

VILLAGE OF OAK PARK

ENERGY EFFICIENCY SMALL RENTAL GRANT PROGRAM GUIDELINES

I. WHAT IS IT?

The Village of Oak Park's ("Village") Small Rental Grant Program ("Program") was established to incentivize owners to reduce their building energy consumption. The intent of the Program is to offset a portion of the owner's expense in installing energy efficiency upgrades. Eligible owners qualify for the Program by providing proof of permanent ownership of a property located in the Village and the completion of installed energy efficiency upgrades. The Program will provide financial assistance to owners who qualify for a grant for the cost of such improvements up to a maximum of \$10,000.00.

II. HOW DOES THE PROGRAM WORK?

The Program is intended to benefit very-low and low-income households. Very-low income households are defined as income below 50% of the area median income (AMI) for the Chicago Metropolitan Statistical Area including Cook County as defined by the United States Department of Housing and Urban Development ("HUD"). Low income households are defined by HUD as households with income below 80% of the AMI for the Chicago Metropolitan Statistical Area including Cook County. An owner(s) will self-certify that the household income of 51% their tenants meets one of these requirements. The Village reserves the right to verify an owner has met this requirement in its discretion. The Village will reimburse an owner(s) for items related to energy efficiency upgrades, such as insulation, water-saving fixtures, and energy efficient furnaces. An owner may apply for reimbursement of the total cost of an installation up to a maximum of \$10,000 total cost.

The State of Illinois adopted the 2018 IECC International Energy Conservation Code, and the 2018 international building code ("IBC"), as published by the International Code Council and the 2018 international existing building code ("IEBC") which will serve as references for an owner's contractor(s).

III. WHAT WORK IS COVERED UNDER THIS GRANT PROGRAM?

A. Eligible Costs. The Program covers energy efficiency installation measures. The following are eligible costs that may be covered under the Program:

1. Installation of insulation;
2. Installation of energy-efficient lighting, including automatic light sensors or timed light sensors;
3. Installation or upgrade of heating, venting, and air conditioning (HVAC), including geothermal installation, and high-efficiency shower/faucet upgrades, including thermostat upgrades;

4. Upgraded water heater;
5. Air sealing; and/or
6. Installation of solar panels to provide an alternative energy source. An owner must meet the Village's "Solar Panel Guidelines" to qualify for this component of the Program.

B. Materials. Use of materials not meeting the requirements of applicable laws, regulations and building codes shall not be covered by the Program.

IV. WHO IS ELIGIBLE TO PARTICIPATE IN THE PROGRAM?

A. Eligibility. The Program is open to non-owner occupied single-family detached rental properties, or multi-family rental properties with fewer than eight (8) units. An applicable property shall be eligible for the Program only one time.

B. Applications. Applications will be received and awarded until dedicated Program funds have been expended.

C. Ineligibility. Owner(s) shall be ineligible for the Program if the owner(s):

1. Owes any unpaid taxes, water bills or other debt to the Village;
2. Has any unpaid final judgments of liability from the Village's Office of Adjudication;
3. Has any unpaid Village liens on any property owned by the owner(s);
4. Is not current on any other Village obligations, or otherwise is not in compliance with the requirements of the Oak Park Village Code; or
5. The applicable property was the subject of a previously awarded grant under the Program.

D. Eligibility of Village Employees. Otherwise eligible property owner(s) who are also Village employees are eligible for the Program in accordance with Chapter 2 ("Administration"), Article 25 ("Conflict of Interest and Ethics") of the Oak Park Village Code.

E. Eligibility for Other Housing Programs. Participants in the Program shall be eligible for other Village housing programs provided they meet the eligibility criteria for those programs.

V. HOW DO I APPLY?

A. Steps. An owner must take the following steps in order to participate in the Program:

1. Obtain a free energy assessment with either ComEd or Nicor will be scheduled and a final report provided of the energy upgrades installed as a result of the free energy assessment to show a decrease in the owner's energy usage and costs;
2. Complete an application and submit it to the Village's Department of

- Development Customer Services (“DCS”); and
3. Select an applicable contractor, and obtain at least three (3) bids for the work. An owner(s) may select a contractor from any of the bids so long as the differential between the bids is not greater than 50%. All contractors must be eligible to perform work in the Village in accordance with applicable laws, codes and regulations.

B. Priority. Applications will be processed on a first-come, first-served basis. The Program will expire when all grant funds are expended.

VI. PROGRAM MANAGEMENT

A. Application and Eligibility Review. DCS will review a completed application with Village staff for an initial determination of eligibility.

B. Reason for Ineligibility. If an owner is not eligible, DCS staff will notify the owner of the reason for ineligibility. If the reason for ineligibility is due to an outstanding debt, judgment, or code compliance issue, the owner shall be eligible to re-apply after payment or compliance. For purposes of determining priority for an owner who was originally ineligible, the owner’s place in line shall be based upon the reapplication date.

C. Agreement. Upon approval of an application, an owner shall be required to execute a grant agreement in a form provided by the Village.

D. Building Permits. An owner must obtain Village permits as applicable. All work shall be performed in accordance with Village laws, codes and regulations and shall be subject to Village inspection.

E. Payment of Requests for Reimbursement. Upon completion of any eligible work, an owner(s) must submit proof that an energy assessment was performed by either ComEd or Nicor with a Request for Reimbursement Form. The form must be accompanied by the following:

1. Contractor’s mechanics lien waiver;
2. A copy of the owner’s proof of payment to a contractor(s);
3. Certification from the contractor(s) of the work performed; and
4. A final inspection report certifying that the work was completed in accordance with all applicable laws, codes and regulations.

F. Contractor/Owner Payment. In cases where the owner(s) requests that payment be made directly to a contractor, the owner(s) must sign a payment authorization form and provide applicable mechanics’ lien waivers. The Village will agree to pay a contractor directly upon proof that the Village’s payment is the only outstanding payment to be made to the contractor. If a Request for Reimbursement is completed in conformance with the Program requirements, payment will be made by the Village within thirty (30) days of approval of an invoice.