



2019

CDBG Owner-Occupied Housing Rehabilitation Program Guidelines

The City of DeKalb Owner-Occupied Housing Rehabilitation Program is a program designed to assist very-low and low income families in maintaining safe, sanitary and decent housing. The objective of this program is to provide families or individuals who have insufficient resources or who cannot obtain necessary credit at affordable costs an opportunity to repair their homes. Priority must be given to emergency situations as funds are limited.

The Owner-Occupied Housing Rehabilitation Program is administered by the City of DeKalb and funded through a Community Development Block Grant (CDBG) from the Department of Housing and Urban Development. Federal Guidelines are issued on an annual basis and must be adhered to for funding under these programs.

APPLICANT ELIGIBILITY

To be eligible for the program, the applicant must: reside in the property as their primary residence, have owned the property for at least two years, show proof of ownership, show all sources of household income (all residents over 18 must provide income documents) and all household assets, and fall within the following income limits:

<u>Family Size</u>	<u>Maximum Income</u>
1	43,350
2	49,550
3	55,750
4	61,900
5	66,900
6	71,850

The applicant must also have paid all bills due to the City of DeKalb and be in good standing on all accounts with no outstanding liens, judgments, open collections, or overdue bills pending.

No member of the governing body for the City of DeKalb may apply for this program. Previous recipients of the grant portion of the program shall not be eligible for assistance until the five (5) year recapture period has expired. Recipients of repayable loans will not be eligible for an additional loan until the past loan is repaid in full.

HOW TO APPLY

To apply for assistance through this program, the applicant must submit the following items to the Community Development Department:

1. Completed application packet;
2. Copies of a photo ID for each owner of the property listing their current address;
3. Proof of income - W-2, 1090, 1040 tax return for most current year, and four most recent paystubs, Social Security and pension statements, bank statements, or written source verification of any other form of income (e.g. alimony, child support, etc.) for each member of the household over age 18. If the applicant is not required to file federal income taxes, source documentation of all bank accounts, pensions, IRA's, Social Security payments and any other sources of income will be required;
4. A list of assets and printed account statements for all savings, checking, stock, IRA, and bond accounts;
5. Proof of homeowner's insurance that is currently in force. If the property is located in a flood hazard area, proof of National Flood Insurance is also required;
6. Copy of Deed (if you do not have a copy, one can be obtained and the DeKalb County Recorder's Office at 110 E. Sycamore Street, Sycamore, IL 60178)
7. Copy of most recent tax assessment.

PROPERTY ELIGIBILITY

1. The structure must be within the City of DeKalb corporate limits.
2. The applicant must own the property for a minimum of two years prior to the application for assistance.
3. The structure must comply with proper zoning standards.
4. The structure must be owner-occupied as the owner(s)' primary residence.
5. The project must be feasible within the funding limits of the program.
6. The owner must show proof of all assets indicating the project is not affordable with current available resources.
7. The property may not be for sale or being purchased under contract.
8. Mobile homes are not eligible.
9. The property value must not be greater than \$150,000 (based on tax assessment).

ELIGIBLE ACTIVITIES

Repairs necessary for the property to meet minimum code standards as determined by the Building and Code staff may be eligible. These may include:

Roof Repair/Replacement	Gutters, Soffit and Facia	Window Replacement
Accessibility modifications	Interior wiring	Furnace/Water Heater
Plumbing Repair	Sewer lateral replacement	Water line replacement

The maximum grant per project is \$5,000. Acceptance in the program does not guarantee a full \$5,000 grant if less is required to make the needed repair. An additional no-interest loan of up to \$10,000 may be available for larger projects. Loans will be secured by a lien on the property which will be due and payable upon transfer of ownership or conveyance of title, either voluntarily or involuntarily. A scope of work will determine project eligibility and available funding. Properties where the cost to repair existing maintenance issues exceeds the maximum loan amount and will not result in a satisfactory resolution will not be eligible for funding.

INELIGIBLE ACTIVITIES

Ineligible activities include but are not limited to:

- Aluminum or vinyl siding
- Painting
- Exterior Sandblasting
- Remodeling and additions
- Central air Conditioning
- Supplies or reimbursement for Do-It-Yourself projects or improvements
- Non-essential improvements such as decks, pools or fences