

City of Peoria – City Wide Rehabilitation Program

INTRODUCTION

Program Description

The City of Peoria is accepting applications for the 2022 Housing Rehabilitation Program that provides up to \$15,000 in assistance to property owners within Qualifying Census Tracts (QCTs) of single-family residential properties for certain permanent building and site improvements. The purpose of the program is to increase the owner-occupancy rate within the census tract, improve the outward appearance of homes, and increase the assessed valuation of properties within the City.

The assistance provided will be half of the total project cost. The total project cannot cost less than \$6,000 or more than \$30,000 meaning the assistance provided cannot be less than \$3,000 or more than \$15,000.

After a completed application is submitted and a contractor has been approved, the homeowner must turn in a cashier's check or money order for the contractor to begin work. After the completion of the project and once a staff member has approved the work, the contractor will receive the homeowner's portion and the City's portion of payment.

Assistance awards will be distributed first come, first served, until the programing funds are exhausted. All application materials must be completely submitted in order to qualify. Please note, submitting an application does NOT guarantee assistance.

Applications will be available beginning on **Friday, April 1, 2022**.

For questions, please contact communitydevelopment@peoriagov.org or (309) 494-8600.

ELIGIBILITY

To be eligible:

- The property must be located within the corporate boundaries of the City of Peoria
- Total household income must be at or below 120% Area Median Income (AMI) by household size

Household Size	1	2	3	4	5	6	7	8
Income	\$64,200.00	\$73,320.00	\$82,440.00	\$91,560.00	\$99,000.00	\$106,320.00	\$113,640.00	\$120,960.00

- Household must have homeowner's insurance
- Household must be current on their property taxes
- Household cannot be a nuisance property
- Household cannot owe fines or fees to the City.
- Household cannot have open code cases or code violations

APPLICATION AND SELECTION

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Applications will be available beginning on **Friday, April 1st at 10:00am**. A brief video training session will be available online on Friday, April 1st to guide applicants through the application process. Residents can apply by going to www.appreciatepeoria.com/opportunities. They can also go to portal.neighborlysoftware.com/peoriall/participant. Residents who are unable to complete the online application can pick up a paper application at City Hall Room 203, Monday through Friday, 8:00 am – 12:00 pm. They can also call 309.369.2060, and a City staff member will mail or drop off a paper application.

SELECTED HOUSEHOLDS

The project coordinator will be responsible for the coordination and review of submitted application. They will review completed applications for eligibility along with assisting property owners with questions, submissions, or other application related issues. The community services inspector will be responsible for the bid proposals and overview of the work done at the property. If the property owner owns more than the property applied for, they must complete an ownership interest form.

For each application, the project coordinator will use GIS to confirm that the property is in a City of Peoria QCT. They will review each application to determine if the application is complete and can be approved; missing documentation; or ineligible. Staff will verify that all supporting documentation meets the program standards and both contractor bids are present and contain a similar work scope. If an application is deemed to be missing documentation or ineligible the project coordinator will send a documentation required notice or denial letter to the property owner. All application updates will be maintained through the Neighborly portal.

If the application is eligible, the project coordinator will contact the property owner and update the Rehabilitation Program status spreadsheet and budget spreadsheet with the total cost of the project and the City's portion of payment. The contractor must be on the approved contractor list, found in the application. If the contractor has not been previously approved, they must submit an RFQ to the Purchasing Manager if they are chosen by the homeowner and community services inspector. An RFQ must be complete before any work can begin.

Once a contractor has been selected by the property owner, project coordinator and community services inspector, the property owner should send their half of payment to the project coordinator to retain for the duration of the project. The payment must be in the form of a cashier's check or money order. Personal checks or cash will not be accepted. A Proceed Order must be signed to being the work.

Once the work is completed, the community services inspector and homeowner will take photos and sign a Project Completion form which will be turned into the project coordinator to keep on file. Once the project coordinator receives the completion paperwork, they will submit a requisition to receive the City's portion of payment.

After the check has been received by the project coordinator, they will be responsible for contacting the contractor to collect both payment portions, receipts of payment and complete a mechanic's lien.

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EQUAL OPPORTUNITY

Civil Rights Compliance: The Business agrees to comply with local and state civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107, and 12086.

Nondiscrimination: The Business agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

Section 504: The Business agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Business with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

FREEDOM OF INFORMATION ACT

Because the grants are provided by a federal funding source, all information submitted in the application, including financial information, is subject to publication as part of the application process and/or subject to disclosure under the Freedom of Information Act.