

NOTICE

Important Information for the City's 2019 Roof Program:

- 1) A lottery will be held for the selection of 2019 Roof Program Applicants. The entry period for the lottery will open on **Monday, January 28 at 8 am and close on Friday, February 8 at 4:30 pm**. Entries may be made anytime during regular business hours of 8 am to 12:30 pm and 1:30 pm to 4:30 pm Monday through Friday at City Hall, 419 Fulton Street, Room 300.
- 2) To submit an entry for a lottery, entrants must complete a form including name, address, phone number and email address (if applicable). Illegible, incomplete, or late entry forms will not be accepted. Each entrant will be assigned a number.
- 3) Only one (1) entry per household.
- 4) There is no limit to the total number of entries into the lottery that will be accepted.
- 5) A total of 20 roofs will be replaced as a part of the program.
- 6) On **Wednesday, February 13th at 11 am at City Hall** a lottery will be held using a random number generator until all names are exhausted. Applicants are **NOT** required to be present at the lottery to be eligible for assistance. All applicants will be contacted via phone or mail in the days following the drawing.
- 7) Applicants offered entry into the Roof Program shall be required to affirmatively respond and submit the application and all required documentation **within one week of first attempted contact by City Staff**. Those not responding or not submitting all documentation within the required timeframe will be moved to the bottom of the list.
- 8) Applicants submitting an entry to the lottery are encouraged to gather the materials needed to submit the application if selected. Applicants may come to City Hall Room 300 anytime during regular business hours for assistance.
- 9) For those selected for entry by the lottery, there will be a help session to review documentation on Wednesday, February 20th at 5:30 pm.

- 10) Submission of entry does **NOT** guarantee assistance – once an application is submitted additional eligibility requirements will be checked by City staff. Once full eligibility has been determined, City staff will officially notify the applicant.
- 11) An exterior and interior property inspection is required as part of the program. The property must meet all City codes and the International Property Maintenance Code. Please see page 3 for selected examples of these codes.
- 12) Applicants must own and occupy the property for one year from the date of application – rental properties are **NOT** eligible for assistance. Properties being purchased **CONTRACT FOR DEED** are **NOT** eligible.
- 13) City staff can make copies of the application documentation listed on page 5 of the application at time of submission.
- 14) Applicants cannot have any outstanding debt owed to the City. Examples of outstanding debt can include: unpaid fines, fees, tickets, or garbage bills.
- 15) If applicable, applicants must be current on a bank mortgage for the property.
- 16) Applicants must be current on property taxes.
- 17) Applicants must meet the income requirements as listed on page 6.



HOUSING REHABILITATION ASSISTANCE **2019 ROOF PROGRAM GUIDELINES & APPLICATION**

PLEASE READ the program Notice, Guidelines and Application – important program information is listed!

To be considered for the Roof Program, applicant(s) must:

- Own and reside at the property address for at least one year from date of application
- Property taxes must be current / paid
- Proof of active homeowner's insurance coverage
- No liens (with the exception of bank mortgages) can be recorded against the property
- Applicant cannot have any outstanding debt owed to the City. Examples of outstanding debt can include: unpaid fines, fees, tickets or garbage bills
- Contract for Deed properties are not eligible
- Property cannot have any active environmental code violations. The violation may include any item cited in Chapter 13 of the City Code and/or the most recently adopted version of the International Property Maintenance Code. See list of environmental code violations below:
 - All garbage, debris, old appliances, and dilapidated furniture must be removed from the exterior.
 - Garbage and debris within the structure must be removed.
 - Motor vehicle parts (including batteries and tires) must be removed.
 - All grass and weeds must be less than 10 inches high.
 - All bushes, shrubs, or trees blocking the public way must be cut back.
 - All unlicensed vehicles must be removed from the property or properly licensed.
- Property must meet the minimum standards cited in Chapter 5 of the City code and/or the most recently adopted version of the International Property Maintenance Code. The property is subject to an interior inspection by a City inspector. Examples of general housing requirements include:
 - The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition.
 - Smoke alarms should be located on the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms, in each room used for sleeping purposes, and in each story within a dwelling unit including basements and cellars but not including crawl spaces and uninhabitable attics.
 - A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.
 - All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe sanitary and functional condition
 - Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms.



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- Program applicants must comply with the City's Double Dipping Policy as listed below:
 - All persons and addresses that have received housing rehabilitation assistance or Down Payment Assistance with the use of federal funds through a City or subgrantee program will not be eligible for further assistance for a period of ten (10) years. Policy is retroactive to February 2000. EXCEPTION: Persons or addresses that have received assistance only with the construction of a handicapped ramp will be eligible immediately for further assistance.

Level of Assistance:

The Roof Program will provide up to \$15,000 in assistance to eligible home owners for repair/ replacement of property roof.

Other Requirements / Information:

- The roof must be in deteriorated / worn out condition as determined by the City Inspector.
- Assistance is only available to income eligible, owner-occupied, single-family households where the property taxes are paid, no City liens (with the exception of bank mortgages) exist on the property, applicant is current with any money owed to the City, and there is active homeowner's insurance coverage. **Properties being purchased CONTRACT FOR DEED are not eligible.**
- Repairs that would be made under a homeowner's insurance policy will not be covered.



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2019 ROOF PROGRAM GUIDELINES & APPLICATION

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If selected in the lottery, all applications must provide the following documents:

1. Proof of income for all persons in the home over the age of 18
 - IRS Tax Returns (1040) showing income for the past two years
 - Social Security 1099 (annual income for the previous year) and a printout of current monthly income
 - Payroll check stubs showing income for the last two months
2. Complete the attached IRS Form 4506-T Request for Transcript of Tax Return for everyone in the household 18 years or older (make additional copies if needed). This will be faxed by the City to the IRS requesting a transcript of your Income Tax Returns or verification of non-filing for the past 2 years.
3. Copy of Driver's License or State ID for all persons in the home over the age of 18 and third party verification of residency for minors in the home (verification could be a letter from school, copy of a medical card, or State ID).
4. Copy of recorded deed as proof of property ownership
 - City staff can access a copy of the deed free of charge if the owner cannot locate deed
5. Homeowner Insurance declaration page as proof of property insurance
6. Paid receipts or escrow statement as proof of paid property taxes
 - City staff can access a copy of paid property taxes free of charge if the owner cannot locate receipt
7. If applicable, copy of current mortgage statement/summary from financial institution to document current mortgage status and escrow of property taxes and homeowner insurance

City staff can make copies of the above information at the time of application submission.

Entries for the lottery will be accepted beginning on **Monday, January 28 at 8 am until Friday, February 8 at 4:30 pm** during regular business hours Monday to Friday 8 am to 12:30 pm and 1:30 pm to 4:30 pm at City Hall Room 300.

Any questions – call (309) 494-8600



HOUSING REHABILITATION ASSISTANCE 2019 ROOF PROGRAM GUIDELINES & APPLICATION

Applicant Name:			
Date of Birth:		Social Security #:	
Co- Applicant Name:			
Date of Birth:		Social Security #:	
Address:			# of Bedrooms:
Home Phone and/or Cell Phone:		Work Phone:	

Race: (Please circle)

White	Black/AfrAm	Asian	Amer. Indian	Native Hawaiian
Amer. Indian & White	Asian & White	Amer. Indian & Black/AfrAm	Black/AfrAm & White	Other Multi-Racial

Are you? (Please circle)

Hispanic Ethnicity:	YES	NO	Elderly:	YES	NO
Female Head of Household:	YES	NO	Disabled: (Either you or a member of the household)	YES	NO
Single Parent Household:	YES	NO		NO	
Have you received assistance through a City Housing Rehabilitation program in the past?				NO	YES, please explain:

INCOME ELIGIBILITY CHART (Total maximum yearly allowable income per household. These limits are subject to change as updated by HUD. If applicable, updates will be made at time of application.)

Family Size	1	2	3	4	5	6	7	8
Low Income (80% or less than AMI)	\$42,700	\$48,800	\$54,900	\$60,950	\$65,850	\$70,750	\$75,600	\$80,500

LIST ALL HOUSEHOLD MEMBERS (INCLUDING APPLICANTS; use additional paper if necessary)

NAME	DATE OF BIRTH	RELATIONSHIP	ANNUAL INCOME	SOC. SEC. #



HOUSING REHABILITATION ASSISTANCE
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Homeowner Certification:

I(WE) CERTIFY THAT I(WE) ARE THE OWNER-OCCUPANTS OF THIS PROPERTY AND THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND BELIEF. I(WE) UNDERSTAND THAT ANY WILLFUL MISSTATEMENT OF FACT OR THE FAILURE TO PROVIDE MATERIAL INFORMATION WILL PREVENT THIS APPLICATION FROM BEING CONSIDERED. I(WE) UNDERSTAND THAT THE SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE THAT I(WE) WILL BE GIVEN REHABILITATION ASSISTANCE. I(WE) HEREBY AUTHORIZE THE CITY OF PEORIA TO INSPECT THE PROPERTY AND TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED IN THIS APPLICATION.

Signatures: (All owners must sign):

_____ Date: _____
 _____ Date: _____

All incomplete or unsigned applications will not be processed.

City Staff Use Only

Staff Approval: _____ Date: _____