

**GRANT PROGRAM  
VILLAGE OF WESTCHESTER  
HOME FLOOD-PROOFING ASSISTANCE PROGRAM**

**INTRODUCTION**

The Village of Westchester is served by separate storm and sanitary sewers. During some intense rains, the capacity of the sanitary sewer system is not adequate to carry the peak flow, resulting in pressurized sewers. When pressurized, the sewage can backflow through house sewers into basements if there is no backflow prevention.

The Village has decided to help the owners of owner-occupied single family homes and two-flats defray a portion of the costs of providing protection from the backup of sewage in the basement. The grant program's intent is to offset a portion of the expense that a property owner will incur to revise the house plumbing such that sewage cannot backflow into the house when the sanitary sewer is pressurized. To revise the house plumbing, there are three basic options available to the property owner, as listed below:

- 1) Modification of the soil stack to direct flow out of the house in a new **OVERHEAD SEWER** and the elimination of all gravity drainage below the basement floor slab.
- 2) Installation of an interior or exterior **BACKFLOW PREVENTION VALVE** and bypass pump on the house lateral in an underground vault.
- 3) **LIFT STATION** system with an inside or outside underground vault.

Each approach has different costs and degrees of property owner disruption, as well as different implications on the homeowner's use of the revised plumbing.

A licensed plumber can determine which option best serves your need.

Updates or enhancements to current overhead sewer or lift station systems are not eligible for this program, however, replacement of an old system is eligible under this program.

**FUNDING**

This program is funded through the Village's annual budget ordinance. Funding levels will be determined at the beginning of each fiscal year and this program will become inactive when the budgeted funds have been depleted. The Village is not obligated to budget any funds for the program and this program may be discontinued at any time. The grants will be awarded on a first-come, first-served basis to those property owners that qualify for assistance under the program.

(Amended 5/14)

## **GOALS AND OBJECTIVES**

This program has several goals. The primary goals are to provide protection from the back up of sewage into basements, increase property values by eliminating detrimental basement back up, eliminate unsafe sanitary conditions, and to save substantial taxpayer dollars in the long term in an affordable manner.

## **PROPERTY OWNER PROTECTION**

Modification of the plumbing in a building can prevent the backflow of sewage into the basement during times the sanitary sewer system is overloaded. Installation of pump(s) to lift the building's sewage above the elevation of the sewer in the street will provide this positive protection to reduce the risk of basement backup.

## **QUOTES ARE REQUIRED**

Property owners are required to obtain a minimum of two quotes from a qualified licensed contractor to complete the overhead sewer, backflow prevention valve, or lift station. The selected contractor must hold a valid contractor license with the Village of Westchester.

## **PROGRAM PROCEDURES**

The Village reserves the right to modify the administration of the Home Flood-Proofing Assistance Program, as well as policies, procedures and rules adopted under this Home Flood-Proofing Assistance Program as a result of the information and experience compiled throughout the program.

The basic steps in the procedure for the overall program are as follows:

- 1) The property owner establishes an initial intent to participate in the Home Flood-Proofing Assistance Program, in writing or by telephone by contacting the Community Development Director at 708-345-0199.
- 2) The Village will undertake the plumbing inspection to establish the existing conditions and to record the property owner's intent to proceed with one of the improvement options.
- 3) The property owner shall give final notice of intent to participate in the program by signing and returning a completed application packet. The application consists of:
  - a) Completed Application Form.
  - b) A detailed proposal from at least two (2) plumbing contractors licensed to perform work within the Village, which includes technical information on materials, pumps, valves, etc. that will be used on the improvement. The Village

reserves the right to reimburse based on the lowest quote given to the homeowner for reimbursement.

- c) Complete applications for permits for construction. Building permit fees will be waived for this program. However, an application to participate in the Program shall be deemed to be withdrawn if a building permit is not issued within sixty (60) days of notification that the application has been approved. All work must be completed within ninety (90) days of the building permit being issued, and if not completed, the application to participate in the Program shall be deemed to be withdrawn. The Village Manager is authorized to grant, in writing, one or more extensions. Any requests to extend these deadlines must be in writing and must be submitted to the Village Manager prior to the deadline, and must demonstrate justifiable cause for such extension.
- 4) Village staff shall review the application packet and forward applications that qualify for the program to the Village Manager for final approval. The Village shall notify the property owner of approval or denial of the application. The Village's response will identify the portions of the proposed improvement which are eligible and which are not eligible for reimbursement, as well as the maximum amount of eligible reimbursement.
- 5) The property owner shall then authorize the contractor to do the work by executing the contract approved by the Village.
- 6) The contractor shall follow all project requirements and schedule Village inspection visits as required during construction. The Village shall inspect the improvement, maintain records of inspections and approve the final installation.
- 7) The property owner shall submit the Request for Reimbursement form and proof of payment with necessary certifications from the contractor that work was completed in accordance with Village Codes to the Village for review and approval. Request for Reimbursement with the proof of payment MUST be submitted within ninety (90) days of the approved final inspection, or the application to participate in the Program shall be deemed to be withdrawn. The Village Manager is authorized to grant, in writing, one or more extensions. Any requests to extend these deadlines must be in writing and must be submitted to the Village Manager prior to the deadline, and must demonstrate justifiable cause for such extension.
- 8) The Village Manager or his/her designee shall review the Request for Reimbursement form, certify the eligible improvement costs and requested reimbursement amount and, if deemed satisfactory, grant final approval and subsequent payment to property owner by the Village.

## **ELIGIBLE PROPERTIES**

This program is limited to owner-occupied single family or two-flat residences within the Village of Westchester. Any property owner owing past due amounts to the Village of Westchester shall not be eligible for reimbursement under this program.

### **ELIGIBLE REIMBURSEMENTS**

The success of the program depends on following a clear set of guidelines which set forth the Village's policy on which costs are and which costs are not eligible for reimbursement by the Village. The following guidelines are set for eligible and non-eligible costs:

#### **Eligible Costs**

Only the following eligible costs which were incurred after April 18, 2013 shall be eligible for consideration for reimbursement:

- Cost of location, excavation and exposure of the house lateral, including the support of existing structures, for connection of a new overhead sewer to the existing lateral.
- Cost of a new sump pit, sump pump, and associated electrical and plumbing work needed to lift drainage from basement plumbing fixtures to an overhead sewer.
- Cost of trenching and concrete floor replacement.
- Cost of installing a backflow prevention valve with a bypass (new sump and sump pump in an underground vault) and associated electrical and plumbing work.
- Applicable permits fees.

#### **Non-Eligible Costs**

- Removal and replacement of interior basement walls and finishes.
- Use of materials not meeting the requirements of the Village's Guideline Specifications.
- Planting of new landscaping (bushes or trees) other than grass.
- New electrical panels and/or upgrading the house electrical supply.

### **MAXIMUM REIMBURSEMENTS**

- 1) Overhead sewer system limited to 50% of eligible costs, up to a maximum grant of \$1,500.00.
- 2) Backflow prevention valve with a bypass pump limited to 50% of eligible costs, up to a maximum grant of \$1,500.00.
- 3) Lift station system with an inside or outside underground vault limited to 50% of eligible costs up to a maximum grant of \$1,500.00.

### **PERMITS**

A construction permit is required from the Village's Building Department. As an added cost benefit, fees associated with obtaining the required construction permit will be waived.

## **GUIDELINE SPECIFICATIONS**

All work performed under this program shall meet all applicable requirements of all Codes of the Village of Westchester including, but not limited to, the Illinois Plumbing Code, National Electric Code and International Building Code.

The Contractor shall provide the property owner with at least a two year warranty on all workmanship and also a manufacturer's warranty on all equipment.

The Contractor shall provide the homeowner and the Village with as-built drawings depicting final installation conditions. Drawings may be sketches that are not to scale but which show actual dimensions of the installation relative to the house. Drawings shall also be accompanied with applicable specifications and manufacturer catalog information on all material including valve and pump units.

Nothing in these guideline specifications shall prevent the property owner and contractor from including further or more strict specifications for the work or from including additional work items in their contract.

### **SUMPS AND SUMP PUMPS**

The sump basin shall be minimum 18" x 30".

The ejector pump shall be a minimum of 2" submersible pump which is capable of pumping from 25 to 90 gallons per minute at 5 feet total dynamic head. The pump shall have a minimum horsepower of ½. Manufacturers pump specifications and catalog sheets must be provided. (1-1/2" sump pump allowed when there is only a floor drain discharging into basin.)

### **WIRING/ELECTRIC**

All work shall conform to the minimum requirements of the current adopted Electrical Code of the Village.

All pumps shall be provided separate dedicated circuits and pumps shall operate on normal 110 volt household electric service. The electrical lead-in to the pump shall be long enough to enable easy removal of the pump for maintenance purposes.

### **OUTDOOR BACKFLOW PREVENTION VALVE**

Backflow prevention valves for the sanitary sewer house lateral shall be the same diameter as the house lateral. Access for maintenance and repair of the backflow prevention valve shall be provided by installing the unit in a minimum 48" precast vault in the front yard of the residence.

## **LINE LOCATING**

The Contractor shall locate all sewer lines to establish existing drainage conditions prior to starting work. (Contractor shall locate storm sewer and water service to provide existing location. If water line is within 10 feet provide proper sewer material to meet Illinois Plumbing Code. Contractor must determine if existing storm sewer is connected or not to sewer line.) Location shall be accomplished using an appropriate sonic radio or electric field device intended for sewer line locating purposes.

## **RESTORATION**

All interior and exterior surfaces disturbed due to excavation shall be restored in-kind by the Contractor. Interior restoration, however, shall be limited to the replacement of Portland cement concrete floor slabs and not finished surfaces such as tile or carpeting.

**VILLAGE OF WESTCHESTER  
HOME FLOOD-PROOFING ASSISTANCE PROGRAM  
APPLICATION FORM**

GENERAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

SELECTION OF IMPROVEMENT OPTION

Indicate the type of improvement you wish to install:

- \_\_\_\_\_ Modification of the soil stack to direct flow out of the house in a new overhead sewer and elimination of all gravity drainage below the basement floor slab.
- \_\_\_\_\_ Installation of a backflow prevention valve and bypass pump in an underground vault.
- \_\_\_\_\_ Installation of a lift station system with an inside or outside underground vault.

ADDITIONAL APPLICATION MATERIALS REQUIRED

Each of the following documents must be attached to this application in order for the application to proceed and for a permit to be issued:

- \_\_\_\_\_ Copy of a detailed proposal from the plumbing contractor to complete the work;
- \_\_\_\_\_ Copy of signed Participation Agreement; and
- \_\_\_\_\_ Completed permit application forms

**HOME FLOOD-PROOFING ASSISTANCE PROGRAM  
PARTICIPATION AGREEMENT**

**THIS AGREEMENT** made on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the **VILLAGE OF WESTCHESTER**, 10300 Roosevelt Road, Westchester, Cook County, Illinois (hereinafter referred to as “Village”) and \_\_\_\_\_ (name) and \_\_\_\_\_ (name) who resides at \_\_\_\_\_ in Westchester, Illinois (hereinafter referred to collectively as “Property Owner”).

**WITNESSETH:**

**WHEREAS**, Property Owner is the owner of a building located at the address indicated above and such home has been the subject of occasional in house flooding; including backup from the Village’s sewer system, in the past; and

**WHEREAS**, the Village has adopted a Home Flood-Proofing Assistance Program to protect below grade areas in the Village and such program provides for the reimbursement to Property Owner for certain basic costs of upgrading their plumbing in order to minimize sewage backflow, a copy of which Home Flood-Proofing Assistance Program is available at the Village; and

**WHEREAS**, the Property Owner desires to participate in such Home Flood-Proofing Assistance Program and the Village and the Property Owner desire to enter into this Agreement governing the installation of the plumbing improvements in the Property Owner’s home and the Village’s reimbursement of certain expenses relating thereto in accordance with the Home Flood-Proofing Assistance Program.

**NOW, THEREFORE**, in consideration of the above and the terms and conditions set forth below and for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1:** The preamble paragraphs set forth above are hereby expressly made a part of and operative provisions of this Agreement as fully as if set forth at length in this Section 1.

**Section 2: Definitions.** The following terms shall have the following meaning when used in this Agreement unless the context clearly indicates a contrary meaning.

“Contractor” shall mean a contractor who has obtained the necessary licenses from the Village to do work under the Home Flood-Proofing Assistance Program.

“Home Flood-Proofing Assistance Program” is the program for installation of Property Owner plumbing improvements to prevent sewage backup with the Village as established by the administrative program adopted by the Village.

“Proposal” shall mean a detailed bid for equipment, material and labor. Quantities shall be itemized.

(Amended 5/14)

“Guideline Specifications” are the specifications and requirements for the plumbing work developed by the Village as part of the Home Flood-Proofing Assistance Program.

“Permit” is the Village permit which Property Owner must obtain before any improvements can be installed by a Contractor.

**Section 3: Village Approval.** Prior to the installation of any plumbing facilities for which Property Owner seeks reimbursement hereunder, the specific plans, including Proposal, shall be submitted to the Village for approval. No work shall be commenced until such Village approval is obtained. If any such work is commenced without Village approval, Property Owner shall not be entitled to reimbursement for such work done prior to Village approval.

**Section 4: Installation.** Property Owner agrees to install the approved plumbing facilities in accordance with the Home Flood-Proofing Assistance Program. Installation shall be performed according to the Guideline Specifications. The time may be extended upon written request by Property Owner and written permission by the Village if the work is delayed because of weather, unavailability of a Contractor or other factor beyond Property Owner’s control where Property Owner had exercised reasonable diligence to timely complete the installation of the improvement.

Failure of the Property Owner to meet the following deadlines shall be deemed to be a material breach of this Agreement by the Property Owner, resulting in the forfeiture of any entitlement by the Property Owner to receive reimbursement of any eligible costs from the Village:

- (a) A building permit must be issued by the Village within 60 days of notification to the Property Owner that the application has been approved by the Village;
- (b) All work eligible for reimbursement must be completed within 90 days of the building permit having been issued;
- (c) Requests for reimbursement, along with proof of payment for the work, must be submitted to the Village within 90 days of the approved final inspection of the work by the Village.

**Section 5: Contract for Work.** The contract for installation shall be signed based on the Proposal attached hereto and hereby made a part hereof as **EXHIBIT A**. The contract for the installation shall be a contract between the Contractor and the Property Owner. The Village shall not be a party to such contract.

**Section 6: Permit Required.** All work will require a permit issued by the Village.

**Section 7: Inspections.** The Village must be notified on a timely basis so that it can inspect the work as required in the Program Procedures.

**Section 8: Reimbursement Items.**

1. The Village will reimburse the Property Owner for 50% of the eligible cost, up to a maximum of \$1,500.00, for installation of an overhead sewer system which can protect their basements from sewer back-up.
2. The Village will reimburse the Property Owner for 50% of the eligible cost, up to a maximum of \$1,500.00, for installation of a backflow prevention valve with a bypass pump on the house lateral.
3. The Village will reimburse the Property Owner for 50% of the eligible cost, up to a maximum of \$1,500.00, for installation of a lift station system with an inside or outside underground vault.

**Section 9: Payment of Reimbursement.** Reimbursement of eligible items at approved amounts will be made when all work is completed, inspected and approved by the Village. To receive reimbursement, Property Owner must follow all requirements of this Agreement and submit a claim on the request for reimbursement form.

**Section 10: Property Owner's Responsibility.** Once the plumbing work is completed the following items will be the responsibility of the Property Owner:

- (a) Restoration of the shrubbery.
- (b) Correction of subsidence in the excavated area. Setting of excavated area soils is common. The Property Owner will be responsible for any future filling or reseeded.
- (c) Future maintenance of sump pump, backflow valve, overhead sewer, lift station, associated electrical equipment and all other related items that may require checking, service or repair in the future. The Property Owner is responsible for future maintenance.

**Section 11: Liability.** The Village shall have no liability for any defective work or other damage, injury or loss on account of any act or omission of the Contractor in the performance of the work. The Property Owner must make any claim for such matters directly against the Contractor or the Contractor's insurance carrier. Property Owner hereby agrees to indemnify and hold harmless the Village against any and all claims and further covenants not to sue the Village for any and all claims.

**Section 12: Disclaimer.** The Home Flood-Proofing Assistance Program is designed to substantially reduce the risk of sewage backups. However, there is always some risk of sewage 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 will not be tested for proper operation in the Home Flood-Proofing Assistance Program,

the Property Owner has the responsibility for all testing, inspections and any corrective work that may become necessary.

In addition, reliable continuous functioning of the Property Owner's sump/ejector pump(s) is necessary for overhead sewers, backflow prevention valves and foundation drains to function properly. The Property Owner has the responsibility to check the operation of the pumps regularly. The Property Owner has the responsibility for all testing, inspections and any corrective work that may become necessary.

Also, it is further recommended that the Property Owner install a battery backup system to provide protection in the event of power failure.

**Section 13: Notices.** Unless otherwise notified in writing, all notices, requests and demands shall be in writing and shall be personally delivered to or mailed by United States first class mail, as follows:

For the Village:  
Village Manager  
Village of Westchester  
10300 Roosevelt Road  
Westchester, Illinois 60154

For the Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Section 14: Disconnection of Downspouts.** Property Owner must disconnect any downspouts and footing sump pumps from the Village's sanitary sewer system and must take all corrective action necessary to prevent the discharge of roof drainage and footing sump pump discharge into the Village's sanitary sewer system.

**Section 15: Breach.** If the Property Owner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the Village shall have no obligation to reimburse the Property Owner.

**Section 16: Entire Agreement.** This Agreement shall be binding on the parties, their assigns and successors. This Agreement and the documents referenced in this Agreement constitute the entire agreement between the parties and supersede any previous negotiations. This Agreement shall not be modified except in writing signed by the parties.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as of the dates written below.

VILLAGE OF WESTCHESTER

PROPERTY OWNER

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**VILLAGE OF WESTCHESTER  
PARTICIPATION IN THE HOME FLOOD-PROOFING ASSISTANCE PROGRAM  
REIMBURSEMENT FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Date plumbing work was completed: \_\_\_\_\_

Permit number issued: \_\_\_\_\_

Name of Contractor performing the work: \_\_\_\_\_

Total cost of eligible expenses: \_\_\_\_\_

Total amount of reimbursement requested: \_\_\_\_\_

Overhead Sewer:	50% of eligible costs, maximum of \$1,500.00
Backflow Prevention with Pump:	50% of eligible costs, maximum of \$1,500.00
Lift Station with Underground Vault:	50% of eligible costs, maximum of \$1,500.00

**OWNER CERTIFICATION**

I, \_\_\_\_\_, am the owner/occupant of the premises indicated above and I certify that all of the information contained in this Request for Reimbursement is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTRACTOR CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_,  
Certify that all work completed under this Home Flood-Proofing Assistance Program has been performed in accordance with all applicable Village Codes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

VILLAGE MANAGER

As the Village Manager, I do certify that I have reviewed the application for the plumbing permit and this Request for Reimbursement Form. Further, I am satisfied that the cost of the plumbing work completed and the reimbursement amount are accurate and are made in accordance with all provisions of this Home Flood-Proofing Assistance Program. Therefore, I recommend the reimbursement amount to be paid.

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Signature

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Date