

Housing Rehabilitation Program Guidelines

PURPOSE OF THE PROGRAM

The purpose of this program is to assist in the provision of safe and decent housing for owner occupied lower income families. Such assistance shall consist of physical improvements to the dwelling unit. To that extent, not only does this program improve the condition of a housing unit, this program extends the longevity of the unit.

PROGRAM ADMINISTRATION

The program is administered by the Community Development Coordinator of the City of Pekin's Planning & Development Department, 111 S Capitol Street, Pekin, Illinois. The Department will be responsible for processing applications of prospective rehabilitation recipients, making decisions for approval/denial based on program guidelines, cost burden, conducting housing unit inspections, necessary drawings, rehabilitation cost estimates, and bid packages.

If an applicant should want to appeal any decision of the Department, the applicant shall make such appeals in writing to the Community Development Director and then to the Council of the City of Pekin.

HOW THE PROGRAM WORKS

****Effective 5/1/07: The City of Pekin will not rehabilitate any painted surface above the HUD de minimus area (for pre-1978 housing). No potential lead surface will be touched.**

Contact is made with the Intake Specialist for a pre-application. If eligible, the applicant will be notified by mailing of a full application. Once information is gathered for the application, please mail application to the attention of the Intake Specialist to further qualify you for this program.

All eligible applications will be approved or denied by the Department. If approved by the Department, an appointment will be scheduled for an initial inspection. From the initial inspection, a work write-up, cost estimate and environmental review will be done.

With the homeowner's authorization, the bid process will begin by obtaining bids from eligible contractors.

Bids will be shared with the homeowner; a selection of Contractor made by the homeowner and the construction process will begin.

Further explanation will occur with eligible applicants as they proceed through this HUD process.

STANDARDS FOR REHABILITATION

Properties that are deemed eligible for participation in this program shall be upgraded to conform to the most recent International Building Code and/or HUD Housing Quality Standards, whichever is the more stringent, as well as the National Electrical Code, the Illinois State Plumbing Code, and the City Code of the City of Pekin. Problems identified with above listed Codes/Standards will receive priority attention.

Also, energy conservation measures shall be addressed, and, life and health safety equipment will be included, specifically working smoke detectors and carbon monoxide detectors if none are present in the dwelling unit. Please see list of eligible work items for further information.

TYPES OF PROPERTIES TO BE REHABILITATED

Single-unit owner occupied houses are eligible for this program, provided that lower income households, as defined by the U.S. Department of Housing and Urban Development, occupy them. Also, eligible properties must not be delinquent in the payment of real estate taxes and mortgage payments, nor can eligible properties have any outstanding liens, other than the mortgage.

Properties that have already received \$5,000 or more in rehabilitation assistance from the City are ineligible for further participation, until after the expiration of five (5) years. Properties that have already received less than \$5,000 in rehabilitation assistance may participate twice within a five (5) year period.

HOUSEHOLD INCOME

Household income will be considered as all adult (18 years and older) household members' income, derived from any and all sources, except for child support and educational grants and assistance. Please see the HUD Income Limit table for further clarification.

SCOPE OF REHABILITATION WORK

The work to be undertaken through this program shall be determined through inspection by Rehab Coordinator and/or City Inspector. An activity schedule itemizing the necessary work will be prepared and will be the basis for bidding of the work. All of the completed work will meet applicable Codes of the City of Pekin.

BASIC RULE OF THUMB

Cost Burden will be taken into consideration in determining eligibility for participation in the program. A credit check on loans \$3,000 and above through one credit bureau will be the basis for this determination. We don't want any applicant to be put in a situation where they couldn't afford their regular monthly expenses.

REHABILITATION CONTRACTORS

Only qualified contractors are eligible to perform rehabilitation work under this program. All rehabilitation contractors must meet licensing requirements of the City and State, as well as minimum insurance requirements.

To become a qualified rehabilitation contractor with the City, application may be made at the Planning & Development Department. Should a contractor be denied eligibility as a rehabilitation contractor, that contractor may appeal the decision of the Planning & Development Department to the City Manager.

CONFIDENTIALITY

All information collected from the rehabilitation applicant, and other information collected at the consent of the applicant, shall remain confidential.

EXCEPTIONS TO PROGRAM GUIDELINES

The Community Development Director will determine if certain deficiencies in a housing unit constitutes an emergency (an **immediate hazard** to the health and safety of the inhabitants within the household).

Federal (HUD) Home Repair Loans available for low to moderate income families

Property must be located within the city limits of the City of Pekin

\$20,000 limit on all CDBG projects

Household must qualify under HUD's income guidelines

**Planning & Development Dept.
111 S Capitol Street
Pekin, IL 61554
(309) 477-2300**

HOUSING REHABILITATION PROGRAM

GUIDELINES



**Funded through a Community Development Block Grant
from the
U.S. Department of Housing & Urban Development**

Minimum Rehabilitation \$1,000.00

Back Water Grant \$1,500.00 limit (*any work exceeding this amount must be paid to Contractor before work starts*)

Rehabilitation-CDBG:

Forgivable loan	5 yr (projects under \$3,000)
DPL loan	Deferred Payment Loan
0% loan	0% interest with 10 year payback
3% loan	3% interest with 10 year payback

Please read this brochure in its entirety as this Rehabilitation Program has been restructured. Call Vicki Bass at 478-5362 if you have any questions on how this restructured program works.