

### Why apply for this funding?

- Make sure that your fuel tank is not leaking and will not leak in the future so that it doesn't pollute water, including the water you drink.

### Who is eligible to apply?

To be eligible to receive funding under the Early Response Program, landowners must have an existing activity considered to be a significant drinking water threat as per the Ontario Ministry of the Environment Standards **that has been identified** in the Cataraqui Source Protection Area Assessment Report. This includes:

- Fuel oil tanks that are underground or in basements and store more than 250 litres in wellhead protection area A and B
- Fuel storage that is greater than 2,500 litres in wellhead protection area A and B

Eligible landowners should have received letters earlier this year from the Cataraqui Region Conservation Authority outlining existing activities on their property. Please call 613-546-4228 x233 if you are unsure about your eligibility.

### What types of projects are eligible?

- Inspect fuel tanks, lines and related equipment and repair or upgrade as necessary and supported by the Project Review Committee
- Install equipment to prevent tank overfilling
- Precision test underground storage tanks and lines for leaks
- Inspect leak detection equipment and make repairs as necessary
- Clean up a domestic fuel spill

### What costs are eligible?

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

### Ineligible projects & costs include but are not limited to:

- Any project that must be completed due to an order by a regulating authority
- Labour and machinery of the applicant, family dependents and/or the applicant's business

- Portions of projects that are funded by additional programs/projects (i.e. 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 considered a breach of this agreement)

Grant Rate: 70% of eligible project costs  
Grant Ceiling for Residential: \$ 2,500  
Grant Ceiling for Commercial/Industrial: \$5,000

### Application Process

- Confirm your property and project type are eligible for funding.
- Complete the Early Response application form.
- Submit your completed application form to the address, email or fax listed on the form.

If an application is incomplete, you will be notified. It must be completed before it is considered for funding by the Project Review Committee. If an application is for an ineligible project, you will be notified in writing and changes will be suggested if a minor modification is required to make it eligible.

Fuel project applications must contain:

- A completed application form
- Two quotes from qualified professionals

**Note:**

- There are limited funds available.
- Funds will decrease over the course of the program.
- There are five application periods; deadlines are as follows pending the continued availability of funding:
  - May 31, 2011
  - August 31, 2011
  - November 30, 2011
  - March 31, 2012
  - June 30, 2012
- The proposed projects for funding are subject to approval by the Project 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.

- Following completion of the work, the applicant is responsible for submitting all required documentation (copies of any permits, final satisfactory inspections related to those permits and copies of paid bills). A staff member will visit your property to collect the information and see the project.
- A cheque will then be mailed to your attention. The program administrator cannot make payments directly to industry professionals hired by the applicant.
- If an applicant is unsatisfied with the decision of the Project Review Committee, they may appeal the decision to the Project Manager at the Cataraqui Region Conservation Authority. The Notice of Appeal must be submitted in writing within one month of the original decision. The Project Manager will collect all relevant information and the applicant's appeal will be heard by the Source Protection Authority.

### Terms & 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 Program (EFP) or other grant 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.
- These projects address a potential risk to drinking water sources. The source protection plan, expected to be finalized in 2012, will determine the measures necessary to protect wellheads and surface water intakes. Therefore, completing Early Response projects, such as upgrading or repairing a well, does not exempt the property owner from implementing additional practices that may be required by the local source protection plan.
- 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.
- 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.
- PERMITS: Please note that the Drinking Water Source Protection 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 its use.

### Early Response Technical Review Committee Directives & 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.
- 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 withdrawn project applications will be treated as confidential. However, all information collected for the purposes of application for fund 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.*

### More Information

Please contact:

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