



CITY OF ALBANY  
DEPARTMENT OF WATER & WATER SUPPLY  
10 NORTH ENTERPRISE DRIVE  
ALBANY, NEW YORK 12204  
TELEPHONE (518) 434-5300  
FAX (518) 434-5332

KATHY M. SHEEHAN  
MAYOR

JOSEPH E. COFFEY, JR., P.E.  
COMMISSIONER

## CITY OF ALBANY BACKWATER VALVE GRANT APPLICATION PACKAGE

### Purpose:

The backwater valve reimbursement program was established to provide financial assistance to homeowners who desire to protect their home from flooding during a heavy rain event and sewer backups due to capacity of the City's combined sewer. Eligible homeowners may qualify for a maximum of \$2,500 for installation backwater valve system which can protect their basements from sewer back-up. Roof drain separation from the sanitary is required for the backwater valve installation. Also internal plumbing modifications to raise the lowest "open" fixture to an elevation higher than the rim of the upstream manhole is covered under this program.

### What is Eligible?

1. Installation of a backwater valve (internal of the house or external of the house) -\$2,000 maximum reimbursement. For this option if roof drain separation is required participants are eligible up to an additional \$500.
2. Plumbing modifications to raise the lowest "open" fixture to an elevation higher than the rim of the upstream manhole- \$2,000 maximum reimbursement.

### Who is Eligible?

This program is available to the owner of any single family or two family dwellings, owner occupied, in the City of Albany where a backup of combined sewage due to sewer incapacity on the municipal system occurred since 2002.

### Eligible Costs:

- Cost of location, excavation and exposure of house lateral sewer line and reconnection of a backwater valve and clean-out to the existing lateral.
- Roof drain disconnect from sanitary sewer.
- Cost of trenching and concrete floor repairs.
- Cost of plumbing modifications to raise the lowest "open" fixture to an elevation higher than the rim of the upstream manhole
- Cost of grass seeding to restore disrupted grass/lawn.
- Applicable permit fees.

### Non-Eligible Costs:

- Removal and replacement of interior walls and finishes.
- Use of materials not meeting the requirements of the City's guide specifications or City codes.
- Ancillary homeowner improvements not necessary to provide sanitary sewer back-up protection of the basement.
- Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, etc.)
- Installing a backwater valve and cleanout when house already has an overhead sewer system.

## Instructions How to Apply For the Backwater Valve Grant Program

- Step 1: Contact the City of Albany Water Department at (518) 434-5300 to get a copy of the program packet or go to the City of Albany's website and download the packet.
- Step 2: Complete the application and the Homeowners Participation Agreement
- Step 3: Call plumbers and/or contractors and get two (2) written detailed cost estimates for the work to be performed. If the estimate is for a backwater valve the estimate needs to include the make and model number of the backwater valve. Applicant will obtain a work order and estimate from two (2) contractors (either a licensed plumber or a site work contractor) which will define the scope of the work, provide specifications for the work to be performed together with specific materials. The estimate must include all costs associated with the work. This must be submitted to the Department of Water & Water Supply (AWD) as an attachment to the grant application. If the work order and estimate is unacceptable to the AWD, the reason for denial will be indicated and the Applicant will have the opportunity to resubmit this portion of the application within thirty (30) days of the receipt of the denial.
- Step 4: Submit completed permit application with two (2) cost estimates by mail, fax or email with required documentation to:

Backwater Valve Grant Application Program  
City of Albany Department of Water & Water Supply  
10 North Enterprise Drive  
Albany, NY 12204  
Fax 518-434-5332  
Email: AWDpermits@albanyny.gov

It is recommended the applicant make copies of any papers, photos, the two (2) itemized cost estimates including scope of work, make and model of backwater valve, etc. submitted and retain a copy for their records.

- Step 5: After receipt of a properly completed application, the dwelling must be inspected by a City official or a City appointed inspector who must certify that the dwelling is eligible based upon the history of incidents. The City official or a City appointed inspector will also verify whether roof drainage or sump pumps are connected to the lateral and will recommend additional steps which may be necessary for an effective installation of a backwater valve.
- Step 6: A written approval including a notice of the grant amount will be issued by the AWD. When the written notification of the grant is received, the Applicant may enter into a contract with the approved contractor. The Applicant will have a maximum of six (6) months after receipt of the written approval of the grant to complete the installation as defined in the work order and estimate. Requests for additional time to complete the installation must be made in writing and must be received at least thirty (30) days prior to the expiration of the six (6) month period. In the event that a grant award expires, an Applicant will be required to resubmit the grant application.
- Step 7: Once work is completed, the Applicant must contact the AWD to request an inspection. An inspection will be conducted by the AWD and a written notice of acceptance issued. In the event that there are deficiencies, the AWD will indicate what deficiencies have been noted and the Applicant will be allowed to correct these deficiencies within thirty (30) days of the inspection. When inspection has been satisfactorily completed, the AWD will authorize payment be issued to the Applicant.
- Step 8: After the work has been inspected and approved, the homeowner needs to pay the full amount to the plumber/contractor and then needs to submit the following:
- Complete Voucher Form for reimbursement
  - A copy of a paid and itemized invoice from the plumber/contractor who did the work
  - A copy of the cancelled check (both sides) that the homeowner paid for the work
  - Submit to the City of Albany Water Department for processing
  - A check will be mailed to the Applicant after all the required paperwork is submitted.

## **REQUIREMENTS FOR AN ACCEPTABLE BACKWATER VALVE INSTALLATION**

Re: Backwater Valve Installations under Grant Program

The City of Albany Department of Water & Water Supply has set the goal for all installations to have a functional and maintainable backwater valve installed on all Applicants' dwellings. Float valves in floor drains do not comply. The following applies to all installations seeking approval under the Backwater Grant Program:

For exterior installation, valve must be accessible for periodic maintenance and cleaning. Extendable PVC backwater valves are acceptable. If any other method is to be used, the valve installer must submit details for approval with his/her estimate. The installer should demonstrate to the Applicant how to remove the extendable section, if an extendable valve is utilized. Installer should also demonstrate how to reset it and secure the valve in place.

For interior installation, the backwater valve must be placed between the house trap and the outside sewer lateral. No other openings (i.e., pit drains, floor drains, etc.) may remain open between the backwater valve and the outside sewer lateral. This may require excavating the existing house trap and moving its location further from the foundation wall. Backwater valves must be accessible and clear of any concrete or other materials which inhibit the opening of the valve for periodic maintenance and cleaning. **A CITY OF ALBANY LICENSE PLUMBER NEEDS TO BE HIRED FOR INTERIOR INSTALLATION AND A PLUMBING PERMIT IS REQUIRED IN ADDITION TO THE DEPARTMENT OF WATER'S WATER AND SEWER PERMIT.**

Due to failures which have taken place with PVC backwater valves installed inside dwellings, these occur where the PVC flap sits on a hanger and can come off during flows especially under higher pressures, backwater valves with the type where the flap is pinned so it is not susceptible to this type of failure are required for the Backwater Grant Program. Acceptable Backwater valves are:

1. Globe Manufacturing Model 2604 4" no hub backflow valve (or Model 2606 for 6" pipes)
2. Jay R. Smith Model 7012S-04 for 4" or 7012S-06 for 6" pipe
3. Wade – Model 4204NH
4. Josam – No Hub Model 67400

If you want to use another manufacturer, please submit a cut sheet prior to installing.

Both type of valves should be periodically inspected and cleaned when necessary. Valve manufacturers provide information regarding this process. A copy of this information should be provided to the applicant.

Also note that **all installers must obtain a permit from the City of Albany Department of Water & Water Supply**. You must also call during normal business hours to contact the Department's dispatch office at (518) 434-5322 to arrange for the inspection twenty-four (24) hours before the area is excavated to install the valve. **Pipes and backwater valve shall be visible and in place for inspection.**



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## BACKWATER VALVE GRANT APPLICATION CHECKLIST

**The following checklist has been made available to ensure that applications submitted to the Albany Water Department are reviewed and processed in a timely manner. If the submitted application does not include the required information, the application will not be approved.**

Backwater Valve Application Completely Filled Out

Backwater Valve Grant Application (page 5 and 6)

Item 1-6 completely filled out

Item 7 A

Proof provided and attached

Item 7B

Dates when calls made to Albany Water Department

Backwater Valve Grant Application (page 6)

Item 8a Complete Name of Contractor/Plumber Want to Use

Item 8b-e completed

Describe Scope of Work (Diameter, Material, Length, etc.)

Verification Page (page 7)

Signed and notarized by all homeowners of the property

Two Itemized Cost Estimates from Contractor/Plumber stating model of backwater valve

1. Cost Estimate from \_\_\_\_\_ Amount \_\_\_\_\_  
 Describe Type of Work (Diameter, Material, Length, etc.)

2. Cost Estimate From \_\_\_\_\_ Amount \_\_\_\_\_  
 Describe Type of Work (Diameter, Material, Length, etc.)

Homeowner Participation Agreement (page 8)



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## **CITY OF ALBANY BACKWATER VALVE INSTALLATION GRANT APPLICATION**

- 1) Property Address \_\_\_\_\_  
 (No) \_\_\_\_\_ (Street) \_\_\_\_\_

2) Owner \_\_\_\_\_ Second Owner \_\_\_\_\_  
 (Last Name, First Name, M.I.) (Must be listed if dwelling is jointly owned)

3) Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

4) Phone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ Best Time to Call \_\_\_\_\_

5) Year Property Purchased \_\_\_\_\_ Date you moved into home Month \_\_\_\_\_ Year \_\_\_\_\_  
 Property Type: \_\_\_\_\_ Single Family \_\_\_\_\_ Two Family \_\_\_\_\_ Other \_\_\_\_\_

Is property owner occupied Yes \_\_\_\_\_ No \_\_\_\_\_

6) Number of Years of Residence at this Dwelling \_\_\_\_\_

7) Are your downspouts connected to the City's sanitary sewer system? Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

8) Does your home have exterior foundation perimeter drain tile? Yes \_\_\_\_\_ No \_\_\_\_\_

9) Does your home have a sump pump? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, does our SUMP PUMP discharge to Front, Rear, Side, or is it connected to the Storm Sewer in the street?  
(Circle one) FRONT REAR SIDE STORM SEWER CONNECTION

- 10) Does your house presently have an overhead sewer system? Yes \_\_\_\_\_ No \_\_\_\_\_

11) How many basement water events have you experienced (Number of Combined Sewage Backups) since 2002 \_\_\_\_\_

12a) Proof Provided (Check Information and **ENCLOSE COPIES**) \_\_\_\_\_ Insurance Claim \_\_\_\_\_ Photos \_\_\_\_\_ Statement Provided at Purchase \_\_\_\_\_ Inspection Report \_\_\_\_\_ Home Inspection Report \_\_\_\_\_ None \_\_\_\_\_ (Complete Part 12b)

12b) No Proof Provided (Only complete this information if you provided no proof under Item 7a)

  - Did you call in a complaint to City of Albany? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_ don't recall \_\_\_\_\_

- Approximate date(s) when call(s) was (were) made \_\_\_\_\_

- Was your house inspected by City employee or an agent for any of these storms?

Yes (Complete Below)  (No, continue with Question No. 8)

- Date of Storm after which inspection occurred \_\_\_\_\_

- Name of Inspector (if known) \_\_\_\_\_

**(COPY OF TWO (2) COST ESTIMATES MUST BE ATTACHED TO THIS FORM) Place the Name of the Contractor or Plumber you wish to hire for the work below:**

13) Information on Estimate and Scope of Services

13a) Contractor's or Plumber Name \_\_\_\_\_

13b) Contractor's or Plumber Address \_\_\_\_\_

(No.) (Street) (City) (State) (Zip Code)

13c) Contractor's or Plumber Phone \_\_\_\_\_ Fax \_\_\_\_\_

13d) Contractor's Total Cost Estimate \_\_\_\_\_

13e) Does Scope of Work include (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Backwater Valve Installation inside dwelling        | <input type="checkbox"/> Backwater Valve Installation outside dwelling |
| <input type="checkbox"/> Sump Pump Disconnect from sanitary sewer            | <input type="checkbox"/> Roof drains disconnect from sanitary sewer    |
| <input type="checkbox"/> Floor drain / inside pumping modifications          | <input type="checkbox"/> Repair or replacement of water service        |
| <input type="checkbox"/> Repair or replacement of sewer lateral beyond valve | <input type="checkbox"/> Repair or replacement of sidewalk or driveway |
| <input type="checkbox"/> Lawn restoration                                    |  |

14) Have you applied for grant before  No  Yes?

- If yes, were you approved?  No  Yes, But \_\_\_\_\_

**DO NOT COMPLETE INFORMATION BELOW THIS LINE  
FOR WATER DARTMENT USE ONLY**

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Tax Map Info \_\_\_\_\_ Owner's Name(s) Verified \_\_\_\_\_ Proof of Backup Approved \_\_\_\_\_

Application Complete \_\_\_\_\_ Application Incomplete \_\_\_\_\_ Application Rejected \_\_\_\_\_

Reason for Rejection of Application \_\_\_\_\_

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Inspection Scheduled \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Phone contact \_\_\_\_\_ Mail contact \_\_\_\_\_

Inspector \_\_\_\_\_ (Print Name) Initial When Completed \_\_\_\_\_

Inspection notes (sump pumps, drains, etc.) \_\_\_\_\_

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**BACKWATER VALVE APPLICATION VERIFICATION PAGE**  
(If joint ownership, verification is required for **both** owners)

**FIRST HOME OWNER**

STATE OF \_\_\_\_\_ )  
                  ) SS.:  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, resides at \_\_\_\_\_ deposes and says that he/she has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his/her knowledge.

---

Signature of Home Owner

Sworn to before me this day of , \_\_\_\_\_ 20\_.

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(Notary Public)

Qualified in \_\_\_\_\_ County

My Commission Expires \_\_\_\_\_

**SECOND HOME OWNER**

STATE OF \_\_\_\_\_ )  
                  ) SS.:  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, resides at \_\_\_\_\_ deposes and says that he/she has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his/her knowledge.

---

Signature of Home Owner

Sworn to before me this day of , \_\_\_\_\_ 20\_.

---

(Notary Public)

Qualified in \_\_\_\_\_ County

My Commission Expires \_\_\_\_\_



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### CITY OF ALBANY BACKWATER VALVE HOMEOWNER PARTICIPATION AGREEMENT

1. I UNDERSTAND AND AGREE that the City of Albany established the Backwater Valve program to assist residents in protecting their home from flooding due to sewer backups. The program provides for reimbursement of eligible costs up to a maximum of \$2,500.00.
  2. Prior to the installation of any plumbing work, the proposal shall be submitted to the City for review and approval. No work shall commence until City approval is obtained and a permit is issued.
  3. Reimbursement of eligible items at approved amounts will be made after the work is completed, inspected and approved by the City. A voucher ("Request of Disbursement") form must be completed and submitted with other documentation, such as the detailed invoice and a copy of the cancelled check (both sides) which proves that the project was paid for, in full, by the homeowner.
  4. Liability - The City shall have no liability for any defective work or damage, injury and/or loss on account of any act or omission of the contractor in the performance of the work. The homeowner shall make any claim for such matters directly against the contractor or constructor's insurance carrier. The homeowner hereby agrees to indemnify and hold the City harmless against any and all claims and further covenants not to sue the City for any and all claims, as no system is absolutely fail safe.
  5. Disclaimer - The Program is designed to substantially reduce the risk of basement backups. However, there is always some risk of basement backup as a result of unexpected sewer collapse, obstruction, power failure, extreme environmental conditions or other unforeseen factors. Proper operation of foundation drains is necessary to prevent seepage of ground water through walls below grade. Existing foundation drains are necessary to prevent seepage of ground water through walls below grade. (The homeowner is reminded that footing drains, storm water tiles and all perimeter drains must be disconnected from the sanitary system.) Storm water/ground water discharges shall be disposed of properly.)
  6. Proper Maintenance and Inspection  
 The homeowner is responsible for preventative maintenance including regular inspection to ensure proper operation. The Homeowner shall have the responsibility to conduct required maintenance. The backwater valve should be inspected every three (3) to six (6) months to ensure that the device is operating properly, especially before the spring thaw; debris can build up behind the flapper. The plumber/contractor should provide the homeowner with the manufacturer's recommendation of maintenance requirements.
- I understand and agree with all of the above statements and agree to comply accordingly.

First Homeowner – Printed Name

Signature

Date

Second Homeowner – Printed Name

Signature

Date

Property Address \_\_\_\_\_



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### BACKWATER VALVE GRANT CONTRACTORS/PLUMBERS LIST

This is a list of contractors/plumbers who have installed backwater valves outside or inside of dwellings under the current Backwater Valve Grant program in the past four (4) years. This list is arranged alphabetically. This is intended to assist applicants in choosing a contractor/plumber. Please do not limit your search to this list only. All contractors/plumbers should be made aware of the “REQUIREMENTS FOR AN ACCEPTABLE BACKWATER VALVE INSTALLATION,” which is available from the Department of Water & Water Supply.

The backwater valve may be installed by any plumber registered with the City of Albany Division of Building and Codes for inside installations. Plumbing Permit is required in addition to Water Sewer Permit.

Two (2) cost estimates are required with the make and model number of the valve the contractor/plumber is proposing to install.

<b>Apex Plumbing &amp; Drain</b> 872 Albany Shaker Road, Latham, NY 12110	Phone: 518-785-0795
<b>Burnett Excavating</b> 82 Beverly Ave, Albany, NY 12209	Phone: 518-462-0480
<b>C.A. Trichilo</b> 161 Helderberg Trail, East Berne, NY 12059	Phone: 518-857-2156
<b>Crisafulli Brothers</b> 520 Livingston Ave, Albany, NY 12206	Phone: 518-449-1782
<b>Farrell Bros. Inc.</b> 6 Simmons Lane, Albany, NY 12204	Phone: 518-462-5454
<b>Keith Lezatte</b> 56 Plank Road, Feura Bush, NY 12067	Phone: 518-378-5900
<b>Metro Plumbing</b> Paul Bishop PO BOX 376, Watervliet, NY 12189	Phone: 518-785-0576
<b>Precision Plumbing Sean</b> Clark 26 Tice Road, Albany NY 12203	Phone: 518-464-0090
<b>Taub Heating &amp; Plumbing</b> Paul Karin Jr. 386 Elk Street, Albany NY 12206	Phone: 518-463-8885