

### **HOMEOWNER GUIDELINES**

- The City will only provide paint. Homeowner must provide labor, painting materials, and other items to complete the project.
- If homeowner is not completing the labor themselves, the homeowner will provide a volunteer source of labor.
- Homeowner will complete all application materials.
- In order to ensure a reasonable degree of quality, prep work is required. Homeowner will complete prep work prior to painting. City staff will provide guidance and feedback in regards to prep work. Vouchers will not be issued until prep work is completed.
- Homeowner will communicate with the City throughout the duration of the project and agrees to comply with exterior property inspections.
- Homeowner will complete painting project with a reasonable degree of quality, using the painting instructions provided when necessary.
- Homeowner will provide, to the City, a general timeline of when they expect to finish each painting section.
- Homeowner must own and reside in property.

### **FINANCIAL GUIDELINES**

- Total household income must not exceed 80% AMI (Area Median Income).

### **PROPERTY GUIDELINES**

- The property must be located in the City of Peoria.
- Property must be single family residential.
- Property taxes must be current.
- Property must be owner occupied. (No rental or contract for deed properties.)
- Property must be insured. Home owner is responsible for providing proof of current homeowner's insurance.

### **APPLICATION PROCESS**

- Homeowner will contact the City to request application materials. Homeowner will provide property address at the time of first contact. The City will determine pre-eligibility for the paint project by verifying that the property is located within the City of Peoria, is owner occupied, and is current on property taxes.
- Application materials may be picked up at City Hall, delivered electronically, or delivered by mail.
- Homeowner will contact the City when all application materials are complete; including proof of homeowner's insurance, signed copy of Renovate Right Brochure, Signed Agreement & Release of Liability, signed Paint Program Guidelines, and proof of residency (driver's license or state id)
- Homeowner will schedule a property inspection visit with the City. At this time, the City will collect application materials, take a pre-paint photograph, and discuss with homeowner paint type and color selection, project completion timeline, and source of volunteer labor.
- Providing that the application is approved, prep work is completed, and the homeowner meets all eligibility requirements, the City may issue first voucher for 5 gallons of paint at this time.
- If prep work is still needed, City staff will provide further guidance and feedback to the homeowner. Vouchers will not be issued until prep work is complete.
- If the homeowner is not home at the time of the scheduled inspection, the Homeowner must contact the City to schedule a meeting time at City Hall (419 Fulton Street) between the hours of 8:00 A.M. and 5:00 P.M.
- Once the 5 gallon paint voucher has been issued, the homeowner will go to the designated paint supplier and select their color from pre-selected choices. The homeowner may select a second color, from choices provided, for trim, window frames, etc.
- The homeowner will contact the City after the first 5 gallons of paint have been used. At this time, a 2nd property visit and inspection will be scheduled. The City will inspect and reissue additional 5 gallon voucher, pending quality assessment and determined project need for additional paint.
- If the homeowner is not home at the time of the scheduled inspection, the Homeowner must contact the City to schedule a meeting time at City Hall (419 Fulton Street) between the hours of 8:00 A.M. and 5:00 P.M. The City will issue second 5 gallon paint voucher at this time.
- Homeowner will contact the City to notify when each of the subsequent 5 gallon paint vouchers have been used in order to schedule a property inspection and receive additional vouchers.
- Homeowner will contact the City to notify when paint project is complete. The City will visit the property to take a final photograph.
- **The City reserves the right to require the homeowner to re-paint all or a section of the property if the degree of quality of the project is insufficient.**