

VILLAGE OF ORLAND PARK | DEVELOPMENT SERVICES DEPARTMENT

ORLAND PARK RESIDENTIAL EXTERIOR INSULATION AND RE-SIDING PROGRAM AMERICAN RECOVERY AND REINVESTMENT ACT 2009

Introduction

The Residential Exterior Insulation and Re-Siding Program (REIRS) is a voluntary sub-grant program funded by the US Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) through the American Recovery and Reinvestment Act of 2009 (ARRA). REIRS is designed to assist residents in eligible subdivisions obtain financial assistance to plan for and implement energy efficiency and conservation retro-fits to the exterior of their homes.

This program is open to all residents/ residential property owners in the Cameno Re'al, Fairway Estates, Fernway, Gee's Addition and Orland Hills Gardens subdivisions.

Residents/ residential property owners must install at least \$500 worth of energy efficiency and conservation improvements in order to qualify for this grant program. Eligible improvements will be funded up to 50% of the total cost of the project, up to a maximum \$5,000, whichever is less. The Village of Orland Park Development Services Department reserves the right to waive this and any other program parameter in the interest of meeting ARRA goals and objectives.

REIRS Funding

Funding is limited to \$50,000 allocated by EECBG. The program is first-come, first serve. If more applications are received than funding levels will allow, the applications will be rejected. ARRA requires EECBG funds to be completely obligated in 18 months from the date of approval. The Village reserves the right to requisition REIRS dollars to fully obligate all unused funds for a public purpose.

REIRS Concept Meeting, Review Process, Smart Ideas for Your Home and the Energy Star Pledge

A resident or residential property owner seeking REIRS assistance must first meet with the Development Services Department to discuss the proposed project. The petitioner must then submit a complete application to the Department. Following an internal review, the application will appear at the next available meeting of the Parks, Recreation and Environmental Initiatives Committee of Trustees. The Committee will review the project and make a recommendation to the Village Board for a final decision.

Building permits are required for all proposed work. Simultaneous application is encouraged. Enrollment to ComEd's [Smart Ideas for Your Home's](#) (SIYH) Central Air Conditioning Efficiency Services program or Central Air Conditioning Cycling program is required prior to receiving REIRS assistance. Residents or residential property owners are also required to take the [US EPA's Energy Star Pledge](#) prior to receiving funding assistance.

REIRS Rules

The following rules apply to the Residential Exterior Insulation and Re-Siding Program:

- Variances and modification from the Land Development Code or Village Code are not permitted. Projects will be recommended for denial if a variance or modification is requested.
- Only structurally sound buildings will be considered for this grant program.
- REIRS applications must include a copy of a submitted ComEd SIYH enrollment form to qualify for assistance.
- Applicable ARRA reporting and other requirements must be met (e.g. Davis-Bacon wages, copies of all invoices and orders, work schedules, specification sheets etc. must be submitted during the project).

REIRS improvements are bound by the Residential Exterior Insulation and Re-Siding Program Agreement (REIRSA). All project costs are to be borne by the applicant in full with reimbursement pending from the Village only after work is completed per the approved plan and all conditions are met as verified by the Village's inspection per the signed agreement. At such time, funds will be dispersed in the form of a check paid out to the applicant upon submittal and verification of the receipts for the specified work. The Village reserves the right to disburse ARRA funds in accordance with ARRA regulations to meet program objectives in a timely manner. Projects will have a limited time (up to 12 months) following the obligation of funds and notice to proceed to complete the project. Failure to complete the project by February 2012 may result in losing financial assistance.

ComEd's Smart Ideas for Your Home: Air Condition Cycling and Efficiency

REIRS applications must include a copy of a completed and submitted [Smart Ideas for Your Home](#) enrollment form to either the Central Air Conditioning Cycling Program or the Central Air Conditioning Efficiency Services program prior to receiving funding. With the [Central AC Cycling Program](#), applicants are guaranteed \$20-\$40 incentive from ComEd for cycling compressor units during the summer months. Improved insulation efficiency as a result of this program will improve conditioned air retention.

Eligible Projects and Assistance

All REIRS assisted improvements must be related to the insulation systems of a home and immediately operational and functional upon implementation. Eligible improvements must be permanent features (with exception to lights) to the house and cannot be removed or moved to another location without authorization from the Village of Orland Park Development Services Department. **Costs associated with demolition are not eligible for reimbursement.**

Eligible Insulation and Siding Improvements – [Energy Star Air Seal and Insulate](#)

- Eligible projects shall strip old siding systems from the house and install house-wrap (i.e. Tyvek etc.) as the first layer.
- New insulated siding, or separate foam board and siding construction, is permissible.
- Eligible products for new insulated siding or otherwise must be Energy Star rated and have an R-value of 3 or better.
- Other materials (e.g. masonry construction etc.) must obtain approval from the Development Services Department and demonstrate an equivalent or better Energy Star rating and R-value.
- A goal of this program is to achieve a combined total R-value of 5 or better for the exterior of building walls with insulation retro-fits. (This does not include or measure the interior R-value).
- Costs associated with air leak sealing may be covered by this program provided an insulated siding project is proposed.

Eligible Window and Door Improvements – [Energy Star Windows, Doors and Skylights](#)

- Eligible projects shall install Energy Star qualified windows and doors under the new Jan. 4, 2010 US EPA criteria.
- Eligible windows shall be Energy Star rated and Low-E or Argon Gas/ double pane.
- Eligible doors shall be Energy Star rated.

Eligible Lighting Improvements – [Energy Star Lighting](#)

- Eligible lighting improvements shall be limited to exterior façade-mounted lights only.
- Exterior façade-mounted lights shall be either Energy Star CFL or LED.
- Lighting improvements and Energy Star rated lighting sensors may be covered by the program provided an insulated siding project is proposed.

Ineligible Projects and Improvements

- Exterior Insulation and Finishing Systems (EIFS) materials are not permitted;
- Building improvements unrelated to insulation and re-siding;
- Increasing non-conforming improvements;
- Interior re-modeling work;
- Improvements completed prior to notification of approval of the grant application;
- Painting;

REIRS Submittal Checklist:

The following checklist is in addition to the REIRS checklist, outlined later in this document.

- Contractor's Sworn Statement and Waiver of Lien (if using Village funds);
- Scope of Work;
- Proof of enrollment in the ComEd Air Condition Cycling Program and/or Air Condition Efficiency Service;

Notes:

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

RESIDENTIAL EXTERIOR INSULATION RE-SIDING PROGRAM APPLICATION*

* A petition will be considered incomplete if any information in this application and the checklist on the next page is missing.

| | | | |
|--|-----|---|-------|
| PROPERTY INFORMATION | | | |
| ADDRESS | | SIZE OF PARCEL | |
| | | sf | acres |
| EXISTING USE ON SITE | | PROPOSED USE | |
| CURRENT TENANT | | PROPOSED TENANT | |
| HAS THE PROJECT OBTAINED THE NECESSARY APPROVAL FROM THE VILLAGE? Y / N | | | |
| APPLICANT INFORMATION | | | |
| NAME | | TITLE | |
| ADDRESS | | CITY/STATE/ZIP | |
| PHONE | FAX | EMAIL | |
| RELATIONSHIP TO OWNER | | | |
| OWNER INFORMATION (IF DIFFERENT FROM APPLICANT INFORMATION) | | | |
| NAME | | TITLE | |
| ADDRESS | | CITY/STATE/ZIP | |
| PHONE | FAX | EMAIL | |
| RELATIONSHIP TO APPLICANT | | | |
| IMPROVEMENT INFORMATION | | | |
| NAME OF CONTRACTOR(S)/AGENT(S) | | | PHONE |
| ANTICIPATED WORK START DATE: | | ESTIMATED TOTAL TIME TO COMPLETE PROJECT: | |
| ESTIMATED COST OF IMPROVEMENTS: | | REQUESTED AMOUNT OF GRANT: | |
| PROPOSED IMPROVEMENTS (ATTACH ADDITIONAL SHEETS AS NEEDED) | | | |

I certify that the information provided above is true and I agree to pay the required \$50.00 application fee.

Signature of Applicant _____ Date _____

Notary Signature _____ Date _____
Notary Seal

| | | |
|-------------------------|----------------------------|---|
| For Village Use Only | PROJECT NO. | ASSIGNED TO |
| | DATE PETITION COMPLETED | Planning Division Director Approval to Proceed |

ORLAND PARK RESIDENTIAL EXTERIOR INSULATION AND RE-SIDING PROGRAM APPLICATION

All information and exhibits submitted with this application are true and correct to the best of my knowledge.

I understand that the Village has the right and discretion to approve or deny any project or portions thereof. If this grant is awarded to me, I agree to comply with the guidelines and procedures of the Village of Orland Park Residential Exterior Insulation Re-Siding Program.

The owner invites Village representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request. The owner and applicant agree to hold harmless the Village of Orland Park and its representatives of any damage to the building or personal injury that occur as a result of work funded by this grant.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

DATE

CHECKLIST OF REIRS APPLICATION ITEMS (all items below must be provided):

- One (1) original completed REIRS application form.
- Proof of property ownership.
 - If the property is owned by the applicant, submit a copy of the latest recorded deed.
 - If the property is rented or leased by the applicant, submit a letter from the owner authorizing the applicant to apply for a grant under REIRS and undertake the approved improvements.
 - If the property is owned by a trust, submit a certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer.
 - If the applicant is a contract purchaser, submit a copy of the contract and a letter of authorization from the owner (seller).
- Receipted copy of the most recent tax bill for the property or evidence of at least a two-year lease.
- Copy of the title insurance policy.
- Energy bills for the last 12 months.
- Narrative description of the project and scope of work. Include equipment specifications and proposed energy savings calculations. *Include a description of the building's current status and the area(s) to be improved/ repaired/restored, proposed work to be performed.*
- Drawings of the proposed work to scale (4 copies), if applicable. *Drawings must be legible. Projects impacting the exterior appearance of the building(s) will be required to provide architectural renderings in order to provide a good understanding of the proposed finished product. Additional copies may be required prior to Village Board meetings.*
- Contractor estimates from two (2) different sources. *Estimates must include only the work proposed for the energy efficiency/ conservation/ renewable energy project. Eligible work is listed in the program description. The estimate must include a brief description and methodology of the work to be done. Include drawings if necessary. Submitting a list of items is not acceptable.*
- System Specification sheets, if requested by staff at the pre-application meeting.

CONTRACTOR'S SWORN STATEMENT AND WAIVER OF LIEN TO DATE

Project Name and Address:

Owner/Lessee's Name:

Contractor Name and Position:

Company Name:

Company Address:

Contractors, Subcontractors and Professional Service Providers used (attach receipt or paid invoice for the full cost of work performed by each):

| Name | Address | Work Completed | Amount Billed | Amount Paid |
|------|---------|----------------|---------------|-------------|
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I, _____, swear that the above (and attached) contractors, subcontractors and professional service providers are the only ones who performed work under the Smart Energy Fund Agreement with the Village of Orland Park for the property identified above, and billed and were paid the amounts shown. I further swear that the above (and attached) contractors, subcontractors and professional service providers met or meet the criteria and requirements of the [Davis-Bacon Act](#).

Date: _____ Signature: _____

Subscribed and Sworn before me this _____ day of _____, 200____.

Notary Public: _____ Notary Stamp: _____

FINAL PAYOUT REQUEST – RESIDENTIAL EXTERIOR INSULATION AND RE-SIDING PROGRAM
(The following section to be completed by the Village of Orland Park)

Village Approval for Payout by (Planner): _____ Date: _____
Attach final inspection report(s)

Amount Paid to Contractors, Subcontractors and Professional Service Providers:

Total amount of Contract: _____

Explanation of Balance: _____

Total Amount in the Smart Energy Fund Agreement: _____

Amount due from the Village: _____