

**REQUEST FOR PROPOSALS**  
**Administration and Implementation of TIF-Funded Housing Program**  
**(East Village and South Village TIF Districts)**  
**#23-18**



CITY OF  
**PEORIA**

**ISSUED BY**  
**DIVISION OF PURCHASING**  
**CITY OF**

**PEORIA, ILLINOIS**

**Sealed Requests for Proposals will be received at the office of**  
**The PURCHASING MANAGER**  
**Room 108, City Hall,**  
**419 Fulton Street, Peoria, Illinois until 2:00 P.M.**

**Friday, August 10, 2018**  
**for furnishing the materials, or services**  
**described herein.**

**PLEASE RETURN ENTIRE**  
**DOCUMENT AS YOUR RESPONSE. SUBMITTED BY:**

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# **INSTRUCTIONS TO PROPOSERS**

Request for Qualifications (RFQ) (07/17/2018)

**ACCEPTANCE OF PROPOSALS** - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one **hundred-twenty (120) calendar days** from the date the responses are opened.

**ADDITIONAL COPIES OF RFP** - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department Purchasing Division.

**RFP ENVELOPE IDENTIFICATION** - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the **LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.**

**MAILING OF PROPOSALS** - **One Original and One (1) Electronic (CD or Flash Drive) copy** of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

**CLOSING TIME** - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

**SELECTION** - The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

**WITHDRAWAL OF PROPOSALS** - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposers shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

**ALTERNATE RESPONSES** - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, **ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The response must be accompanied by complete specifications of the items offered.

**AWARD** - An award will be made to the most qualified (responsive and responsible) proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the proposal. By signing this document Vendor/Contractor/Consultant is **certifying they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.**

**COSTS** - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

**SIGNATURES** - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

**INVESTIGATION** - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of

conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

**EQUAL EMPLOYMENT OPPORTUNITY** – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Manager. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City’s website ((<http://www.peoriagov.org/equal-opportunity-forms>)). Click on Government > Other Departments > Equal Opportunity > then select “Employer Report Form CC-1”. The forms can also be obtained by writing or calling:

**City of Peoria**  
**Equal Opportunity**  
**419 Fulton St. Room 108**  
**Peoria, IL 61602**  
**(309) 494-8530 Voice**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

**Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.**

**SAMPLES** - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent’s request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

**RESPONSES** – A response is requested of all Proposers even if it is a “no response”.

**CONTRACT TERMS**

**TAXES** - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

**CITY’S AGENT**- The City of Peoria’s Purchasing Manager shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

**PATENTS** - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

**HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

**NON-COLLUSION** - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

**DEFAULT** - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

**CANCELLATION** - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

**PRICES SPECIFIED** – The successful vendor agrees to furnish the material or services according to the City’s plans, specifications and conditions and at prices specified herein.

**DELINQUENT PAYMENT** - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and

Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

**PERMITS AND LICENSES** - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

**INSURANCE** – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor’s Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker’s Compensation
- Comprehensive General Liability
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00

**Insurance Inclusions** – The comprehensive general liability insurance shall include independent contractors’ protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

**Contractual Liability** – The insurance required above shall include contractual liability insurance coverage.

**Certificates of Insurance** – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

**PRECEDENCE** - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Proposers”.

**GOVERNING** – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

**AFFIRMATIVE ACTION REQUIREMENTS** - “The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors.”

“The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

**EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR**

**THE CONTRACTOR** (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

**REFERENCE** - All of the contract terms shall be incorporated by reference into any written contract.

**Contact Information for Proposal: Chris Switzer, City of Peoria, Purchasing Manager**

**419 Fulton Street, Room 108, Peoria, IL 61602**

**(309) 494-8507 [cswitzer@peoriagov.org](mailto:cswitzer@peoriagov.org)**

REQUEST FOR QUALIFICATIONS (RFP)

**Administration and Implementation of the City of Peoria's  
TIF-Funded Housing Program  
(East Village and South Village TIF Districts)**

I. BACKGROUND

The City of Peoria is inviting qualified consulting firms to submit proposals for the administration and implementation of the City's Tax Increment Finance (TIF) funded Housing Program in the East and South Village Growth Cell (EVGC and SVGC) TIF Districts. The use of the term "firm" throughout this document means: Individual Proprietor, Partnership, Limited Liability Company, Non-Profit Organization, Corporation or Joint Venture.

The Program is a 50/50 matching grant program for owner-occupied single-family dwellings, which provides up to \$15,000 of assistance to property owners of single-family residential, owner-occupied properties (duplexes and mixed use structures are excluded from the program) for permanent building and site improvements on parcels within the boundary of the EVGC and SVGC TIF boundary. See attached program guidelines for more detailed information.

It is essential that the City and private property owners invest in housing stock to maintain safe, decent, and quality housing. The EVGC Housing Program was first opened for applications in 2016 and the SVGC Housing Program opened for applications in 2017. As a result of the 2018 budget approved by City Council, which eliminated Staff in the Community Development Department, the South Village and East Village Growth Cell Housing Programs were put on hold for 2018. Due to interest from neighborhood residents, on July 10, 2018, Council approved the reinstatement of the program subject to this RFP.

The TIF Housing Programs were created to increase the owner-occupancy rate, improve the outward appearance of homes, and increase the assessed valuation of properties within the East Village and South Village Growth Cell boundaries.

This assistance is in the form of a grant and must be matched with the property owner's private funds.

The City Council will be considering changes to the Housing Program to limit the eligible items to the following exterior items only:

1. New garages
2. New Gutters
3. New Porches, steps or railings
4. Driveway and walkway (private property) improvements
5. Roof replacement
6. New siding
7. New Windows
8. New Fences
9. Painting

Following the August 28<sup>th</sup> City Council meeting, the guidelines will be updated to reflect the above eligible items.

The Program budget is estimated at \$220,000 for the EVGC TIF and \$49,000 for the SVGC TIF.

## **1. SCOPE OF SERVICES**

The selected consulting firm will be requested to provide a full range of housing rehabilitation services from application review to construction approval. The term of this agreement shall be through December 31, 2019. The City, at its option, may renew the agreement for two (2) additional years.

Tasks include, but are not limited to the following:

- a. Approval of applications and verification of documentation
- b. Create a document outlining minimum material standards for eligible program items. For example, specifying 4 inch gutters, certain thickness for aluminum siding, certain concrete thickness, etc. as minimum material standards.
- c. Create a new program application, which includes questions related to quantities for eligible program items.
- d. Development and pre-qualification of a contractor pool
- e. Preparation of Work Specifications, Cost Estimates, Inspection Services and Construction Management
- f. Conduct property inspections to create detailed work write-ups describing the proposed rehabilitation work, including line item cost estimates.
- g. Process payments; including receipt of property owner's match and payments to the contractor.
- h. Contract for services, specific to each approved application, based upon eligible program items.
- i. Contractor selection and contract awarding
- j. Construction monitoring, including progress conferences between the owner and contractor(s), review of draw requests and change orders
- k. Maintenance of database of all required documentation
- l. Take "before" and "after" photos for client files.
- m. Resolution of all disputes between the owner and contractor(s)
- n. Any and all other duties to successfully complete the Housing Program including, staff reports, progress reports, budgets, etc.

## **2. PROJECT SCHEDULE**

- a. Responses to the RFQ must be submitted to the City of Peoria, Purchasing Division, 419 Fulton Street, Room 108, Peoria, IL 61602 no later than Friday, August 10, 2018 at 2:00 P.M.
- b. The selected firm will be chosen by the end of August 2018.
- c. City Council approval of the contract in open session will be required and the approval is anticipated to take place on August 28, 2018.
- d. The program will be open for applications immediately following approval by the City Council.

## **3. REQUIRED INFORMATION**

Responses must conform to the requirements for this RFP. The City of Peoria reserves the right to waive any irregularity in any proposal or to reject any proposal. The City, on criteria determined by the City, will make selection of the proposing firm.

The successful proposing firm will be required to enter into an agreement with the City based on the requirements of this RFQ. By submitting a proposal, the proposing firm agrees to all of the terms in this RFQ.

Each submittal shall contain the following information in the order set forth:



- a. **SUMMARY OF FIRM:** Describe your resources, capabilities and number of years your firm has been in business. Specify key personnel to be assigned to the City's projects with their qualifications in the area of owner occupied home improvements. Indicate applicable licenses, credentials, and professional training held by firm's principal(s) and key personnel. If selected, key personnel shall not be substituted without prior written approval by the City.
- b. **PROJECT EXPERIENCE:** Identify projects included in firm's experience: location, building use, structure type, total project cost, accuracy of cost estimating, and the detailed nature of the firm's service relating to owner occupied single family rehabilitation projects. Identify projects and describe firm's familiarity in working with local government agencies (if any). Recent projects shall be considered more relevant than those five years or more ago and should reflect those projects that have been renovated by active members of the company.
- c. **TECHNICAL APPROACH:** Describe the methods used by your firm to ensure accuracy and coordination of reports such as work write-ups and specifications writing. Indicate firm's ability to stay within project schedule. Attach one example of past work with date, which may be selected from assessment reports or specifications that highlight firm's expertise.
- d. **FEES:** Attach fee proposal; this could be a flat per project rate, a percent of each project cost, or an overall flat rate.
- e. **REFERENCES.** Submit a list of three references, including firm name, contact person's name, address, relevant project, and current phone number. Supplementary letters of recommendation are allowed but do not take the place of this requirement.

**4. SUPPLEMENTAL MATERIAL**

You may provide any material not specifically required as supplemental information. Additional material may include the following:

- a. Additional reports and/or descriptions of similar projects your firm has completed.
- b. Promotional material describing your firm and its services.

**5. SELECTION PROCESS AND EVALUATION CRITERIA:**

**a. Evaluation Criteria**

The City will convene a selection committee. Final selection of the firm will be made based upon the following criteria:

| <b>Scoring Criteria</b>   | <b>Maximum Points Awarded</b> |
|---|-------------------------------|
| Firms qualifications  | 20 points                     |
| Demonstrating extensive knowledge and experience with housing program management for single-family owner-occupied properties. | 30 points                     |
| Ability to adhere to a project schedule/timeline  | 10 points                     |
| Cost of Services  | 25 points                     |
| Satisfaction of previous and current clients related to the development of similar brand identities.                          | 15 Points                     |
| <b>TOTAL</b>  | <b>100 Points</b>             |

**6. RESOURCES**

- a. Housing Program Guidelines (attached)

# CITY OF PEORIA

## B I D P R O P O S A L

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The executing of this form certifies understanding and compliance with the total bid/proposal package.

BID/PROPOSAL SUBMITTED BY:

\_\_\_\_\_  
**Company** # \_\_\_\_\_  
Peoria EEO Certificate of Compliance Number

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City State Zip Daytime Telephone #**

\_\_\_\_\_  
**After Hour Telephone # Contact Person (Please print or type)**

\_\_\_\_\_  
**Name of Authorized Agent or Officer Title**

\_\_\_\_\_  
**Signature of Authorized Agent or Officer**

\_\_\_\_\_  
**Date**

**PLEASE MARK ENVELOPE: BID # 23-18**



**EAST VILLAGE GROWTH CELL TAX INCREMENT FINANCING DISTRICT (TIF)**  
**HOUSING PROGRAM**  
**GUIDELINES & APPLICATION**

**PROGRAM OVERVIEW**

**Program Overview:**

The East Village Growth Cell Tax Increment Financing District (TIF) Housing Program is a grant program which provides up to \$15,000 of assistance to property owners of single-family residential, owner-occupied properties (duplexes and mixed use structures are excluded from the program) for permanent building and site improvements on parcels within the boundary of the East Village Growth Cell TIF. The purpose of the Program is to increase the owner-occupancy rate, improve the outward appearance of homes, and increase the assessed valuation of properties within the East Village Growth Cell Boundary.

**Level of Assistance:**

The **East Village Growth Cell Housing Program** will provide up to \$15,000 in assistance to home owners for exterior improvements only. The program is a 50/50 matching grant program. The minimum project is \$2,000, with a minimum matching grant of \$1,000 and the maximum project is \$30,000, with a maximum grant match of \$15,000. The property owner can reapply annually, but the maximum grant for a five year period may not exceed \$15,000. Eligible projects include exterior improvements, with the allowance for mechanical upgrades and energy efficiency improvements.

**Eligibility:**

To be considered for the East Village Growth Cell Housing Program:

1. Property must be located within the boundary of the East Village Growth Cell TIF
2. Applicant(s) must own the property.
3. Owners of vacant single-family residential property are eligible, if the property becomes owner-occupied within 90 days from the date of completion of work associated with any approved application.

**Timeline:**

- ❖ Applications will be accepted from March 1<sup>st</sup> through August 1<sup>st</sup> of each year, as funding is available.
- ❖ Applicants on the wait list from the previous year, will be given first priority.
- ❖ Applications will be reviewed and approved on a first come, first serve basis.

**Resolution of Environmental Issues Prior to Program Assistance**

The following items must be resolved prior to housing assistance being made available.

- 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 at closing.
- No bushes, shrubs, or trees are permitted to block the public right-of-way.
- All unlicensed vehicles must be removed from the property or properly licensed.



### **Other Requirements / Information:**

- Property taxes must be paid, no City liens (with the exception of mortgages) may exist on the property, and the property must have active homeowner's insurance coverage.
- Repairs that would be made under a homeowner's insurance policy will not be covered.
- If a property is found to have a code violation(s), funds received must be used to resolve violations as part of any loan application. At the time of post inspection, no code violations may be present.
- Property owners may only use contractors from the City of Peoria's rehabilitation contractor list. See attached list of approved contractors.
- For approved applications, required permits must be pulled and work must begin with 30 days of the issuance of a Notice to Proceed. A request for an extension can be filed by the City, contractor, or property owner; to be agreed upon by all parties.
- If grant funds are received through this Program, the property must remain owner-occupied for 3 years. If the property owner vacates the property before 3 years has past, property owner must pay back grant funds at a prorated rate, based on length of occupancy. Exemptions from this requirement may be granted. An exemption may be granted due to hardship, which requires approval of City staff.

### **Applications for EVGC Housing Program funds by EVGC Advisory Committee Members**

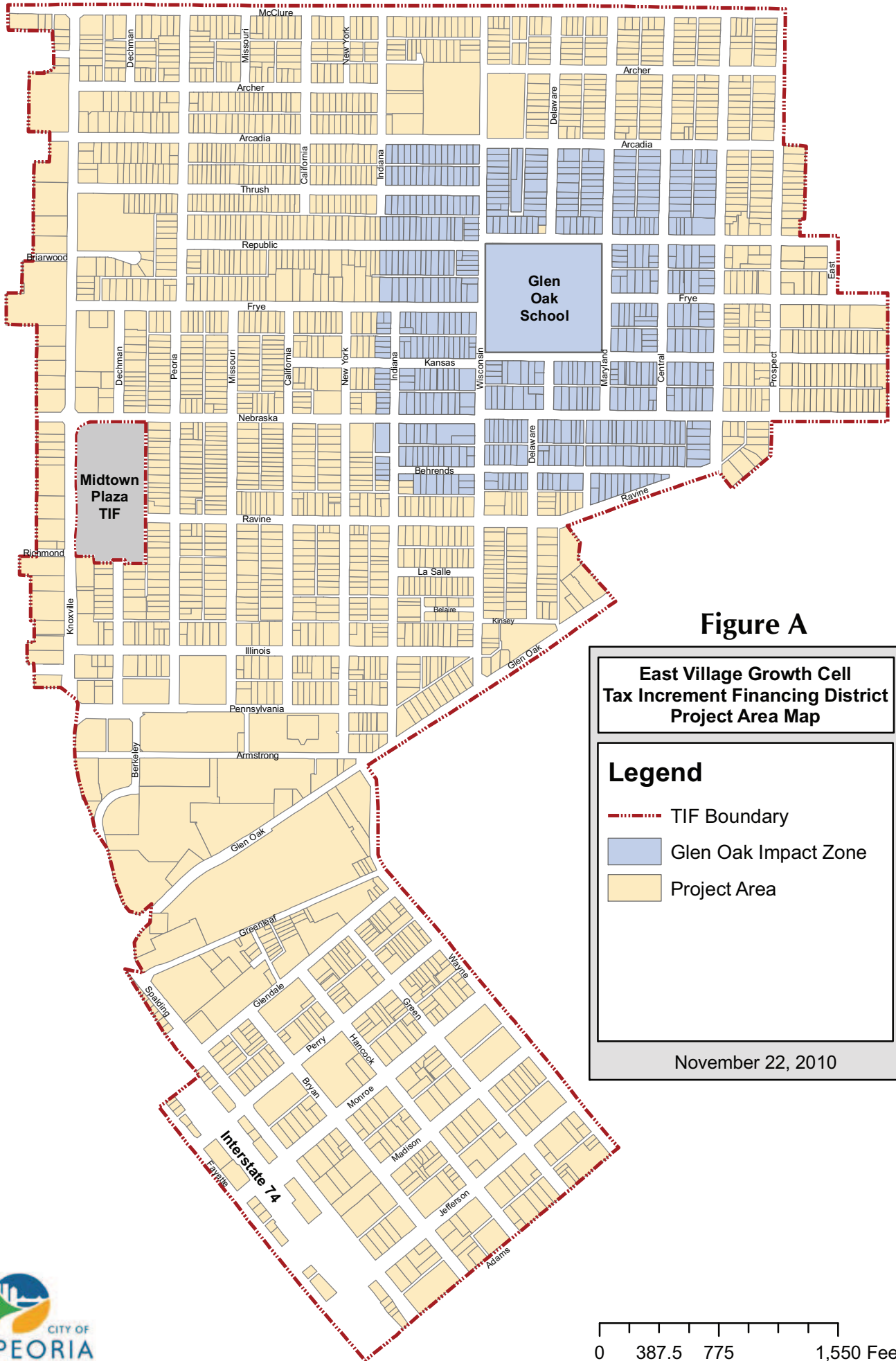
The intent of the EVGC Housing Program is for all property owners within the East Village Growth Cell to have equal opportunity to benefit from the Program if the above guidelines are met. EVGC Advisory Committee members residing within the EVGC boundary are eligible to apply for and receive funding through the EVGC Housing Program; however, in recognition of the perception of a conflict of interest, the final decision on all EVGC Housing Program applications will be made by City staff.

### **All applications must include the following documents:**

1. Copy of recorded deed as proof of property ownership.
2. Insurance declaration page as proof of property insurance.
3. Paid receipts or escrow statement as proof of paid property taxes.
4. A current exterior photograph of the building as it presently appears, showing all facades to be impacted by proposed work..
5. Two bids for proposed work.

**Return application & all copies of documents to: City of Peoria, Community Development Department, 419 Fulton, Suite 300, Peoria, IL 61602 Any questions – call (309) 494-8600.**

**All incomplete/ineligible applications will not be processed until complete.**



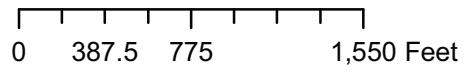
**Figure A**

**East Village Growth Cell  
Tax Increment Financing District  
Project Area Map**

**Legend**

- TIF Boundary
- Glen Oak Impact Zone
- Project Area

November 22, 2010





**SOUTH VILLAGE TAX INCREMENT FINANCING DISTRICT (TIF)**  
**HOUSING REHABILITATION PROGRAM**  
**GUIDELINES & APPLICATION**

**PROGRAM OVERVIEW**

**Program Overview:**

The South Village Tax Increment Financing District (TIF) Housing Rehabilitation Program is a grant program which provides up to \$15,000 of assistance to property owners of single-family residential, owner-occupied properties (duplexes and mixed use structures are excluded from the program) for permanent building and site improvements on parcels within the boundary of the South Village TIF. The purpose of the Program is to increase the owner-occupancy rate, improve the outward appearance of homes, and increase the assessed valuation of properties within the South Village Boundary.

**Level of Assistance:**

The **South Village Housing Rehabilitation Program** will provide up to \$15,000 in assistance to home owners for exterior improvements only. The program is a 50/50 matching grant program. The minimum project is \$2,000, with a minimum matching grant of \$1,000 and the maximum project is \$30,000, with a maximum grant match of \$15,000. The property owner can reapply annually, but the maximum grant for a five year period may not exceed \$15,000. The program is limited to exterior improvements only (Roofing, Siding, Etc.).

**Eligibility:**

To be considered for the South Village Housing Rehabilitation Program:

1. Property must be located within the boundary of the South Village TIF.
2. Applicant(s) must own the property.
3. Owners of vacant single-family residential property are eligible, if the property becomes owner-occupied within 90 days from the date of completion of work associated with any approved application.

**Timeline:**

- ❖ Applications will be accepted from April 1<sup>st</sup> through September 1<sup>st</sup> of each year, as funding is available.
- ❖ Applicants on the wait list from the previous year (when applicable), will be given first priority.
- ❖ Applications will be reviewed and approved on a first come, first serve basis.

**Resolution of Environmental Issues Prior to Program Assistance**

The following items must be resolved prior to housing rehabilitation assistance being made available.

- 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 at closing.
- No bushes, shrubs, or trees are permitted to block the public right-of-way.
- All unlicensed vehicles must be removed from the property or properly licensed.

**Other Requirements / Information:**

- Property taxes must be paid, no City liens (with the exception of mortgages) may exist on the property, and the property must have active homeowner's insurance coverage.
- Repairs that would be made under a homeowner's insurance policy will not be covered.
- If a property is found to have a code violation(s), funds received must be used to resolve violations as part of any loan application. At the time of post inspection, no code violations may be present.
- Property owners may only use contractors from the City of Peoria's rehabilitation contractor list. See attached list of approved contractors.
- For approved applications, required permits must be pulled and work must begin with 30 days of the issuance of a Notice to Proceed. A request for an extension can be filed by the City, contractor, or property owner; to be agreed upon by all parties.
- If grant funds are received through this Program, the property must remain owner-occupied for 3 years. If the property owner vacates the property before 3 years has past, property owner must pay back grant funds at a prorated rate, based on length of occupancy. Exemptions from this requirement may be granted. An exemption may be granted due to hardship, which requires approval of City staff.

**All applications must include the following documents:**

1. Copy of recorded deed as proof of property ownership.
2. Insurance declaration page as proof of property insurance.
3. Paid receipts or escrow statement as proof of paid property taxes.
4. A current exterior photograph of the building as it presently appears, showing all facades to be impacted by proposed work.
5. Two bids for proposed work.

**Return application & all copies of documents to: City of Peoria, Community Development Department, 419 Fulton, Suite 300, Peoria, IL 61602 Any questions – call (309) 494-8600.**

**All incomplete/ineligible applications will not be processed until complete.**

**Figure A - South Village TIF  
Boundary Area Map  
City of Peoria, Illinois**

