



A Century of Progress with Pride

January 13th, 2017

Re: Residential Downspout Disconnection Assistance Program Now Open

Dear Homeowner,

The City Council passed a resolution adopting a Residential Downspout Disconnection Assistance Program on April 14th, 2015. This program is a reimbursement program made possible by the Illinois Green Infrastructure Grant (IGIG) Program administered by the Illinois Environmental Protection Agency (IEPA). This program will provide homeowners financial assistance in the disconnection of their downspouts from their sewer. Downspout disconnection has been identified as a best management practice with flood prevention in reducing the discharge of large volumes of rooftop water into sewers during a heavy rain event. This assistance program is now available to the Council for final adoption.

Please carefully review the attached Residential Downspout Disconnection Assistance Program Guidelines. If you wish to be placed on the waiting list for participation in this program, submit the attached form to the Engineering Department, at City Hall, stormwater@ci.berwyn.il.us or fax 708-749-6593. Please check the City's website at <http://www.berwyn-il.gov/Flood%20Information>, for any updates on flood related items.

To be eligible for reimbursement, do not perform any improvements prior to receiving City approval of your application.

If the homeowner is interested in the downspout disconnection program offered by the City, a preliminary inspection by the Engineering Department will be required prior to the disconnection of the downspouts.

Please feel free to contact the Engineering Department at any time with questions regarding this program.

Sincerely,

Engineering Department, City of Berwyn



A Century of Progress with Pride

January 3, 2017

Re: Waiting List Application

I am interested in the following programs and would like to be added to the waiting list (please check all programs of interest):

- Flood Mitigation Shared Cost Program
- Downspout Disconnection Program

Homeowner Name _____

Address _____

Phone _____

E-mail Address _____

To be eligible for these programs, do not make any changes to the property at listed at the above address, prior to receiving City approval of your application(s).

Please forward to the attention of the Engineering Department, City Hall, at 6700 W. 26th Street, Berwyn, IL 60402, stormwater@ci.berwyn.il.us or fax 708-749-6593. Please check the City's website at <http://www.berwyn-il.gov/Flood%20Information>, for any updates on flood related items.

Feel free to contact the Engineering Department at any time with questions regarding these programs.

Sincerely,

Engineering Department, City of Berwyn

OFFICE USE ONLY

Date and Time received	Received by
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Residential Downspout Disconnection Assistance Program

January 13, 2017

Residential Downspout Disconnection Assistance Program Guidelines

Program Goals

The Residential Downspout Disconnection Assistance Program was established to provide financial assistance to homeowners who wish to disconnect their existing downspouts from their sewer. The program's intent is to offset a portion of the expense of modifying a building's gutter and downspout system to reduce the discharge of large volumes of rooftop water into City sewers during a heavy rain event. In turn, this will lead to increased sewer capacity during a heavy rain event and a reduction in the incidence of sewer backups.

This is a reimbursement program made possible by the Illinois Green Infrastructure Grant (IGIG) Program administered by the Illinois Environmental Protection Agency (IEPA). The homeowners must first receive approval to take part in the program prior to disconnecting their downspouts. Improvements installed prior to approval are not eligible for reimbursement.

To disconnect downspouts, there are four (4) options available to the homeowner as follows:

1. A simple disconnection consisting of the use of elbows, splash pads and discharge extensions, reimbursable up to \$25 per disconnected downspout;
2. A simple disconnection consisting of the use of a rain barrel and connection kit, reimbursable up to \$25 per disconnected downspout;
3. A complex disconnection consisting of the materials to reroute gutters, plus the materials described in items 1 and 2, as well as labor costs associated with rerouting a portion of the roof gutters to a new viable discharge location, reimbursable up to \$300 per household;
4. Any labor costs associated with items 1 and 2 for homeowners that are 65 years of age and older or disabled, upon application and approval, reimbursable up to \$100 per household.

Homeowners **are required** to disconnect roof drainage/downspouts from their sewer system for a minimum of ten (10) years, as required by the State of Illinois. This is to include all downspouts disconnected as part of this program.

Prior to the disconnection of the downspouts, the homeowner will be required to schedule a preliminary inspection with the Engineering Department, if the homeowner is interested in the **downspout disconnection program** offered by the City. Downspouts previously disconnected will not be eligible for the downspout disconnection programs.

ITEMS COVERED UNDER THIS PROGRAM

This Program covers Flood Mitigation measures. The following are **eligible** costs which may be covered as part of this program:

- Cost of materials needed to complete this project such as; extensions, elbows, caps, plugs, splash pads, screws, cement mix, adhesive, rain barrels, and rain barrel platforms.
- Cost of gutter sections associated with the re-route of gutter.
- Cost of labor associated with the re-routing of a new gutter section.
- Costs of labor associated with a simple downspout disconnection for residents 65 years of age and older or disabled residents, upon prior approval.

The following are **ineligible** costs which will not be covered by this program:

- Use of materials not meeting the requirements of the City's Specifications or Codes.
- Ancillary homeowner improvements not necessary to disconnect downspouts and roof drains from the City's sewer system.
- Expenses incurred prior to City approval of application packet.

PROGRAM ELIGIBILITY

This program is open to **owner occupied** single-family homes that currently have downspouts connected to their sewer. Single family is defined as both traditional single family homes as well as multi-family residences of 1-3 units where the owner occupies at least one unit. A property will be eligible for this program only once. Applications will be received until the funds dedicated to this purpose have been expended, afterwards interested applicants will be put on a waiting list until funds are made available.

Homeowners will be considered ineligible if:

- Any unpaid taxes or water bills or other debt is due to the City.
- Any unpaid final judgments of liability from the Office of Adjudication are due and owing.
- Any unpaid City 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.
- The homeowner is not current on any other City obligations; or not in compliance with requirements of the City Code, including but not limited to multi-family licensing, alarm permitting or vacant building registration.

PROCEDURES

The City will undertake this Residential Downspout Disconnection Assistance Program immediately to assist residents with disconnecting their downspouts. Downspout disconnection has been identified as a best management practice with flood prevention in reducing the discharge of large volumes of rooftop water into sewers during a heavy rain event. The City reserves the right to modify the administration of the Residential Downspout Disconnection Assistance Program, as well as policies, procedures and rules adopted under this Residential Downspout Disconnection 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:

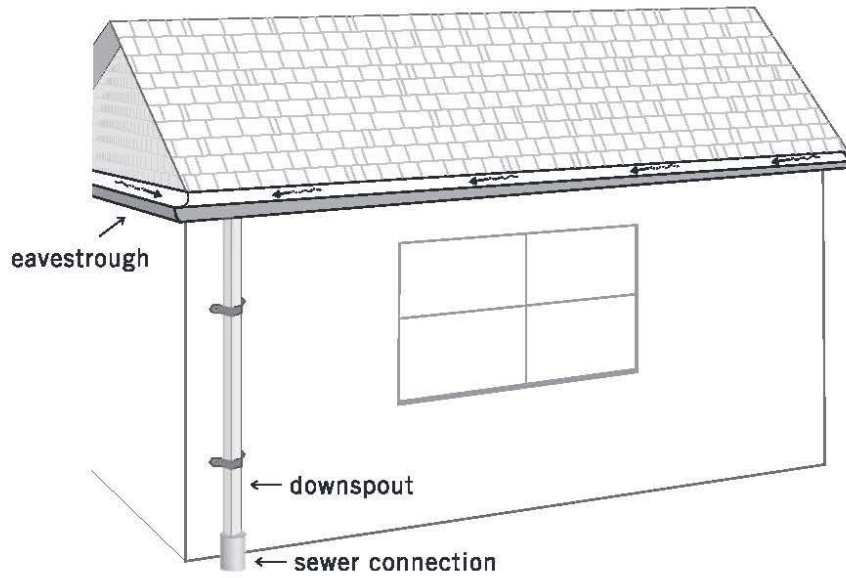
1. The homeowner establishes initial intent to participate in the Residential Downspout Disconnection Assistance Program by contacting the **Engineering Department**, in person or in writing at City Hall, stormwater@ci.berwyn.il.us or fax 708-749-6593. The homeowner will provide their name, address, phone number and e-mail address on a form with the Engineering Department. The form can also be filled out and printed from the City's website at <http://www.berwyn-il.gov/Flood%20Information>
2. The Engineer will undertake the building inspections to establish the existing conditions and to determine if the property is eligible.
3. If the homeowner is not eligible, the Engineer 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 City Code and re-apply. For purposes of determining priority, the homeowner's place in line will be based upon the date of reapplication.
4. After being deemed eligible, the homeowner 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) Original receipts.
 - c) A copy of the proposal (if necessary) from a licensed contractor for labor and materials eligible for reimbursement as part of this program.
 - d) A copy of the building permit (if necessary) to complete the work.
 - e) A copy of the certification (if necessary) from the City Inspector that the work was completed in accordance in with City Codes and passed final inspection.

5. The contractor shall follow all project requirements, obtain the permit for construction (permit fees will be waived for items qualifying under this program) and schedule City Inspection visits (inspection fees will be waived for items qualifying under this program) as required during construction. The City shall inspect the improvement, maintain records of inspections and approve the final installation.

6. The Engineer shall review the Application Form and necessary documentation, certify the eligible improvement costs and requested reimbursement amount, and forward the approved Request for Reimbursement to the City Finance Department.

DOWNSPOUT RELOCATION

BEFORE



AFTER – eavestrough has been replaced and re-graded to slope towards the new downspout location

