DATE OF (yy/mm/dd) :

Application: _____

Pre-Inspection: _____

Quotes / Go-Ahead: _____

Completion: _____

Work completed by (list Contractor) : _____

RELEASE

I HERBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY HEREIN. I HEREBY RELEASE THE CORPORATION OF THE CITY OF ST. CATHARINES FROM ALL CLAIMS, DAMAGES, ACTIONS, AND LOSSES FROM ANY FUTURE SEWER BACKUPS RESULTING FROM THE FAILURE OF ANY OF THE WORKS CARRIED OUT UNDER THIS GRANT PROGRAM. I HEREBY DIRECT PAYMENT OF THE GRANT TO BE MADE TO THE OWNER INDICATED ABOVE.

I HEREBY FURTHER UNDERTAKE THAT SHOULD ANY OF THE WORKS DONE FOR WHICH GRANT MONEY HAS BEEN RECEIVED, BE REMOVED WITHIN 5 YEARS OF THE COMPLETION DATE, THE TOTAL AMOUNT OF THE GRANT SHALL BE REPAID BY MYSELF TO THE CITY OF ST. CATHARINES.

Date : _____

Owner : _____

GRANT APPROVAL

Date : _____

Signed : _____

CITY OF ST. CATHARINES - FLAP Contractor's Bid Form

CONTRACTOR TO COMPLETE FOR HOMEOWNER

Contractor's Name: _____

Contractor's Address: _____

Contractor's Telephone: _____

Request For Quote By: _____

Address Where Work Is To Be Completed: _____

DETAILED WORK QUOTE (List Materials And Labour Separately):

Total Cost: \$ _____ (*see details below*)

Quote Good Until: _____

List Date: _____

NO. OF DAYS REQUIRED TO COMPLETE WORK: _____

AT LATEST WORK MUST BE COMPLETED BY DECEMBER 31ST, 2009

Contractor's Signature: _____

NOTE:

APPLICANT: OBTAIN 2 CONTRACTOR'S BIDS THEN CALL 688-5601 ext. 2194 OR MAIL TO THE FLAP COORDINATOR AT 383 LAKE STREET, ST. CATHARINES, L2N 4H5

CONTRACTOR: COSTS TO INCLUDE MATERIALS, LABOUR, ALL APPLICABLE TAXES AND WILL BE CONSIDERED A FIRM BID

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