

## EXHIBIT A

### Eligible rehabilitation activities

1. Correction of code violations cited by DuPage County or municipal code inspection, with exceptions for driveway, sidewalk, garage, deck, and landscaping issues as discussed below. Please note that if the rehabilitation is funded with HOME Investment Partnership program funds, all code violations must be able to be corrected within the maximum loan amount or the rehabilitation will not be undertaken.
2. Health and safety issues that put the household at risk of injury or disease or that prevent the dwelling from receiving assistance under the DuPage County Weatherization Program or prevent a unit from receiving the maximum benefit of the Weatherization program.
3. Repair or replacement of the following components or systems because of system failure, code violation, or recommendation through a Weatherization assessment, not for cosmetic purposes. Quality of materials shall be those that can be obtained at mid-level pricing.
  - Foundations (only for purposes of water sealing). This program is not able to deal with major foundation issues.
  - Roof and roof systems
  - Doors, windows and window frames (shall meet the energy efficiency of, but not exceed the quality of, windows installed under the DuPage County Weatherization Program)
  - Porches, stairs and railings
  - Interior walls, and ceilings (only if condition poses actual health & safety threat: e.g. ceiling is coming down)
  - Well and septic systems
  - Water and sewer connections, if such service is available
  
  - Electrical systems and fixtures
  - Plumbing systems and fixtures
  - Heating and cooling systems
  - Hot water heaters
  
  - Insulation
  - Air sealing
  - Chimney repair/tuckpointing
  
  - Flooring (only if a medical or accessibility issue; e.g. allergies necessitate removal of carpet or current flooring poses a mobility issue for person with disabilities)
  - Painting, only if condition of exterior paint is a code violation
  - Demolition of substandard buildings on the property if their condition constitutes a code violation or danger
  
  - Landscaping, sidewalks, garages, decks, and driveways – only if health & safety issue or code violation and the cost of such is incidental to other rehabilitation of the property. For purposes of the DuPage County program, incidental shall mean that the combined total rehabilitation cost of these items shall be less than 25% of the total rehabilitation costs.
  
  - Work in basements: If a basement is not taxable square footage, only code violations and health and safety issues may be corrected. For example, mold remediation may be performed in a basement. Other restoration work will be performed on a “do no harm” basis, which means that damage to the

basement or garage caused by performing eligible work may be repaired. For example, if all the drywall in a basement must be removed because of mold, drywall will not be replaced, because no code standard requires drywall in a basement. However, if a portion of drywall must be removed, or if a fixture in a basement must be removed due to mold, and such removal leaves a wall partially damaged or a gap in a wall, floor, or ceiling due to fixture removal, the drywall or gap may be repaired (without replacement of the fixture).

4. Accessibility improvements available only to households with a severely disabled member meeting the following HUD definition:

*Persons are considered severely disabled if they:*

- *Use a wheelchair or another special aid for 6 months or longer; or*
- *Are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking); or*
- *Need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities or daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone); or*
- *Are prevented from working at a job or doing housework; or*
- *Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or*
- *Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).*

Work to be performed must be eligible under applicable Federal regulations and shall be for the purpose of providing greater accessibility or diminishment of impairment for the severely disabled household member. It could include such items as, but not be limited to, installation of wheelchair ramps, railings, bathroom grab bars, accessible doorknobs, or a warning system for the hearing impaired. All work performed must fix a condition or install a "fixture."

#### Ineligible Activities

- New construction of room additions, fireplaces, sheds, or garages
- Foundation work beyond water sealing
- Painting and staining (unless condition of exterior paint is a code violation)
- Cabinets and counter tops
- Flooring (unless medical or accessibility issue)
- Repair of swimming pools and/or pool liners
- Repair of damage covered by a homeowner's insurance policy
- Purchase or repair of appliances
- Window treatments
- Purely cosmetic or convenience improvements
- Reimbursement of previously done work
- Landscaping, sidewalks, garages, decks, and driveways – if the combined total rehabilitation cost of these items is greater than 25% of the total rehabilitation costs.

DuPage County –Term and Conditions  
**Single Family Rehabilitation/Accessibility Grant 2017**

Eligible Persons	<p>Residents of DuPage County (U.S. Citizen or resident alien – as verified with social security card, birth certificate, or green card) who own and occupy a qualified dwelling unit (including condominiums and townhouses) and whose TOTAL HOUSEHOLD INCOME does not exceed 80% of median family income as determined by the U.S. Department of Housing and Urban Development. Current income limits are:</p> <table border="1" data-bbox="410 541 867 846"> <thead> <tr> <th><u>Family Size</u></th> <th><u>Income Limit</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>\$44,250</td></tr> <tr><td>2</td><td>\$50,600</td></tr> <tr><td>3</td><td>\$56,900</td></tr> <tr><td>4</td><td>\$63,300</td></tr> <tr><td>5</td><td>\$68,300</td></tr> <tr><td>6</td><td>\$73,350</td></tr> <tr><td>7</td><td>\$78,400</td></tr> <tr><td>8</td><td>\$83,450</td></tr> </tbody> </table>	<u>Family Size</u>	<u>Income Limit</u>	1	\$44,250	2	\$50,600	3	\$56,900	4	\$63,300	5	\$68,300	6	\$73,350	7	\$78,400	8	\$83,450
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Eligible Properties	<p>Properties located in DuPage County (excepting Aurora and Bolingbrook) that are occupied by the owner of the property. After the rehabilitation of the house, the value of the house cannot exceed the value established by HUD from time to time. The current limit for a single unit dwelling is \$247,000. The after rehabilitation value is determined by a formula outlined in the Underwriting Standards for Rehabilitation Programs adopted by the DuPage HOME Advisory Group on March 1, 2017.</p>																		
Ownership Requirements	<p>The owner must have title to the real property, as confirmed by public records. Owners must occupy the property as their primary residence at the time of rehabilitation and must have owned the property for at least one year prior to application for a grant. All mortgage and property tax payments must be current and may not be in foreclosure. If a Lis Pendens has been filed against the property, the homeowner must provide documentation that they are current with the mortgage named in the Lis Pendens. Homeowner insurance policy must be current.</p>																		
Maximum Grant	<p>A grant of up to \$15,000 is available for eligible repair and rehabilitation activities. If the property was constructed pre-1978 and lead based paint is documented, additional funds up to \$10,000 will be available to address lead paint issues in accordance with requirements. <u>There is not any assurance by the Community Development Commission of DuPage County that the maximum allowable grant will be expended for the repair/rehabilitation of the eligible applicant’s property.</u> The conditions of each home will be assessed and CDC staff may deny rehabilitation if the home is not able to be brought up to basic HUD Quality Standard level within the limits of the maximum grant.</p>																		
Work Permitted	<p>This is not a “remodeling” program. The purpose of the grant is to correct code violations, address health and safety issues, provide accessibility improvements and fix system failures. <i>The attached Exhibit A lists eligible and ineligible activities.</i></p>																		
For Naperville Properties:	<p>HOME funding only, not CDBG, may be used for Naperville properties. When using HOME funds, the <u>entire</u> property must be brought up to code. Properties in Naperville that cannot be brought up to code for \$15,000 will not be eligible.</p>																		
For further information contact:	<p>Chris Donovan 630-407-6467  <a href="mailto:Christopher.Donovan@dupageco.org">Christopher.Donovan@dupageco.org</a></p>																		

**DUPAGE COUNTY COMMUNITY DEVELOPMENT  
Single-Family Rehabilitation Program**

**GENERAL PROGRAM INFORMATION FOR CONTRACTORS**

Federal (HUD) regulations require that any contract between the Client and the qualified General Contractor under the terms of the DuPage County Community Development Single-Family Rehab (SFR) Program must be awarded to the **lowest qualified bid** received in response to the Request for Proposals for the specific Scope of Work for each individual project. **The DuPage County Community Development Commission and the client(s) must review and approve the itemized proposal/bid and cost estimates prior to the signing of any contract between the qualified General Contractor and the Client.**

Prior to submitting a contract for review by the Client(s) and the DuPage County Community Services Department the General Contractor must identify any/all subcontractors for the specific project, also complete and submit the required Acknowledgement of Insurance Requirements.

**Non-compliance with any/all of the requirements stipulated under the terms of the contract between the General Contractor and the Client and those of the DuPage County Single-Family Rehabilitation Program will nullify said contract and the job is forfeited without payment.**

“All work shall be conducted, installed and completed in a workmanlike and acceptable manner so as to secure the results” in accordance with Municipal Building Code for the location of the Project Address. A project with an address in unincorporated DuPage County is subject to the DuPage County Building Code, and the General Contractor and Sub-Contractors must be registered with and obtain permits from the DuPage County Department of Economic Development and Planning.

Building permits and inspection fees are permissible expenses and estimates of the expense should be included in the qualified General Contractor’s bid/proposal. Please be advised that the local municipal government may require a business license for both the General Contractor and any/all Sub-Contractors prior to the issuance of any/all building permits. The local business license fee for the General Contractor and or the Sub-Contractors is not a billable project expense.

Any/all payments for completed/inspected/approved repairs/rehabilitation services will be made to the qualified General Contractor by and in accordance with the established procedures and policies of the DuPage County Community Development Commission.

For additional information on the Request for Proposals (RFP) for the Project Address, the Scope of Work, the bidding process, or the contract approval and payment process, please contact the SFR Single-Family Rehab Coordinator either by email ([christopher.donovan@dupageco.org](mailto:christopher.donovan@dupageco.org)), or by telephone at 630-407-6467.

**I understand the Request for Proposal terms and conditions of the DuPage County Single-Family Rehab (SFR) Program, and submit the attached PROPOSAL/BID for the SCOPE OF WORK for the following SFR project:**

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

Total Bid Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Company: \_\_\_\_\_

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

Contact Signature: \_\_\_\_\_

DU PAGE COMMUNITY DEVELOPMENT COMMISSION  
SINGLE FAMILY REHABILITATION PROGRAM  
General Contractor Acknowledgement of Insurance Requirements

**PROJECT ADDRESS:** \_\_\_\_\_

**BONDING REQUIREMENTS:**

Payment bonds provided by a AAA surety company must be submitted and approved prior to the award contract by the DuPage Community Development Commission. A suitable negotiable instrument, such as a letter of credit, may be used in lieu of the aforementioned.

Payment bonds are not required if the homeowner has contract directly with the company performing the work and the workers are employees of the contracted company.

Payment bonds are required for 100% of the contract price if the work is subcontracted or workers are not employees of the contracted company.

**INSURANCE REQUIREMENTS:**

The contractor shall maintain, during the entire period of his/her performance under contract, the following minimum insurance:

COMPREHENSIVE	\$100,000 per person
GENERAL LIABILITY	\$300,000 per accident
	\$50,000 property damage

COMPREHENSIVE	\$100,000 per person
AUTOMOBILE LIABILITY	\$300,000 per accident
	\$50,000 property damage

WORKER'S COMPENSATION      ILLINOIS STATUTORY REQUIREMENTS

**You must furnish a certificate or written statement of the above required insurance.** The certificate of insurance shall contain a statement to the effect that the DuPage Community Development Commission will receive written notification at least ten (10) days in advance of cancellation or any change in policy.

**W-9: Complete and return.**

**SUBMISSION:**

I hereby submit this information for the purpose of determining eligibility for participation in the DuPage Community Development Single Family Rehabilitation Program and affirm that the foregoing statements made as part of this application are true and correct.

**COMPANY NAME:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

DU PAGE COMMUNITY DEVELOPMENT COMMISSION  
SINGLE FAMILY REHABILITATION PROGRAM