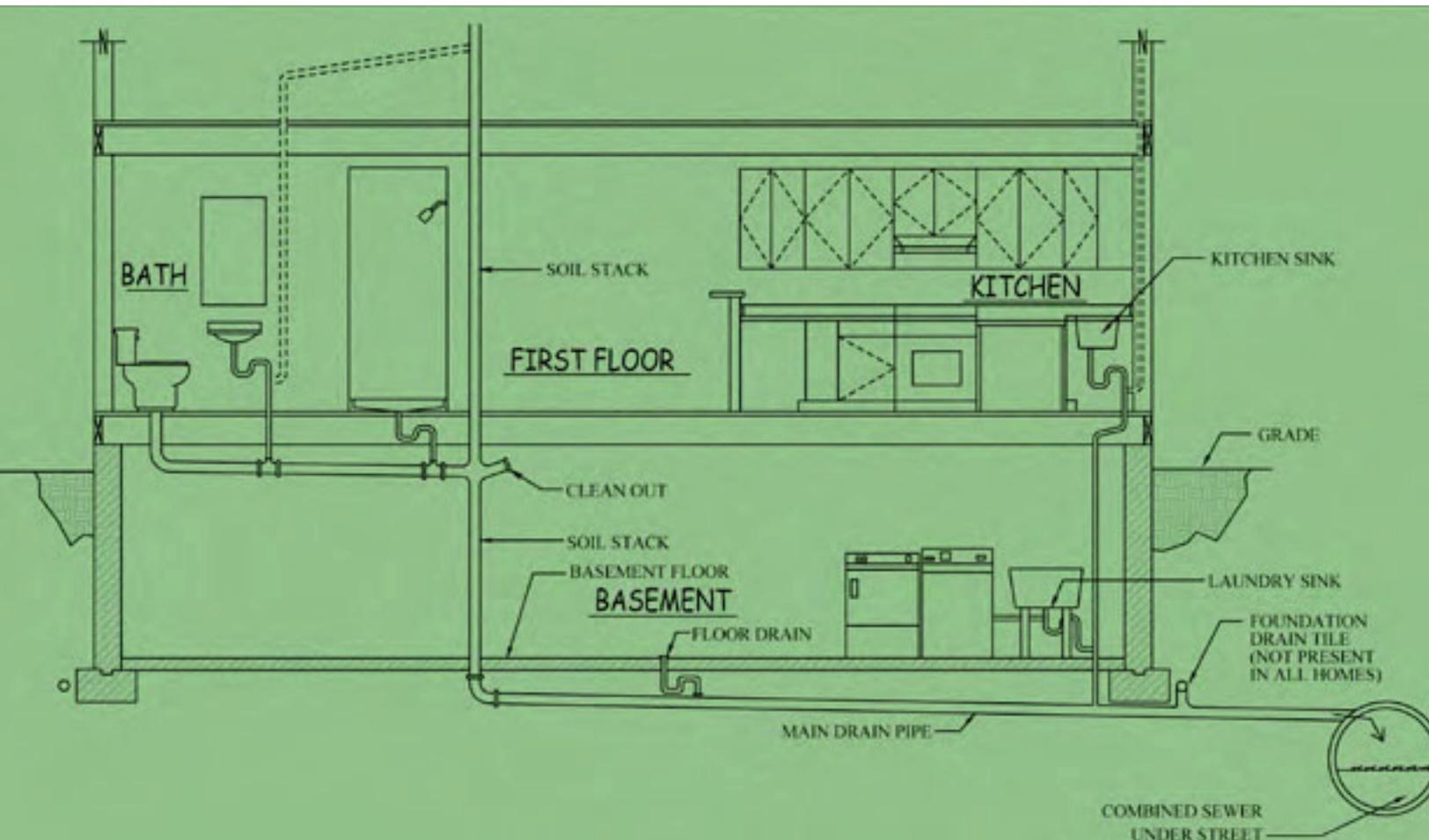


Sewer Backup Protection Grant Program

Guidelines, materials and frequently asked questions



SEWER BACKUP PROTECTION GRANT

PROGRAM GUIDELINES

I. WHAT IS IT?

The Village of Oak Park Sewer Backup Protection Grant Program was established to provide financial assistance to homeowners who desire to protect their home from sewer backup during a heavy rain event. The program's intent is to offset a portion of the expense that a homeowner will incur to modify the building's plumbing system such that sewage cannot backflow in to the building when the Village sewers are full. Eligible homeowners may qualify for a Grant of 50% of the total cost of sewer backup prevention improvements, up to a maximum of \$3,500.00, to install either an Overhead Sewer System or a Backflow Prevention Valve System.

II. HOW DO THESE SYSTEMS WORK?

The typical layout of an existing home plumbing system is shown on Figure 1. This program will fund modifications to residential plumbing systems to provide sewer backup protection. There are three basic options:

1. Modify the sewer piping and inside plumbing that goes out to the Village sewer in a new Overhead Sewer System and eliminate all gravity drainage below the basement floor (See Figure 2).
2. Modify the inside plumbing by disconnecting all basement level plumbing fixtures from the gravity drainage system and redirect their discharge to an ejector pump. The pump then discharges into an existing soil stack. This is referred to as a Modified Overhead Sewer System (See Figure 3).
3. Install a Backflow Prevention Valve System and bypass the sewer line in an underground manhole (See Figure 4).

NOTE: Although the Clean Check® valve does work, this system is not approved under the grant program.

Each of the above approaches has different costs, degrees of disruption and levels of protection.

Please note that the Village strongly recommends installation of a new Overhead Sewer System because it provides the greatest protection under all weather conditions and storm events to prevent sewage from entering the building.

This Program is designed to assist homeowners in reducing the risk of basement flooding due to sewer backups. However, there is always a risk of a sewer backup as a result of unexpected sewer collapse, obstruction, power failure, extreme environmental or weather conditions or other unforeseen factors, as well as basement flooding due to seepage and other causes. Homeowners assume the risk of loss of any future property damage due to flooding.

Homeowners are required to disconnect roof drainage/downspouts from directly draining into the sewers as part of this program, unless the Director of the Building and Property Standards Department grants an exemption.

III. WHAT ELSE SHOULD I DO TO PROTECT MY BASEMENT?

In order to fully protect a basement from flooding, in addition to installing overhead sewers, homeowners should make sure foundation drains are operating properly to prevent seepage of ground water through walls below grade. (This Program does not cover existing foundation drains, and the Village will not test them for proper operation under this Program.) The homeowner has the responsibility for all testing, inspections and any corrective work that may become necessary.

Homeowners should also make sure their sump/ejector pump(s) operates reliably. The continuous operation of sump/ejector pumps is necessary for the proper functioning of overhead sewers, backflow prevention valves and foundation drains. The homeowner is responsible to check the operation of the pumps regularly. The homeowner is responsible for all testing, inspections and any corrective work that may become necessary after the improvements covered by this Program are installed.

Homeowners should also install a battery backup system to provide protection in the event of power failure.

IV. WHAT WORK IS COVERED UNDER THIS GRANT PROGRAM?

This Program covers Sewer Backup Protection measures. The following are **Eligible** costs which may be covered as part of this program:

- Cost of location, excavation and exposure of the building sewer, including the support of existing structures, for reconnection to a new overhead sewer to the existing sewer line.
- Cost of a new pump pit, ejector pump and associated electrical and plumbing works needed to lift the drainage from basement plumbing fixtures to an overhead sewer or existing soil stack.
- Cost of trenching and concrete floor replacement.
- Cost of installing a backflow prevention valve with a bypass (new sump and ejector pump in an underground vault) and associated electrical and plumbing work.
- Cost of grass seeding or sod to restore disrupted landscape.
- Battery backup system.
- Applicable permit fees.

The following are **Non-Eligible** costs which will not be covered by this program:

- Removal and replacement of interior basement walls and finishes.
- Use of materials not meeting the requirements of the Village's Specifications or Codes.

- Ancillary homeowner improvements not necessary to provide sewer backup protection of the basement.
- Planting of new or replacement landscaping (bushes and trees) other than grass seeding or sod.
- New electrical panels and/or upgrading the house electrical supply.
- Costs associated with disconnecting downspouts and roof drains from the Village's sewer system.

V. WHO IS ELIGIBLE TO PARTICIPATE IN THIS PROGRAM?

This program is open to owner occupied single-family homes that are susceptible to sewer backup by way of a gravity sewer line. Single family is defined as both traditional single family homes as well as multi-family residences of 1-4 units where the owner occupies at least one unit. Homeowners who previously installed sewer backup protection systems and who otherwise meet the eligibility criteria also may participate in this Program, provided the permit for the work was issued after January 1, 2010. A property will be eligible for this program only once.

Applications will be received until the funds dedicated to this purpose have been expended, or December 31, whichever is sooner.

Homeowners will be considered ineligible if:

- Any unpaid taxes or water bills or other debt is due to the Village.
- Any unpaid final judgments of liability from the office of Adjudication are due and owing.
- Any unpaid Village liens are on any property owned by the applicant.
- Any outstanding Code violations exist that the homeowner has been advised of and had not corrected.
- Homeowner is not current on any other Village obligations, or otherwise not in compliance with requirements of the Village Code, including but not limited to multi-family licensing, alarm permitting or vacant building registration.
- Property previously received a grant under this Program.

Eligibility of Village Employees

Otherwise eligible homeowners who are also Village Employees are eligible for the program in accordance with the Village's Conflict of Interest and Ethics Ordinance.

Eligibility for Other Housing Programs

Participants in the Sewer Backup Protection Grant Program continue to be eligible for other Village Housing Programs provided they meet the eligibility criteria for those programs.

VI. HOW DO I APPLY?

A. Steps

The following are the basic steps to take to participate in the Program:

1. Homeowners must complete an application and submit it to the Housing Programs Division.
2. Homeowners must provide detailed drawings and a proposal from an Illinois licensed plumbing contractor, including all technical information on pumps, valves, electrical work, etc. The Village encourages homeowners to obtain at least three estimates from qualified contractors for this work. All contractors must register with the Village to do work in Oak Park in accordance with existing Building and Property Standards procedures.

B. Priority

Applications will be processed on a first come, first served basis. The program will expire when the Grant Funds are expended, or December 31, whichever is sooner.

VII. PROGRAM MANAGEMENT

A. Application and Eligibility Review

The Housing Programs Division will review the completed application with Village staff for an initial determination of eligibility. If the homeowner meets the eligibility criteria, the Housing Programs Division will forward the application to the Department of Building and Property Standards (BPS) for review. Once the BPS has reviewed the request, the Grant application will be forwarded to the Housing Programs Division for further processing.

B. Ineligibility

If the homeowner is not eligible, the Housing Programs Division will notify the homeowner of the reason for the ineligibility. If the reason for the ineligibility is due to an outstanding debt, judgment or code compliance issue, the homeowner will be allowed to satisfy those obligations, come into compliance with the Village Code and re-apply. For purposes of determining priority, the homeowner's place in line will be based upon the date of reapplication.

C. Agreement

Upon approval of the application, the homeowner will be required to sign a Grant Agreement substantially in conformance with the Agreement provided with this Program Document.

D. Building Permits

The homeowner must obtain permits from the Building and Property Standards Department before the contractor may begin work. All work shall be performed in accordance with the Village's Building and Electrical Codes and the Illinois Plumbing Code. The contractor shall schedule necessary inspections by the Building and Property Standards Department throughout the construction.

E. Disconnect Downspouts

As part of the Program, all participants must disconnect any downspouts from the Village's combined sewer system and must take all corrective action necessary to prevent the discharge of roof drainage into the Village's combined sewer systems, unless an exemption is obtained from the Director of the Building and Property Standards Department.

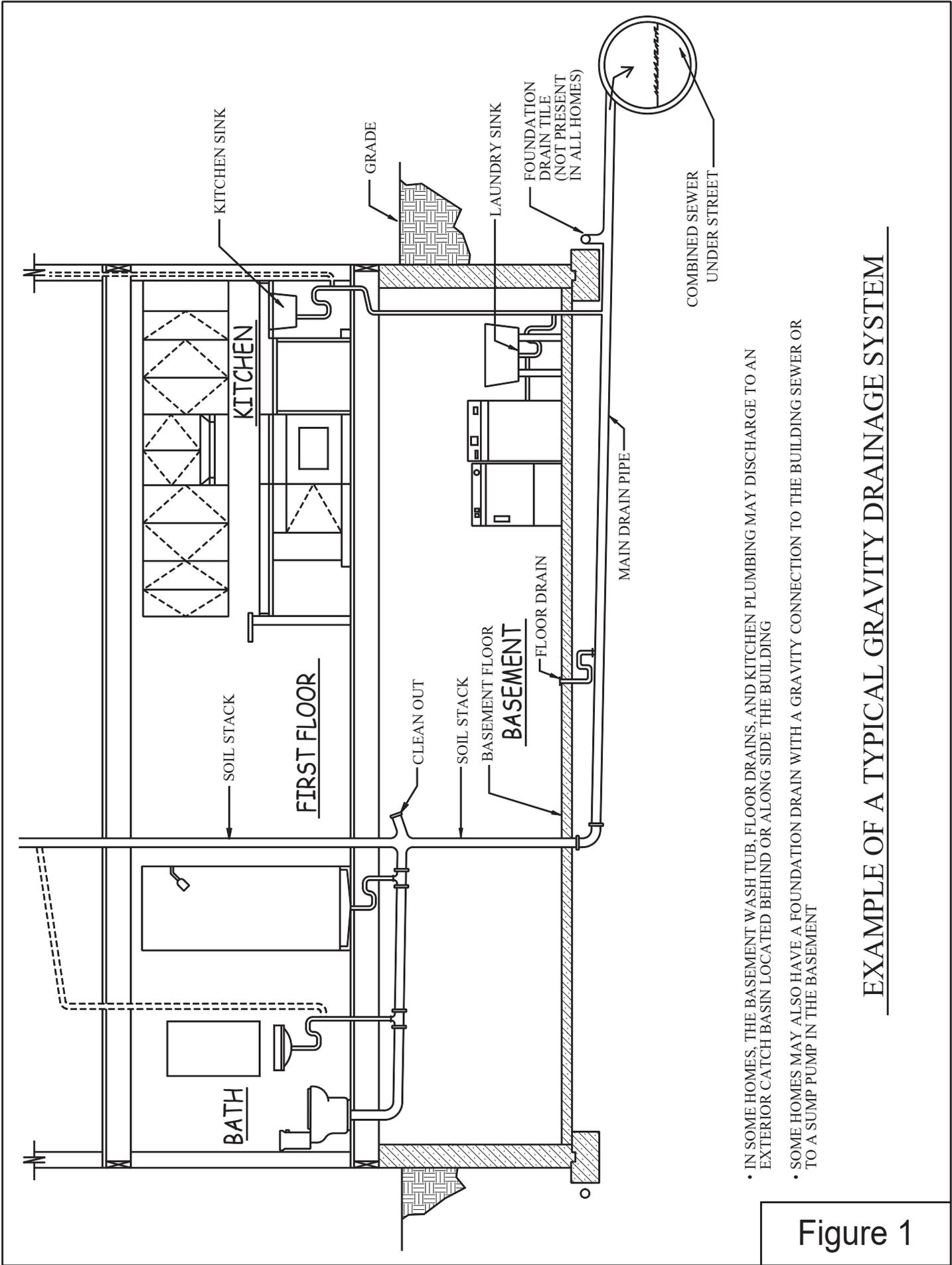
F. Payment of Requests for Reimbursement

Upon completion of the work, the homeowner must submit a Request for Reimbursement Form. The form must be accompanied by the following:

1. Copy of the homeowner's proof of payment to the contractor
2. Certification from the contractor of the work performed
3. Certification from the Building & Property Standards Department that the work was completed in accordance with all applicable codes and passed final inspection.
4. In those cases where homeowner requests that payment be made directly to the contractor, the homeowner must sign a Payment Authorization form and provide mechanics lien waivers. The Village will agree to pay the contractor directly upon proof that the Village's payment is the only outstanding payment to be made to the contractor.

If the Request for Reimbursement is in conformance with the program requirements, the Request will be forwarded to the Village's Finance Department for payment. Payment will be made within 30 days of approval of the invoice.

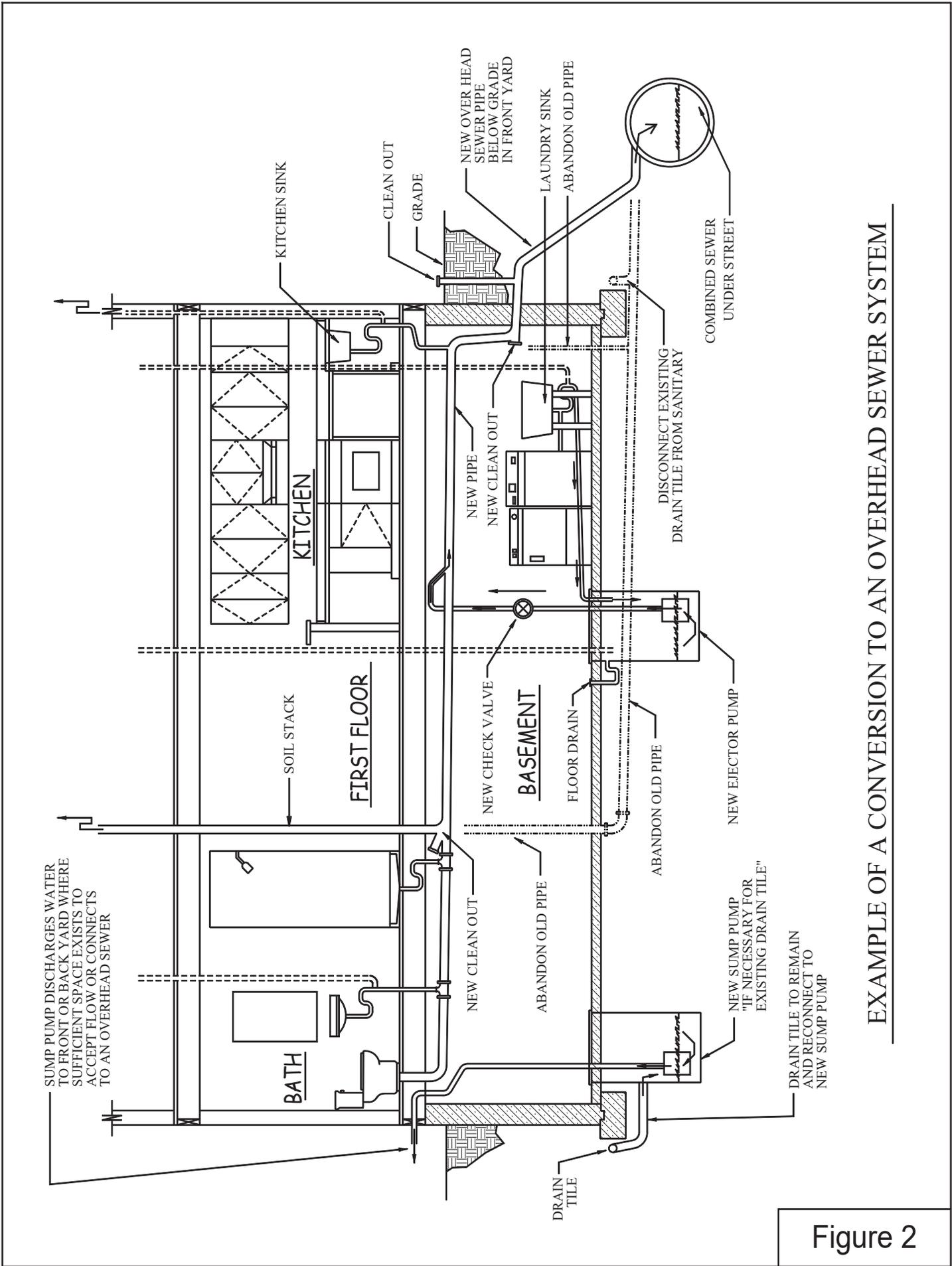
Note: Requests for reimbursement for work completed in 2010 or later require the homeowner to show proof of permit, final inspection from the Village and a detailed paid receipt of the work completed.



- IN SOME HOMES, THE BASEMENT WASH TUB, FLOOR DRAINS, AND KITCHEN PLUMBING MAY DISCHARGE TO AN EXTERIOR CATCH BASIN LOCATED BEHIND OR ALONG SIDE THE BUILDING
- SOME HOMES MAY ALSO HAVE A FOUNDATION DRAIN WITH A GRAVITY CONNECTION TO THE BUILDING SEWER OR TO A SUMP PUMP IN THE BASEMENT

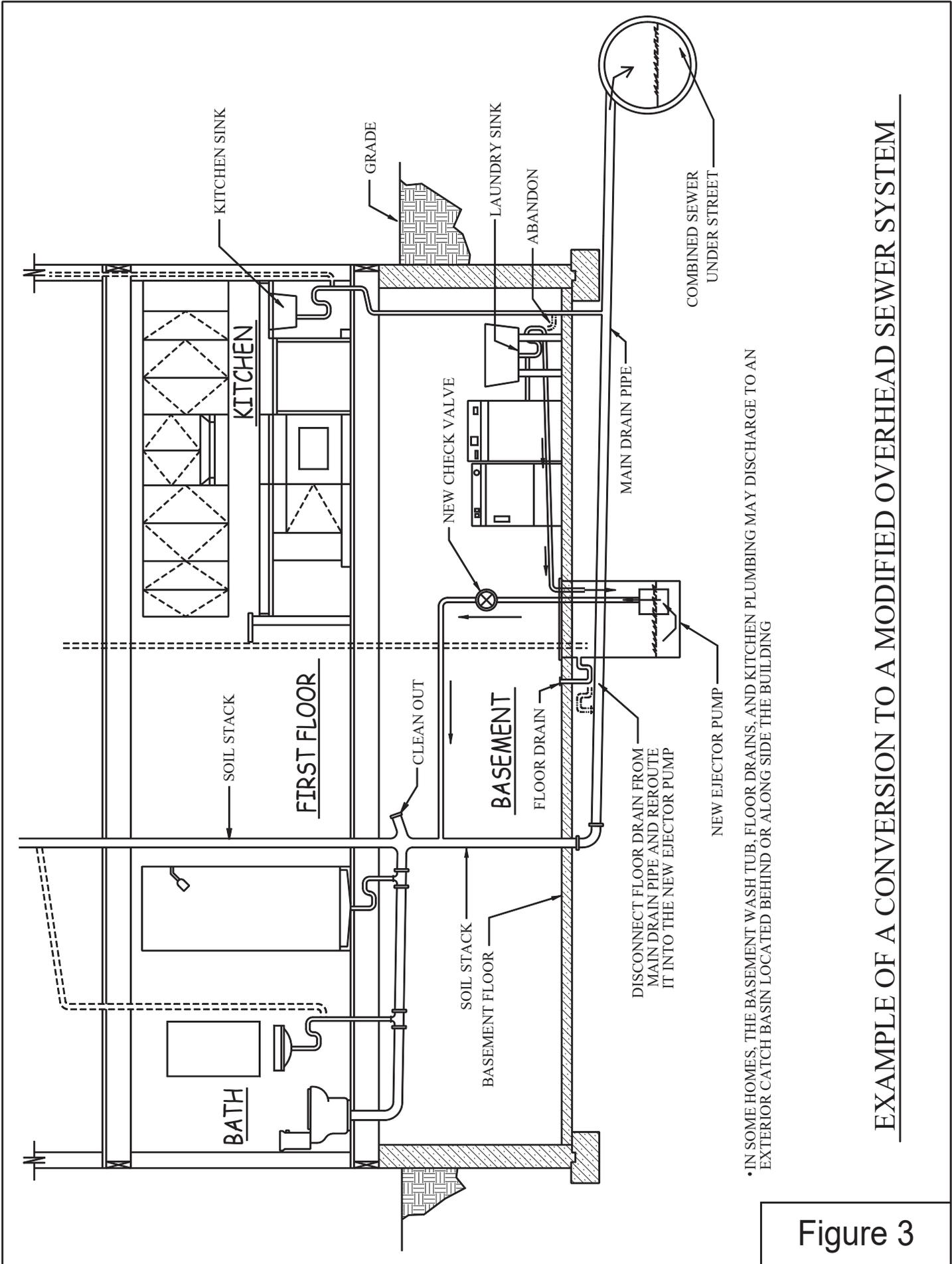
EXAMPLE OF A TYPICAL GRAVITY DRAINAGE SYSTEM

Figure 1



EXAMPLE OF A CONVERSION TO AN OVERHEAD SEWER SYSTEM

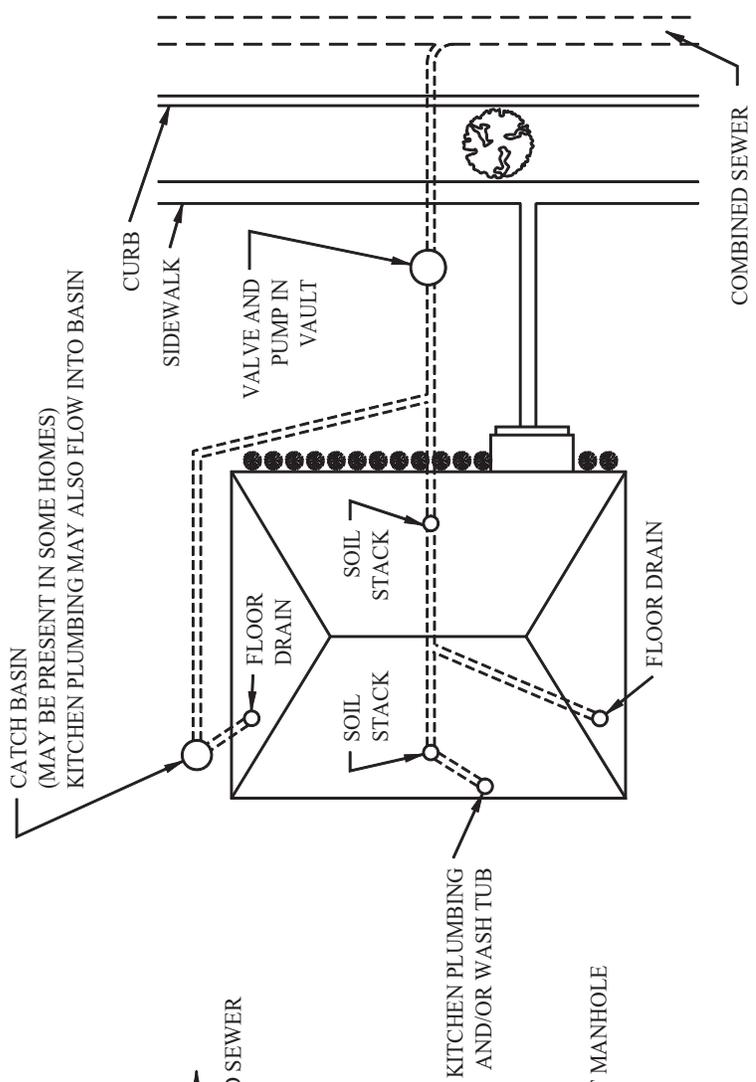
Figure 2



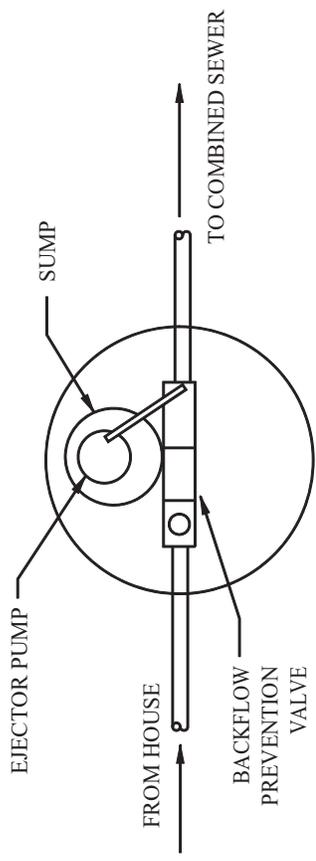
• IN SOME HOMES, THE BASEMENT WASH TUB, FLOOR DRAINS, AND KITCHEN PLUMBING MAY DISCHARGE TO AN EXTERIOR CATCH BASIN LOCATED BEHIND OR ALONG SIDE THE BUILDING

EXAMPLE OF A CONVERSION TO A MODIFIED OVERHEAD SEWER SYSTEM

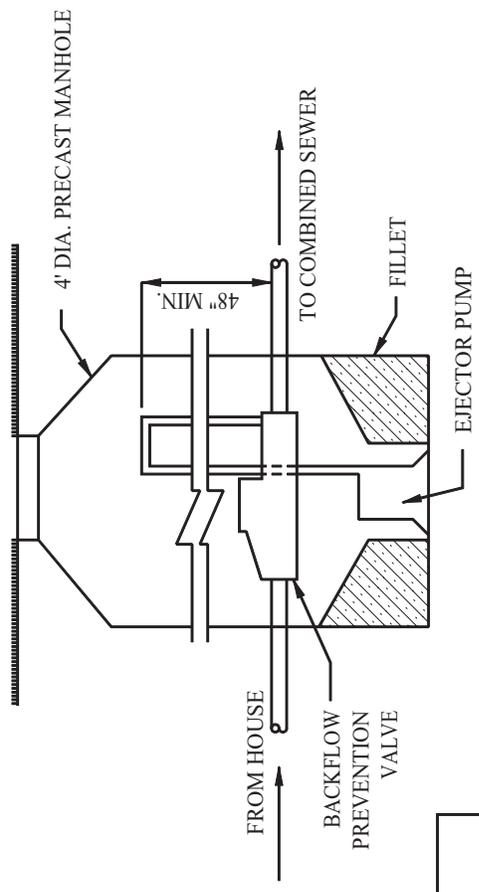
Figure 3



PLAN VIEW



TOP VIEW



SIDE VIEW

**EXAMPLE OF A TYPICAL INSTALLATION OF
A BACKFLOW PREVENTION VALVE**

Figure 4

The Sewer Backup Protection Grant Program was established to provide financial assistance to homeowners who install systems to protect their homes from sewer backup during a heavy rain event. The program's intent is to offset a portion of the expense of modifying a building's plumbing system to prevent backflow when Village sewers are at capacity. Eligible homeowners may qualify for a grant of 50 percent of the total cost of sewer backup prevention improvements, up to a maximum of \$3,500 for installing either an overhead sewer system or a backflow prevention valve system. For more information, call 708.358.5410 or e-mail housing@oak-park.us.

Q: What work is eligible for the Sewer Backup Prevention Grant Program?

A: Eligible work includes installing an overhead sewer system or a backflow prevention system. Illustrations in the program guidelines show how a typical house is connected to a sewer by a gravity system, and how overhead sewers and backflow prevention systems are installed to alleviate sewer backups.

Q: Who is eligible to apply for the Sewer Backup Prevention Grant Program?

A: This program is open to owner-occupied single-family homes that are susceptible to sewer backup by way of a gravity sewer line. Single-family is defined as both traditional single-family homes as well as multi-family residences of 1-4 units where the owner occupies at least one unit.

Q: I installed an overhead sewer system after the flooding in 2010. Can I apply for a grant for that work?

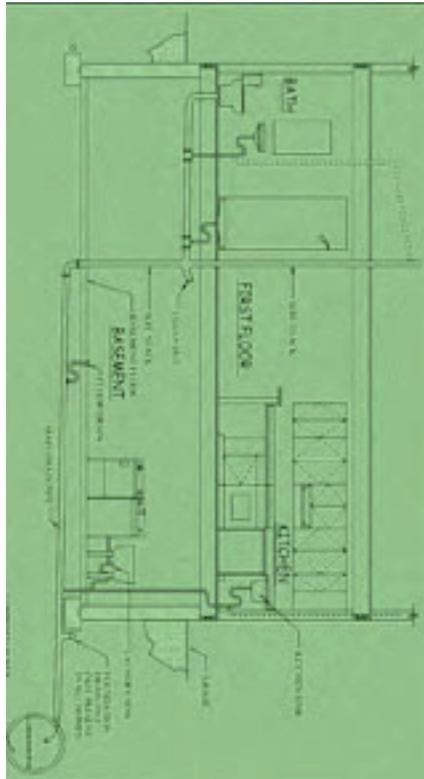
A: Yes. Any eligible work that received permits after January 1, 2010 is eligible. You will have to provide information regarding the permits and proof of payment.

Q: Will the grant reimburse me for replacing the carpet and walls in my basement after it flooded?

A: No. Only work to prevent future backups into basements are eligible. Restoration of finishes and replacement of property are not eligible.

Q: Does the work need to be completed before I submit my application?

A: No. You do not need to complete the work before submitting an application. However, you do need to have a licensed plumber determine the scope of work before submitting your application. You should submit your application after you have determined what work will be performed.



Q: Will a preference be given to applicants that have completed the work?

A: No. Applicants with completed work will not receive preferential treatment.

Q: How do I apply?

A: Directions for applying are detailed in the program guidelines. Complete all application materials and submit them to the Housing Programs Division, along with all required documents.

Q: Can I e-mail or fax my application?

A: Yes. Forms may be mailed, hand-delivered, e-mailed or faxed to the Village of Oak Park, Attention Housing Programs Division, 123 Madison, Oak Park, IL 60302. The e-mail address is housing@oak-park.us and the fax number is 708.358.5114.

Q: In what order will you process applications?

A: Completed applications will be

processed in the order in which they are received.

Q: We completed our project in 2010 but we did not get a building permit? Are we still eligible?

A: Yes, you are eligible to apply. However, your application will not be processed until you have obtained all required permits, paid all applicable fees and fines and passed final inspection.

Q: We had a permit for our project but I don't remember getting a final inspection. What impact will this have?

A: The Village can determine if a final inspection occurred. If a final inspection was not conducted, you will be required to obtain one before receiving a grant.

Q: Will permit fees necessary for the work be waived?

A: No. All applicable permit fees are the responsibility of the property owner.

Q: Do I have to disconnect my downspouts to be eligible?

A: You must either disconnect your downspouts or obtain a waiver for downspouts that are not disconnected. Waivers will be issued only to those properties where disconnecting the downspout would negatively affect a neighboring property or create a hazardous condition. The Village will review requests for waivers and make a final determination.

Q: How will I know that you received my application?

A: Applicants will be notified within two business days that their applications were received. Notification will be made by the same means that the application was submitted.

Q: Who can I contact for more information?

A: Contact the Housing Programs Division via e-mail to housing@oak-park.us or call 708.358.5410.