

## Draper Household Flood Risk Reduction Grant Program Application Form

This Program has specific eligibility requirements. Please refer to the ***Draper Household Flood Risk Reduction Grant Program Frequently Asked Questions*** for more information about the Program. Applications must clearly show how the proposal meets these requirements. Complete applications and questions can be emailed to [draperfloodsupport@rmwb.ca](mailto:draperfloodsupport@rmwb.ca) for review by Program staff.

### Important Reminders:

- Applications are processed on a first-come, first-served basis.
- Applications will be accepted until February 29, 2024.
- Please review the ***Frequently Asked Questions*** prior to applying.
- Applicants are strongly encouraged to email [draperfloodsupport@rmwb.ca](mailto:draperfloodsupport@rmwb.ca) to confirm eligibility prior to applying and to request a pre-application meeting.

Date of Application:	
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<b>Subject Property Information</b>						
Provide details about the property being applied for.						
Property Address:						
	Street Address (include unit number(s), if applicable)					
	City, Province				Postal Code	
Legal Address <sup>1</sup> :	Lot:		Block:		Plan:	
Alberta Township Grid System (if applicable)	LSD: Sec:		TWP: Range:		W4M:	

<b>Applicant Information</b>	
Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful.	
Name (1):	
Phone (1):	
Email (1):	
Name (2):	
Phone (2):	
Email (2):	

<b>Designated Contact Information</b>	
Applicants may provide a Letter of Authorization which allows the legal representative to apply to the Program on the property owner's behalf. Complete form on page 6.	
Contact Name:	
Phone:	
Email:	

1. To find a legal address, visit:  
<http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>



1. Pre-application Meeting	Yes	No
1a. Have you participated in a pre-application meeting? A pre-application is <b>strongly recommended</b> to ensure projects meet basic eligibility.	<input type="checkbox"/>	<input type="checkbox"/>
2. Basic Eligibility	Yes	No
Please review questions carefully. Responses will determine your eligibility.		
2a. Is the property within the geographic area of the Program? If no, property is ineligible for the Program.	<input type="checkbox"/>	<input type="checkbox"/>
2b. Are you the property owner of the home being applied for? Where there are two or more property owners, signatures of all owners are required.	<input type="checkbox"/>	<input type="checkbox"/>
2c. Are your utilities and services at 250.9 metres above sea level or lower?	<input type="checkbox"/>	<input type="checkbox"/>
2d. Is your main floor elevation at 250.9 metres above sea level or lower?	<input type="checkbox"/>	<input type="checkbox"/>
2e. Is a portion of your basement at 250.9 metres above sea level or lower?	<input type="checkbox"/>	<input type="checkbox"/>
2f. Has any of the proposed work been partially or fully funded by another agency including Insurance, Disaster Recovery Program, etc.? If yes, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
2g. If the work has already been completed between April 26, 2020 and September 26, 2023, have all necessary municipal permits and authorizations been received for the project and closed without deficiencies? If no, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
2h. Are the property's municipal utility bills overdue? If yes, utility bills must be paid at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
2i. Are the property taxes overdue? If yes, property taxes must be paid at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
2j. Is the property subject to any enforcement orders (e.g., Stop Order, Bylaw infractions, etc.)? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
2k. Does the property comply with the Land Use Bylaw, Building Code, Fire Code, Community Standard Bylaw, and other relevant regulations? If no, please explain. This must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
2l. Is the applicant a party to a legal dispute with the Municipality? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>



### 3. Project Information and Proposed Use of Funds

3a. Select all eligible grant streams being applied for.

Work items must be clearly labeled on submitted floor plans. For more information, see the ***Frequently Asked Questions***.

**Relocation of utilities and services:**

Including, but not limited to, electrical panels, hot water tanks and furnaces.

To a maximum grant of \$35,000.

**Retrofit building materials:**

Including, but not limited to, flooring, baseboards, drywall, and insulation.

To a maximum grant of \$10,000.

**Storage:**

Including, but not limited to, storage containers and shelving.

To a maximum grant of \$400.

3b. Provide a description of the proposed project, for each grant stream, including project scope and proposed improvements, construction timelines, project duration, and summary of how Program objectives will be met.

*Please ensure descriptions, contractor estimates, and floor plans are consistent.*

Relocation of utilities and services:

Retrofit building materials:

Storage:

#### 4. Grant Funding Request

##### 4a. Project Cost and Grant Request

Please note that only the cost of eligible improvements will be reimbursed. Reimbursement is based on the lower of the two contractor estimates provided and/or final invoice (if lower). Quotes must list expenses so that eligibility can be verified. All grants are provided in the form of a 100% reimbursement grant (eligible costs only), to the maximum for each grant type, payable to the property owner(s).

For projects or activities that began between April 26, 2020, and September 26, 2023, please provide the amounts on final invoices. The Municipality may require additional documentation. Please contact [draperfloodsupport@rmwb.ca](mailto:draperfloodsupport@rmwb.ca) for additional requirements.

Total estimated project cost: Relocation of utilities and services:

Retrofit building materials:

Storage:

#### 5. Application Checklist

- Photographs of the existing conditions** – Photos must show the current site and its context (JPEG or similar image file).
- Certificate of Title** – Must be issued within **30 days** of the application submission date.
- Letter of Authorization** – Please have property owner complete, if applicable.
- Floor Plans** – Plans must show the existing and proposed uses, existing and proposed layout, dimensions, rooms, entrances/exits and upgrades to building systems.
- Project Costs** – One or more of the following:
  - Contractor Quotes – Recipients may use the contractor of their choice. However, when contractor estimates are required, the Municipality will reimburse the estimate or final invoice, whichever is less. Estimates must include pricing for each portion of the project, including materials and labour. Please note that warranties, insurance, and non-specific costs such as contingency are ineligible and will not be considered in the grant calculation.
  - Eligible retroactive work that was completed between April 2020 and September 2023 – Include all receipts and documentation. Estimates must include pricing for each portion of the project, including materials and labour. If the homeowner completed the work, labour costs are ineligible. Please note that warranties, insurance, and non-specific costs such as contingency are ineligible and will not be considered in the grant calculation.
  - Recipients who directly purchase materials and supplies for their projects may submit a budget with product information in lieu of contractor estimates. No labour costs will be reimbursed. For this option, a pre-application meeting with Program staff and RMWB Safety Codes Services staff is required before applying.

**Submissions must include all checklist items.  
Incomplete applications will not be referred for review.**



### **Applicant Declaration**

In making this application, I/we the undersigned, confirm:

- that the information provided in this application is truthful and accurate;
- that I/we have read the ***Draper Household Flood Risk Reduction Grant Program Frequently Asked Questions***;
- that I/we understand that when reimbursement is requested, the following requirements must be met: the property taxes and municipal utility bills must not be overdue, the property must comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw, and other relevant regulations, the property must not be subject to an unresolved enforcement order, the applicant is not a party to an unresolved legal dispute with the Municipality, that all necessary municipal permits and authorizations have been received for the projects and are closed and without deficiencies, and the terms and conditions of the Agreement must be satisfied; and
- that I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this Grant Program.

### **Applicant Signature(s)**

Only Applicants who are the registered Property owner or the Property owner’s legal representative may sign this page.

<b>Applicant Name</b>	<b>Applicant Title</b>	<b>Signature</b>	<b>Date</b>

*The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program, and as contact information. If you have any questions about the collection or use of this information, please contact [draperfloodsupport@rmwb.ca](mailto:draperfloodsupport@rmwb.ca)*

**Letter of Authorization**

Form to be completed by the Owner of the Subject Property, as indicated on the Certificate of Title, **if applicant is not the Owner of the Subject Property.**

<b>Subject Property (civic address):</b>			
<b>Legal Address (lot/block/plan):</b>			
<b>Owner on the Certificate of Title:</b>			
<b>Applicant Name:</b>			
<b>Phone:</b>			
<b>Email:</b>			
<p>In signing this Letter of Authorization, I/we undersigned, confirm:</p> <ul style="list-style-type: none"> <li>• that I/we authorize the abovenamed Applicant to apply to the <b><i>Draper Household Flood Risk Reduction Grant Program</i></b> (“the Program”).</li> <li>• that I/we understand that the Program provides grants to eligible dwellings for certain projects and that participation by the abovenamed Applicant may limit my/our ability, or the ability of other tenants, to the apply to the Program.</li> <li>• that I/we authorize the above Applicant to apply for the following grant streams; and please specify grant amount or tick box for maximum offered.</li> </ul>			
<input type="checkbox"/>	Relocation of Utilities and Services (Stream 1)	\$	To the maximum of \$35k <input type="checkbox"/>
<input type="checkbox"/>	Retrofit Building Materials (Stream 2)	\$	To the maximum of \$10k <input type="checkbox"/>
<input type="checkbox"/>	Storage (Stream 3)	\$	To the maximum of \$400 <input type="checkbox"/>

<b>Property Owner Name</b>	<b>Signature</b>	<b>Date</b>

*The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information is collected as evidence of your consent for the applicant to be registered under the program. It will also be used to process their application, administer the program and to contact you when necessary. If you have any questions about the collection or use of this information, please contact [draperfloodsupport@rmwb.ca](mailto:draperfloodsupport@rmwb.ca)*