



STREATOR HOME
SAVINGS BANK



CITY OF STREATOR OWNER OCCUPIED HOUSING REHABILITATION GRANT PROGRAM FUNDED IN PART BY THE FHLB of CHICAGO'S AFFORDABLE HOUSING PROGRAM

1. **POLICY AND PURPOSE:** It is the policy of the city of Streator to encourage residential property owners to undertake home improvement projects to their principal residence that increase the accessibility and sustained livability of the home. The city believes that by encouraging these projects, it improves the neighborhoods of the city as well as the community as a whole.
2. **PROGRAM OBJECTIVES:** The partial public funding of residential home improvement projects under this program has the following objectives: a) Renovate or rehabilitate residential owner occupied properties so as to prevent or eliminate deteriorating conditions; b) Renovate or rehabilitate residential owner occupied properties so as to sustain the livability of the home; c) Make physical improvements to residential properties that might otherwise not made without the assistance and intervention of the city; and, d) Assist property owners to make improvements to their home to increase accessibility of the home.
3. **PROJECT AND APPLICANT ELIGIBILITY:** The Streator Owner Occupied Housing Rehabilitation Program applies to any owner occupied residential structure within the central core of the City (see Exhibit A). It includes any repair to an owner occupied housing unit that improves the structure's accessibility, visitability, weatherization, or sustained livability. This could include sidewalk, ramp, stair, doorway, or hallway rehabilitation work to make the structure ADA accessible. Additionally the program could fund roof, window, door, or siding work to ensure the continued weather-tightness of the structure. The program also is structured to allow for the rehabilitation of plumbing, electrical, or HVAC systems that need to be upgraded to bring the structure into minimum code compliance and promote the continued livability of the home. Lastly the program allows for structural improvements needed to ensure code compliance and the continued structural integrity of the home. To be eligible for funding, projects may not commence until they are approved by the city, and shall be completed within twelve (12) months from the date of issuance by the city of a building permit (issued after approval of funding). Also the City reserves the right to impose additional eligibility criteria as needed.

The city council may grant time extensions where warranted, but projects not completed within the allocated time will not receive funding. Projects must comply with all applicable city building, zoning and restoration requirements. Funds are awarded for building repair and renovation projects for eligible project costs, subject to the availability of funds and the approval of the City of Streator.

4. **INELIGIBLE COSTS:** The city will not provide financial assistance for all aspects of home renovations. If some or all of the following elements are included in a project, the owner/applicant will have to demonstrate the ability to fund them without assistance from the city. The city will not fund: professional design fees, landscaping costs, minor cosmetic

upgrades, property acquisition, construction of a new building, furniture, and compensation to any member(s) of the applicant's family members or business partners.

5. PROGRAM TERMS AND CONDITIONS: The general requirements of the program include the following:

- a. Applicants must include detailed drawings and specifications with their applications.
- b. Applicants must submit ownership information to show that the Applicant is the owner of record of the property and that the property is their primary residence. This documentation may include tax bills, utility bills, property deeds, mortgage documents, etc. Properties used to generate rental income are not eligible.
- c. Drawings shall include notations of proposed materials, color, finishes, equipment, and structural renovations to be used.
- d. Construction/reconstruction time schedule, noting start and completion dates.
- e. Applicants must submit at least two contractors' proposals or estimate. The city reserves the right to request additional proposals.
- f. Applicants who are delinquent in the payment of property or other city taxes, or utility bills, or who have outstanding city code violations, are not eligible for participation in the program, until these defects are corrected.
- g. Payment shall be made on a lump sum reimbursement basis, upon satisfactory completion of the construction/reconstruction/replacement/renovation. The city reserves the right to cancel any agreement for financial assistance if program requirements are not met.
- h. The final award amount is based on verification of actual costs.

Verification of eligible project costs may include receipts, paid invoices, paid bills or statements of suppliers, contractors, or professionals together with Mechanic's Lien Waivers, if applicable, and cancelled checks or other proof of payment as required by the City. Applicants shall provide any additional cost verification information requested by the City prior to distribution of Program funds.

- i. Interested parties are encouraged to schedule a pre-application meeting with the City's Community Development Department at 815-672-2517 prior to preparing a grant application.

6. APPROVAL AUTHORITY. City staff shall initially review applications and then contact the applicant regarding the application. Staff will have the authority to request certain design



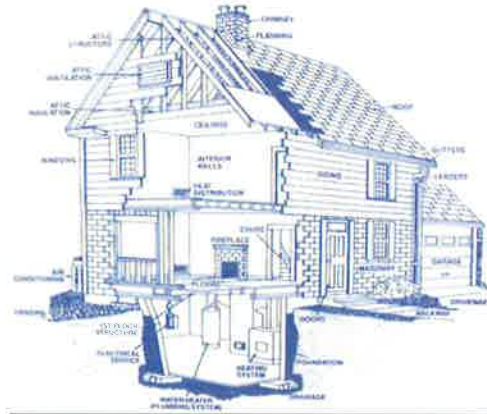
conditions where they find them necessary and in the best interests of the city based on the proposed finish appearance, and condition of neighboring homes, and the overall aesthetic goals of the city.

Staff will then determine if the application should be recommended for approval or disapproval to the full City Council. If an application is going to be recommended for disapproval the staff will notify the applicant to allow the Applicant, if they choose, to revise and resubmit the

Application one time only for a second review. Following either this resubmission or recommended approval of the first submission, staff will forward a recommendation for either approval or disapproval to the full City Council. The City Council will then make the final determination regarding application approval.

In the event that staff recommends that an application not be approved, the Applicant may appeal the staff decision in writing within 7 days of notification of the negative recommendation to the City's Plan Commission who will act as the program's appeals board. The appeal will then be heard at the Plan Commission's next regularly scheduled meeting prior to action by the City Council.

7. **GUIDELINES.** Any project that proposes renovations or rehabilitation of owner occupied structures that can be shown to improve the structure's accessibility, visitability, weatherization, or sustained livability will be eligible for funding. Proposed projects should also attempt to include exterior details that will improve the overall look of the neighborhood.



Documentation in support of an application should include photographs and other documentary evidence of the building's original appearance if available. Documentation should establish that the original architectural style and character of the building façade is being retained and/or restored or that the proposed renovation is consistent with the current character of the neighborhood.

Doors and entrances are also key components that contribute to the curb appeal and accessibility of a home. They should be located in a manner consistent with the neighborhood and be fully accessible. Door trim should be wood and painted a complimentary color to the building's exterior.



When restoring or renovating, the selection of **building materials** should be limited to those consistent with the home's neighborhood.



8. **GRANT TERMS.** Applicants should provide a narrative of the project. Grants are available for up to \$7,000 per project with the maximum amount being 50% of the eligible cost. The staff shall make a determination as to what the scope of a project is, and any disputes about what constitutes a project, and determination of eligibility will then be adjudicated by the Plan Commission. Final approval will be made by the Streator City Council.
9. **PROJECT COST FINANCING.** This program is structured as a reimbursement only program, therefore Applicants must provide evidence in the form of a bank loan commitment or bank statement that adequate funds exist to complete the project before reimbursement is made. If an applicant does not have a preferred bank the City will work with Applicants (if they agree) to attempt to help them secure financing for their project with the three local FHLB member banking institutions, Centru Bank, Streator Home Savings Bank, and the First National Bank of Ottawa. If selected on the application paperwork, the City will provide the Applicant's supplied information to the member banks to attempt to secure the Applicant financing. All information provided is strictly confidential and will not be disclosed to anyone besides the member banks authorized by the Applicant.
10. **PRIORITIZATION.** Projects will generally be awarded on a first come first served basis in the event of competition for resources that makes it impossible to fund all requests. Priority will however be given when immediate renovation will stop serious deterioration of the home that would prevent the continued occupation of the structure.

APPENDIX B.

PROGRAM APPLICATION
City of Streator, LaSalle County, Illinois
Streator Owner Occupied Housing Rehabilitation Grant Program Application

1. Applicant/Property Owner Name(s): _____
a. Applicant Address: _____
b. Applicant's Daytime Phone: _____ Evening Phone: _____
c. Applicant's Email Address: _____
d. Applicant's Annual Household Income: _____
2. Property Tax ID # _____ Approx. Age of Building: _____
a. A copy of the most recent real estate tax bill is attached: YES
a. A copy of ownership information is attached: YES
3. Project Plan is attached: YES
4. Will this Project contribute to the accessibility of the building? YES or NO
5. Are building photos attached? YES or NO
5. Bank Financing Information is attached: YES or NO
If NO do you authorize the City to submit the information contained on Appendix C to the local member banks on your behalf? YES or NO If yes please complete Appendix C
6. Estimated Project Completion Date: ____ / ____ / 2017.
7. Total Estimated Project Costs: \$ _____
9. Amount of Program Funds Requested: \$ _____ = ____ % of Total Project Costs.
a. **NOTE:** All Grant Program amounts are limited to 50% of total project costs, not to exceed a maximum of \$7,000. Each Applicant must verify eligible project costs and a minimum cash or financing match of 100% of the total project costs prior to receiving Program Funds.

10. I have read the Streator Owner Occupied Housing Rehabilitation Grant Program description and fully understand and agree to the requirements of the Program. I further understand the Application must be reviewed and approved by the City prior to commencement of any Project and that failure to comply with the approved Application may result in forfeiture of Program funds.

Applicant Signature: _____ **Date:** ____ / ____ / 2017

Applicant Signature: _____ **Date:** ____ / ____ / 2017

For City Office Use

APPLICATION NO. _____

Date Application Received: ____ / ____ / 2017.

Signature: _____

Plan Commission Recommendation: Yes or No on ____ / ____ / 2017.

Signature: _____

If Application is not recommended, a written explanation is attached and will be provided to the Applicant. The Applicant may revise and resubmit the Application one time for a second review within ten (10) days, or by ____ / ____ / 2017.

Verification of \$ _____ of Eligible Project Cost confirmed on ____ / ____ / 2017.

Signature: _____

Completion of Project inspected and verified on ____ / ____ / 2016.

Signature: _____

PROJECT ACCEPTANCE

Pursuant to Ordinance No. _____, the City of Streator, LaSalle County, Illinois, accepts the attached *Streator Owner Occupied Housing Rehabilitation Grant Program Application* and agrees to pay to the Applicant, _____ Dollars and No Cents (\$ _____) upon verified completion of the project from the Federal Home Loan Bank Grant Fund for Eligible Project Costs incurred as a result of the Applicant's Project (see Exhibit 1).

The terms and conditions for the Grant shall be as follows:

1. The full Grant amount of \$ _____ shall be paid to Applicant upon verification of program eligible costs and following approval by the City's Community Development Department.

APPROVED: _____
Mayor, City of Streator - Date ____ / ____ / 2017

ATTEST: _____
City Clerk, City of Streator - Date: ____ / ____ / 2017

Check issued to applicant on ____ / ____ / 2017 Check# _____

Signature: _____

APPENDIX C.

LOCAL BANKING FINANCING INFORMATION

City of Streator, LaSalle County, Illinois

Streator Owner Occupied Housing Rehabilitation Grant Program Application

1. Applicant/Property Owner Name(s): _____
- a. Applicant Address: _____
- b. Applicant's Daytime Phone: _____ Evening Phone: _____
- c. Applicant's Email Address: _____
- d. Applicant's date of birth: _____
- e. Applicant's Social Security Number: _____
- f. Applicant's Employer: _____
Please provide a copy of your last two pay stubs
- g. Applicant's Annual Household Income: _____
- h. Applicant's Current Banking Institution _____
Please provide a copy of your last two months of bank statements

2. Does the property currently have a 1st or 2nd mortgage? _____
- a. 1st Mortgage Institution: _____
- b. Original Mortgage Amount: _____
- c. Original Mortgage Date: _____
- d. Current Mortgage Amount: _____
- e. 2nd Mortgage Institution: _____
- f. Original Mortgage Amount: _____
- g. Original Mortgage Date: _____
- h. Current Mortgage Amount: _____

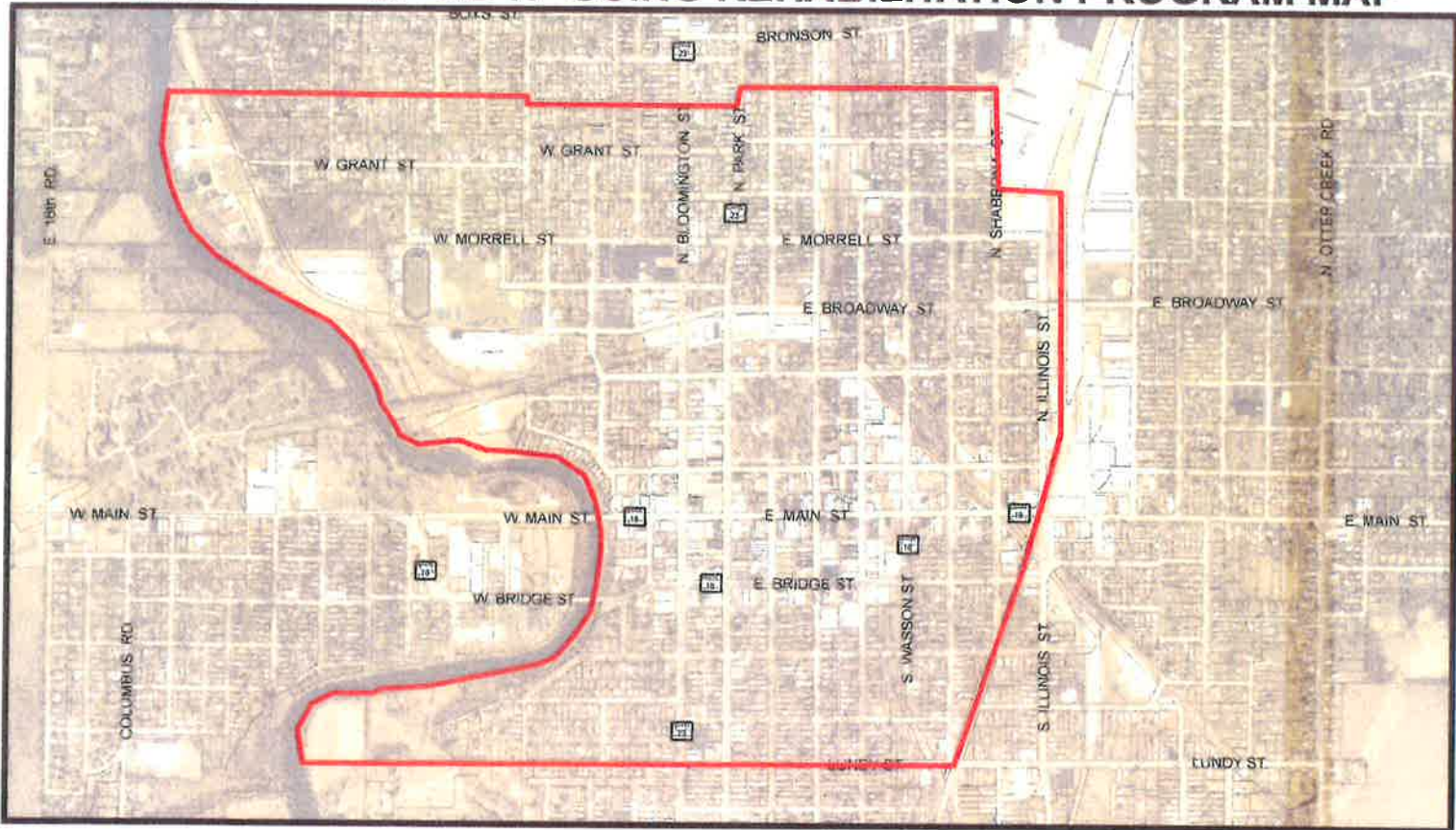
2. By signing below I am authorizing that my information be submitted to Centru Bank, Streator Home Savings Bank, and the First National Bank of Ottawa to determine my eligibility for a home renovation loan or mortgage. I further understand that following the submission of my information I am agreeing to be contacted by one or all of the listed banks to discuss a potential home mortgage or renovation loan.

Applicant Signature: _____ **Date:** ____ / ____ / 2017

Applicant Signature: _____ **Date:** ____ / ____ / 2017



CITY OF STREATOR OWNER OCCUPIED HOUSING REHABILITATION PROGRAM MAP



Legend

 PROGRAM AREA

AHP / DPP® Beneficiary Questionnaire

Complete a Beneficiary Questionnaire for each household member, 18 years of age or older.

Household Member Information

Household Member Name: Age: Number of Household Members:

Are you currently a student? Yes No If student, anticipated graduation date:

The home being purchased will be used as my primary residence. Marital Status: Married Separated

* You are considered a first-time homebuyer if any of the following are true: Unmarried (includes Single, Divorced, Widowed)

- 1) You have not owned a home during the three-year period prior to the purchase date, or
 - 2) You are divorced, legally separated or widowed and only owned a home with a (former) spouse, or
 - 3) You owned a property that could not be brought into compliance with building codes for less than the cost of a permanent structure.
- In the past 5 years, I received an AHP/DPP grant.

* Are you a first-time homebuyer? Yes No

Employment Information

Are you currently employed? Yes No If unemployed, date of last position

If self-employed, name of business: Date business established:

Do you have any pending employment/income changes? Yes No If yes, please explain below.

	Employer Name	Phone No.	Position	Start Date	Termination Date	Pay Frequency
1						▼
2						▼
3						▼

Other Income	Periodic Payment Amount	Pay Frequency	Annualized Pay
Unemployment			
Social Security			
Disability/Supplemental Income			
Child Support			
Alimony			
Pension/Annuities			
Rental Income			
Other			

Comments:

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Signature: _____

Date: _____

Printed Name: _____