

**City of Niagara Falls
Weeping Tile Removal Assistance Program (WRAP)**

Application Form

Applicant Information (All fields are mandatory)

Property Owner Name:	
Property Address:	City: Niagara Falls
Phone Number:	Email:

Purpose of Application

Check all that are requested, note the maximum rebate amount.	Maximum Rebate
<input type="checkbox"/> Item 1 – Weeping Tile Disconnection and Sump Pump Installation	\$4,000.00
<input type="checkbox"/> Item 2 – Backwater Valve Installation	\$1,200.00

Waiver, Release and Acknowledgement

By submitting this application, I hereby certify that I am the owner of the Property and that I have made myself informed about the City of Niagara Falls Weeping Tile Removal Assistance Program (WRAP), I agree to the terms and conditions and hereby provide the City of Niagara Falls with the following waiver, release and acknowledgement of liability and indemnification agreement.	
Property Owner Name (please print):	
Property Owner Signature:	Date:

The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 28 and will be used to administer the WRAP program. Questions about the collection of this information should be addressed to the Clerk's Department at 4310 Queen Street, Niagara Falls, Ontario, L2E 6X5 or call 905 356 7521.

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Terms and Conditions

Instructions for Participation in the WRAP Program

STEP 1 – Apply for the Program

1. The Property Owner must review the Terms and Conditions in their entirety, then complete and submit the Application Form. By submitting an Application Form, the Property Owner agrees to the Terms and Conditions of the WRAP Program.
2. City Staff will contact the Property Owner to book a preliminary inspection appointment.
3. City Staff will inspect the Property and review the Application Form to determine eligibility.
4. City Staff will notify the Applicant via email if the Application is Approved or Not Approved.
5. Unless indicated otherwise, approval for any work expires six months after the City's Application Review date. Rebates will not be granted for expired applications.

STEP 2 – Complete and Pay for the Work

6. The Property Owner must retain a licensed plumber to complete the work.
7. The Property Owner must obtain a building permit before starting any work. The Property Owner's plumber may do this on their behalf. Permit fees apply.
8. The Property Owner must coordinate inspection of the work by the City's Building Department in accordance with the Building Department process. The Property Owner's plumber may do this on their behalf.
9. The Property Owner must pay their plumber in full for the work.

STEP 3 – Submit Required Documentation to Claim the Rebate

10. In order to receive a rebate, the Property Owner must complete and submit a Rebate Claim and Electronic Funds Transfer Authorization Form along with a void cheque or direct deposit form from their financial institution. This form is used to provide bank account information so that the City can issue the rebate and deposit it directly into the account specified by the Property Owner. The Property Owner must also submit detailed receipts for all completed work and permit fees, a copy of the Building Permit, and the Building Department Inspection Report. This required documentation must be received by the City in the prescribed format prior to the Application Expiry Date. The Form will be provided to the Property Owner upon approval of the Application.
11. Rebates for eligible costs for approved work will be issued by Electronic Funds Transfer (EFT) approximately six weeks after the rebate claim documents are received by the City. The Property Owner will be notified of the EFT via email.
12. The Property Owner is responsible for all aspects of the work, including ownership, operation, maintenance and repair.

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Eligibility Criteria

1. The Application Form, including the Waiver and Release, must be completed and submitted in the prescribed manner, by the Property Owner.
2. A rebate will only be granted to the Property Owner.
3. A rebate will only be granted once per property.
4. Rebates will be granted on a first come first served basis, and subject to available funds.
5. Single Family Detached or Semi-Detached homes located within the City of Niagara Falls Urban Area and connected to the municipal sanitary sewer system are eligible for the rebate. Multi-residential or Townhouse style homes and Condominium properties are not eligible for the rebate.
6. To be eligible for Item 1 – Weeping Tile Disconnection and Sump Pump Installation, the property must not currently have a sump pump discharging foundation drainage to the ground surface.
7. To be eligible for Item 2 – Backwater Valve Installation, the property must not currently have a backwater valve.
8. All work must be completed by a licensed plumber in accordance with the requirements of the Ontario Building Code, and in accordance with the Terms and Conditions of the Weeping Tile Removal Assistance Program.
9. All work and installed equipment and materials must meet the requirements of the Ontario Building Code, City Bylaws and the Terms and Conditions of the Weeping Tile Removal Assistance Program.
10. Failure of the Property Owner to submit the Application, Rebate Claim and/or required supporting documentation completely, in the prescribed format, within the prescribed timelines may result in the Application and/or Rebate not being approved.
11. Rebates will only be released to eligible applicants for eligible costs after passing inspection of the completed work by the Building Department and receipt of all required documentation.

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Financial Support

1. For Item 1 – Weeping Tile Disconnection and Sump Pump Installation, rebates will be limited to 100% of eligible costs to a maximum of \$4,000 including taxes.
2. For Item 2 – Backwater Valve Installation, rebates will be limited to 100% of eligible costs to a maximum of \$1,200 including taxes.
3. The property owner will be responsible for all costs in excess of the approved rebate amount.

Eligible Costs

1. Costs for the supply of all labour, materials and equipment required to complete Items 1 and 2 in accordance with the Technical Specifications are eligible costs.
2. The required building permit fee is an eligible cost.
3. Costs associated with replacement of interior finishes, such as drywall, paint or flooring or for exterior restoration, such as landscaping, gardening, sod, trees, porches, decks, fences, or pavement are **not eligible costs**.
4. Costs associated with moving items including but not limited to existing plumbing fixtures, heating/ventilation/air conditioning equipment, appliances, or furniture are **not eligible costs**.
5. Costs associated with replacement or rehabilitation of existing sump pumps, backwater valves, weeping tiles or private sewer laterals are **not eligible costs**.
6. Rebates will only be granted if the approved equipment installation is completed. If, after any investigation, excavation, or other work, it is determined that installation of a sump pump or backwater valve cannot be completed, the costs associated with any investigation, excavation, or other work will not be eligible for rebate.

Required Supporting Documents

The following must be submitted in the prescribed format in order for the rebate to be approved and issued:

1. Rebate Claim and Electronic Funds Transfer Authorization Form. This form will be provided to the Property Owner upon Application Approval.
2. Void Cheque or direct deposit form from the Property Owner's financial institution. This will be used to verify the deposit account information provided on the Electronic Funds Transfer Authorization Form.
3. Detailed receipt issued by the plumber, printed on company letterhead (not hand written) confirming payment of the completed work, including the following details:
 - Business name, address, phone number
 - HST registration number

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- Invoice number and date
 - Itemized list of eligible costs for supply and installation of labour, equipment, and materials
 - Total costs, taxes, invoice total
4. Building Permit
 5. Building Department Inspection Report – indicating that the inspection has passed.

Document Submission

Applications, Rebate Claim Forms and supporting documentation may be submitted by email, by mail, or in person as follows:

1. Email Submission
 - Email completed forms and supporting documentation to WRAP@niagarafalls.ca
 - All documents must be submitted in PDF format, photographs of documents will not be accepted.
2. Mail Submission
 - Mail completed forms and supporting documentation to:
WRAP Program
City of Niagara Falls Municipal Works Department
4310 Queen Street, P.O. Box 1023
Niagara Falls, ON L2E 6X5
3. In Person Submission
 - Drop off completed forms and supporting documentation at the City Hall Engineering Counter:
City of Niagara Falls City Hall
4310 Queen Street, Niagara Falls, ON L2E 6X5

Technical Specifications

1. Item 1 – Weeping Tile Disconnection and Installation of Sump Pump
 - All work, materials and equipment shall meet the requirements of the Ontario Building Code.
 - Sump pumps shall discharge to the exterior ground surface, and shall not discharge to neighbouring properties, sidewalks or roads.
2. Item 2 – Backwater Valve Installation
 - All work and materials shall meet the requirements of the Ontario Building Code.

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Licensed Plumber

1. It is the responsibility of the Property Owner to retain and pay for a plumber that is licensed in the Province of Ontario to supply and install all materials and equipment in accordance with the Ontario Building Code.

Plumbing Permit and Inspection

1. It is the responsibility of the Property Owner to apply, pay for and obtain a Plumbing Permit from the City of Niagara Falls Building Department before work is initiated. The property owner may designate their contractor to apply for the permit on their behalf. Visit <https://niagarafalls.ca/city-hall/building/> for information on the permitting process.
2. It is the responsibility of the Property Owner to coordinate inspection of the completed work by a City Building Inspector to confirm compliance with the Ontario Building Code. The property owner may designate their contractor to coordinate this inspection on their behalf.
3. A Passing Inspection by a City of Niagara Falls Building Inspector is not a guarantee of the completed work or the performance or operation of the installed materials.

Ownership, Warranty, Operation and Maintenance

1. The Property Owner owns and is responsible for the ongoing operation, maintenance and costs associated with all materials and equipment installed under the rebate program.
2. It is the Property Owner's responsibility to determine what, if any, warranty on workmanship, materials, or equipment is provided by their plumber, and to coordinate any required warranty services with their plumber.
3. It is the Property Owner's responsibility to inform themselves of the correct procedures for operation and maintenance of the materials and equipment installed as part of the work.
4. It is the Property Owner's responsibility to manage and maintain grading and drainage of their property. City By-laws prohibit the discharge of sump pumps and downspouts onto neighbouring properties, sidewalks and roads. Participation in the Weeping Tile Removal Assistance Program does not relieve the Property Owner of this responsibility.

Potential for Sewer Backup or Basement Flooding

1. The work will provide a degree of protection to the Property Owner, however, there are no guarantees that sewer backups or basement flooding will never occur.
2. Property Owners should refrain from using water and plumbing fixtures during severe rainstorms since the flows may not be able to enter the sanitary sewer and may back up in the basement through floor drains, sinks, tubs, showers, or other low elevation openings.

Release and Acknowledgement of Liability and Indemnification

1. The Property Owner hereby agrees that the City's decision to subsidize the completed work is in no way an admission on the part of the City, its councilors, officers, employees or

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agents of liability or responsibility for past or future backups of the City's wastewater system or basement flooding; and

2. The Property Owner hereby agrees to indemnify, defend and hold harmless the City, its elected and appointed officials, employees and agents, from and against any and all claims, losses, damages, actions, causes of action, costs or expenses (including but not limited to legal fees, disbursements and taxes on a solicitor-client basis), that may arise from or out of the construction and/or maintenance of the completed work or that are in any way associated with the completed work and further agree not to use the performance of or the subsidy of any portion of the costs associated with the completed work as evidence in any claim or legal proceeding that may arise as a result of the completed work; and
3. The Property Owner hereby agrees that the existing wastewater and storm systems located on the Property are the Property Owner's responsibility and that the Property Owner is responsible for future maintenance and upkeep of any and all of the completed work located on the Property; and
4. The Property Owner hereby agrees that the completed work shall not form part of the City's wastewater and/or storm system; and
5. The Property Owner hereby agrees that in the event of a sale or lease of the Property, the Property Owner will inform the purchaser or lessee of the existence of the completed work installed and the applicable maintenance requirements.

Questions

Questions about the Weeping Tile Assistance Program may be directed to the Engineering Clerks at WRAP@niagarafalls.ca or 905-356-7521 extension 4211.