

## **CITY OF WHEELING**

### ***Basement Sewer Flooding Prevention Program***

Program Guidelines  
(September 13, 2021)

#### **PURPOSE:**

The City of Wheeling's Basement Sewer Flooding Prevention Program provides financial assistance for qualified applicants: (1) remove downspouts from sanitary sewer and (2) when deemed necessary and appropriate assist in backflow preventor reimbursements. The City of Wheeling Water Pollution Control Division treats 5-7 million of gallons of water daily. When there is a storm or rain event the amount can triple. WPCD operates on bypass at 10 million gallons. This causes rain water to enter into the system and untimely being treated by chemicals. The main goal of downspout removal is to ensure the system does not get overloaded. This is a neighborhood initiative that will help residents and the city avoid basement flooding.

#### **BASEMENT SEWER FLOODING PREVENTION:**

Basement Sewer Flooding Prevention Committee (the "Committee") is a five-person committee, consisting of three members of City Staff, and two members of City Council, who shall determine which projects are to be selected for the program.

#### **ELIGIBILITY:**

*Maximum Allowable Award:* The program provides for a reimbursement, up to \$3,000 per property, based on the project cost approach described below

- Projects will be reimbursed at 75% of cost in an amount not to exceed \$3,000.

#### *Eligible Applicants:*

- Must have their downspouts removed all extraneous water (example: yard drains and driveway drains) from the sanitary system
- Single Family homes
- Agree to inspection by city staff prior and after work being completed
- All selected proposals must meet City Code requirements and obtain the appropriate permits from the Development Department.
- Can show proof of flooding event after downspout removal has taken place
  - Insurance claim, photos, WPCD call ticket, etc.

*Eligible Expenditures:* For purposes of this program, eligible expenditures shall include expenses related solely to those improvements which remove downspouts from sanitary sewer systems and where necessary backflow preventors are eligible for reimbursement, as outlined in the program guidelines. All maintenance and future upkeep are the responsibility of the homeowner.

#### **APPLICATION PROCESS:**

- All applicants must submit the following information to the Committee:
  - Completed application
  - Plans of proposed improvements
  - Receipts, dated after 9/7/21 (date of Council Adoption)

- o If applicant is property owner: Proof of Property Ownership
- o If applicant is not property owner: Owner Consent Form

*\*The Committee reserves the right to preferentially consider if applicants will use local contractors and/or service and material providers for improvements. A "local contractor" is one that would be so characterized under the City's bidder preference guidelines, primarily having its principal place of business in the municipality.*

- Upon receiving completed applications, the City Clerk will arrange a meeting with the Committee to review the proposal.
- The Committee reserves the right to request further information from the applicant or visit the applicant's property in an effort to evaluate the merit of applicant's proposal.
- Projects deemed eligible for reimbursement must be completed within one year of receiving approval by the Committee. The Committee reserves the right to withdraw approval and deny funding to projects not completed within one year of approval.

**REIMBURSEMENT PROCESS:**

Applicants who qualify for funding must document all expenditures and provide the Committee with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within thirty (30) days of completion. Once construction is complete, the Committee will visit the project to ensure that it complies with the approved plans. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Wheeling. The City of Wheeling will notify applicant of approval or denial of the application.

**Basement Sewer Flooding Prevention Grant Program  
Application for Consideration of Grant Funding**

Please complete the following information, attach necessary receipts and or photos, and return to the City of Wheeling, 1500 Chapline Street, Wheeling, WV 26003.

**General Information:**

Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Street Address of Property to receive grant funding: \_\_\_\_\_  
How long have you lived at this address \_\_\_\_\_

Applicant must be property owner or tenant. If application is not by the property owner, the owner must give consent and sign the application:

Is this application:  
\_\_\_\_ by the property owner: \_\_\_\_ by the tenant

Property owner name: \_\_\_\_\_  
Property owner address: \_\_\_\_\_  
Property owner phone#: \_\_\_\_\_

Have you experienced basement flooding from your sewer/drains? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how often?

When do you experience flooding?  
\_\_\_\_\_

Have you removed your downspouts? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you had your drains snaked in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who/ what entity have you contacted/contracted to install backflow preventor? Provide name and address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this document, the owner acknowledged that the City has not made representations or warranties that the installation of the backwater valve will prevent any damage caused by any backflow into the sewer service line or property of the owner. Accordingly, the owner hereby releases, waives, and holds harmless the City from and all future claims for any damage's attribution to any failure of backflow preventer.

\_\_\_\_\_  
Owners Signature