

Early Response Applicant Guide

The Province has set aside funding to provide financial assistance to landowners who volunteer to undertake projects to address activities or circumstances that may pose significant drinking water threats to a municipal drinking water sources before Source Protection Plans are in effect.

Why apply for this funding?

To protect municipal groundwater and surface water sources through a variety of measures.

Who is eligible to apply?

To be eligible to receive funding under the Early Response Program, landowners must have circumstances consistent with a potential significant drinking water threat from conditions or activities on their property that may pose a significant threat to a municipal drinking water source. Please call 519-451-2800 ext 251 or 235 to find out if you are eligible.

What types of projects are eligible?

Examples of projects that are eligible for support in the Thames-Sydenham and Region include:

- On-site sewage system inspection and maintenance
- Design and installation advanced on-site sewage system
- Design and installation requirements for underground storage tanks, above ground storage tanks, and storage facilities
- Leak and spill prevention measures and equipment
- Contaminated site remediation, including excavation
- Identification, maintenance or decommissioning of unused and old wells within protected areas

What costs are eligible?

- Material and supplies
- Contract labour (e.g. electric and plumbing connections)
- Required permits and approvals
- Professional fees/technical support and fees for related design, inspection and construction

Ineligible costs include but are not limited to:

- Labour and machinery of the applicant, family dependents and/or the applicant's business
- Portions of projects that are funded by additional programs/projects (e.g., Water Quality Programs) – Applicants may not apply for more than 100 percent of the total cost of their project (providing inaccurate information on the portion of project funding received by other agencies is an offence)

Grant Rate: up to 80% of eligible project costs

Grant Ceiling: varies from \$1,500 to \$100,000 depending on project type

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Application Process

- Confirm your property and project type are eligible for funding.
- Complete the Early Response application form that applies to your project type.
- Submit your completed application form to the address, email or fax listed on the form. Incomplete or ineligible applications will not be considered or viewed by the Clean Water Program Committee.
- Ensure all additional information is included to prevent a processing delay.

Note Application Deadlines:

There are limited funds available. As funding is awarded to projects, the amount available will decrease over time. There are **seven** application periods; deadlines as follows:

April 1, 2011	April 1, 2012
June 1, 2011	June 1, 2012
September 1, 2011	September 1, 2012
November 1, 2011	

No applications will be accepted after September 1, 2012.

The proposed project(s) is/are subject to approval by the Clean Water Program Review Committee to ensure compliance within acceptable standards and for confirmation of funding availability/eligibility.

Once a decision has been made, you will receive written confirmation of that decision. If your project is approved, you may complete the work. The proposed project that has been approved must be completed, with final documentation submitted to the program administrator no later than December 31, 2012 or at a date specified by the Clean Water Program Review Committee.

Following completion of the work, the applicant is responsible for submitting all required documentation. A staff member will visit your property to ensure project completion.

A cheque will then be mailed to your attention. The program administrator is not responsible for making payments directly to industry professionals hired by the applicant.

If an applicant is unsatisfied with the decision of the Review Committee, they may appeal the decision to the Conservation Authority staff. The Notice of Appeal must be submitted in writing within one month of the original decision. The Conservation Authority staff team will collect all relevant information and the applicant's appeal will be heard by the Clean Water Program Review Committee.

Terms and Conditions

Projects that have recently been completed will be eligible to apply for funding as long as the proposed work was started on or after December 1, 2010.

Funding provided from additional programs/projects, such as the Canada-Ontario Farm Stewardship Programs (EFP) and Conservation Authority programs, will be reviewed by the program administrators to determine the applicable grant rate. The applicant must declare to the program administrators any funding from other projects and programs.

If your project is on rented/leased land, you will need to submit a letter from the property owner with your application form indicating that the owner approves of the proposed project.

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The applicant will be responsible for all payments. Grants are provided to reimburse paid and receipted expenses.

The applicant will be responsible for hiring qualified industry professionals (i.e., those that meet the qualifications specified in all applicable regulations). Failure to hire licensed professionals may result in non-payment of the project.

These volunteer projects address a potential risk to drinking water sources. The Source Protection Plans, expected to be finalized in 2012 on a region-by-region basis, will determine the measures necessary to protect wellheads and surface water intakes. Therefore, completing Early Response projects does not exempt the property owner from implementing additional practices that may be required by a local Source Protection Plan.

Permits: Please note Drinking Water Source Protection or the Clean Water Program does not provide or issue permits. This letter does not exempt the applicant from pursuing and applying for approvals, permits etc. that may be required from other agencies, including Conservation Authorities, prior to undertaking the work proposed. Drinking Water Source Protection funding, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other approvals, laws, ordinances, directives, regulations, etc. that may affect the property or the use of same. Clean Water Program staff may verify that proper guidelines are being followed, which includes the issuing of permits and approvals, by contacting the appropriate agencies. Failure to obtain all required permits and approvals may result in non-payment of the project.

Clean Water Program Review Committee Directives and Guidelines

- Program funds will be assigned to projects with the greatest potential to improve and protect surface and/or groundwater quality.
- The Committee may defer or deny projects that are considered to be a lower priority for water quality improvement.
- The Committee will assess each project on its own merits and assess its impact on water quality relative to other funding requests.
- The Committee may decide at any time to fund an application at a grant rate or grant ceiling that is lower than the published maximum rate or ceiling. This decision may be made based on availability of funds, potential of the project to improve water quality or funding allocated to similar projects.
- In the interest of improving water quality or meeting the objectives of the Early Response Program, the Committee may place conditions or requirements on the proposed project in addition to the published guidelines. These conditions must be met by the applicant before the grant is issued.

Access to Information & Privacy

All information collected through the Early Response application process will be used for the purpose of determining cost-share grants under the Ontario Drinking Water Stewardship Program. This includes, but is not limited to, information contained in application forms, notes diagrams, videotapes, correspondence, meeting minutes, documents, reports and photographs. Information from deferred, denied or un-reviewed project applications will be treated as confidential. However, all information collected for the purposes of application for funds through the Early Response Program is subject to the Freedom of Information and Protection of Privacy Act, and may be subject to disclosure under that Act. Project information from approved projects may be made public for the purposes of promotion or reporting.

This program has received funding support from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of this material.

Ontario Drinking Water Stewardship Program – Early Response Application Form –General

Applicant Information

Name _____

Phone _____ Phone (alternate) _____

Fax _____ Email _____

Mailing Address _____

Town _____ Province _____ Postal Code _____

Project Agreement

1. I/we have read, understood and agree to the project guidelines and the terms of funding assistance for the Ontario Drinking Water Stewardship Program Early Response Program.
2. I/we have completed this application in full and I/we certify that the information contained in this application and any supporting documentation is true and complete to the best of my/our knowledge.
3. I/we understand that I/we are responsible for reporting any grant income to Canada Revenue Agency.
4. I/we understand that failure to comply with all the program requirements may delay processing of the application or render me/us ineligible for financial assistance.
5. I/we understand that I/we will be responsible for ensuring the technical and structural adequacy and legal requirements of this project.
6. I/we are the owners of the mentioned property or have included a letter of permission from the property owner.

Signature of Applicant

Date

I, _____ (signature of applicant) hereby declare that I will not receive more than 100 percent of the total cost of this project.

Note: Incomplete applications will delay the approval process. Please ensure applications are complete

www.sourcewaterprotection.on.ca ▪ www.scrca.on.ca ▪ www.lowerthames-conservation.on.ca ▪ www.thamesriver.on.ca

Tel: 519-451-2800 ext. 251 or 235
Fax: 519-451-1188
Email: info@thamesriver.on.ca

Office: Upper Thames River Conservation Authority
1424 Clarke Road
London, ON N5V 5B9



Ontario Drinking Water Stewardship Program – Early Response Application Form –General

Property Information

Address of project location: _____

Municipality: _____

UTM coordinates (if known): _____

Watershed: Upper Thames Lower Thames

Land Use: Residence Business Cottage Farm Institutional Other

If you have a watercourse on or near property, please provide the name and condition:

Proposed Project and Estimated Costs

Project type: _____

Please provide a description of the current **situation**:

Please describe the project: _____

Proposed start date: _____ Proposed completion date: _____

Please list all project components and their associated costs.

Estimated cost:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated Costs: \$ _____ **Estimated Cost-Share Rate:** _____ % **Estimated Cost-Share Amount:** \$ _____

Are you currently receiving or applying for additional funding for the project? Yes No

If yes, please indicate the name of the program/project and to whom you are applying/have applied in order for Drinking Water Source Protection to verify amounts received: _____

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