

Briefly describe your home improvement project:

Estimated Project Completion Date:

Voluntary Applicant Information

To obtain statistical information, we would appreciate your voluntary cooperation in providing the following information. This information is not required for eligibility.

| | | |
|--------------------------------------|------------------------------|-----------------------|
| __ White, Non-Hispanic | __ Black | __ Hispanic, any race |
| __ American Indian or Alaskan Native | __ Asian or Pacific Islander | __ Other / Decline |

Required for Grant Consideration:

- Proof of Homeownership (Deed or Title)
- Photo IDs, all adult household members
- Proof of Fire/Homeowner's Insurance
- Most Recent Utility Bill
- Income Verification: Most recent copy of Federal Tax Return, including two months of most recent pay stubs or award letter for SSI/Social Security/Pension/Retirement/all other income
- High-quality photos of Property Address, front and both sides, showing area in need of repair

Note: Applicant must be in financial good standing with the City.
Note: Application cannot be processed without complete attachments.

I have received, read, understand and agree to abide by the *Guidelines for the Home Improvement Incentive Program*. I understand and approve that the City of Aurora may use my name and a picture of my home for the purposes of public information and publicity for the Home Improvement Incentive Program. I declare under penalty of perjury that the statements I have made in this application are true and correct.

Signature of Owner Applicant

Printed Name

Date

Signature of Co-Owner Applicant

Printed Name

Date



**City of Aurora
Guidelines for the Home Improvement
Incentive Program (HIIP)**

Purpose: To assist homeowners with exterior repairs to their primary residence.

Approval: Based on the merit, design, urgency and need of project upon review by the City of Aurora, Neighborhood Redevelopment division. The City reserves the right to prioritize applications on the basis and scope of work, level of private investment and relative impact of the proposed improvements on the City.

Assistance: Owner occupants of the home to receive the repairs are eligible to receive a grant for 90% of project cost, up to \$2,000.00. Housing upgrades covered by other City funded programs, such as Safety First, would be excluded from this program.

Eligible locations: Single family homes located in the City of Aurora.

Who's Eligible: City residents who meet the following income limits:

2016 INCOME LIMITS, Per HUD Guidelines

| Family Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Income Limit | \$43,050 | \$49,200 | \$55,350 | \$61,500 | \$66,450 | \$71,350 | \$76,300 | \$81,200 |

Eligible Improvements:

- General exterior home repairs
- Exterior painting
- Awnings
- Siding
- Repair/replacement of fencing
- Repair of windows/doors/screens
- Repairs of porches
- Landscaping
- Private driveways, curbs, sidewalks, gutters, drainage improvements
- Termite damage repair
- Other exterior improvements, to be considered on case-by-case basis.

Ineligible Improvements:

- Additions to existing structure
- Purchase or repair of decorative items and furnishings
- Interior remodeling
- Purchase or repair of equipment and tools
- Improvements completed or in progress prior to notification of approval
- Improvements performed by contractors not possessing a current City license
- Improvements made without having obtained a building permit
- Construction or repair of swimming pools, hot tubs and decks
- Repair or replacement of roofs and air conditioning units covered under another City program
- Handicapped accessibility projects which are covered under another City program
- Repair work covered by insurance or warranty policies
- Other restrictions may apply



Guidelines

- This program covers single family, owner occupied homes that are used as a primary residence;
- Applicants must be income eligible;
- The program allows for a rebate of 90% of exterior repairs up to a \$2,000.00 maximum;
- One hundred percent of all funds must be used for exterior rehabilitation projects and fees;
- Loud house paint colors, or improvements not in keeping with the character of the neighborhood will not be eligible for a reimbursement;
- Large equipment items are not eligible;
- All projects are made on a first come, first served basis and are subject to program funding limits;
- The City must approve a scope of work for all projects before work is to commence;
- The City will not rebate for projects in process or completed prior to a City issued notice of approved funding, which means no work can begin until official approval by the City
- All eligible projects due to a code violation must be corrected first before other improvements can be made;
- All code violation fees must be paid by the property owner before a project can be processed;
- Applicants must show proof of a fire/home insurance policy;
- The Program will make a good faith effort to hire and obtain materials locally;
- All improvements must be completed within 180 days of the application;
- Rebates are processed after submission of valid receipts and photographs that necessary and proper project expenses have occurred;
- Applicants must agree to legal covenants for three years that require homeownership and maintenance of the property;
- Rebates are made through the City's normal payment process.
- Applicants can reapply to the program every three years (from previous project completion). Applicants who have received \$4,999 of assistance through the City of Aurora, Joseph Corporation or Rebuilding Together Aurora within the last three years are ineligible. Applicants who have received less than \$4,999 in assistance may be eligible for partial reimbursement of eligible improvements. If you have received assistance through Rebuilding Together Aurora, Joseph Corporation, or the City of Aurora within the last five years, please consult with staff from the Neighborhood Redevelopment Division prior to submitting your application.
- Homeowner shall solicit at least three informal bids from licensed contractors for each eligible improvement, and s/he must provide those bids to the City for file.

Please initial each guideline indicating that you have read and understand each one:

- An eligible applicant for the Home Improvement Incentive Program (HIIP) is a resident of a single family residence which is owner occupied. _____
- HIIP is accessible to qualified applicants that earn up to a maximum of 80% of the Kane County Median Income or less. The median income will be adjusted based upon the number of persons residing in the household. _____
- An approved applicant must execute an Agreement and Covenants, Conditions and Restrictions prior to receipt of any rebate funds, which restricts the homeowner from renting out the home, selling the home, or reapplying for the program in a three year period from the date of execution. If the homeowner violates the Agreement and Covenants, Conditions, and Restrictions, the homeowner will be required to pay the rebate back to the City. _____
- A qualified applicant must present proof of fire and homeowners insurance prior to be eligible for funds administered under HIIP. _____
- HIIP offers partial rebates for beautification or rehabilitation exterior home improvements, which are visible from the street. _____
- The scope of work for a proposed eligible exterior home improvement must be approved by the City before the work is commenced. _____
- An eligible exterior improvement under HIIP which is remedial to a code violation shall be performed prior to any other eligible exterior improvements. _____
- An application for rebate in relation to exterior house painting under the rebate program will not be considered unless the exterior paint's color and application is consistent with the existing character of the neighborhood thereby qualifying the house painting as a neighborhood beautification effort.

- The amount of a rebate will range from \$200.00 to a maximum of \$2,000.00 for eligible exterior improvements only. _____
- HIIP may provide a rebate up to 90% of eligible exterior home improvements to a maximum amount of \$2,000.00 _____
- A rebate through HIIP will be processed only after the qualified applicant submits receipts approved by the City for the eligible exterior home improvements. _____
- All applications for rebate funds and any approved disbursements under HIIP will be considered on a first come - first serve basis until the available funds are depleted. _____



- Exterior home improvements in progress prior to the date of the HIIP application approval letter will not be considered eligible. _____
- Building permits and other approvals are the responsibility of the Applicant. Work completed without a permit that requires one will NOT be reimbursed. _____
- Exterior home improvements approved under HIIP must be completed within 180 days of the date of the application for rebate funds or they become ineligible under HIIP. _____
- A qualified applicant may apply for participation in HIIP once every three years. Prior recipients of HIIP funds must wait three years from the date the eligible exterior home improvement was completed for which HIIP funds were received prior to applying for additional HIIP funds. Successive funding depends on program resources. _____
- Any projects requiring painting/paint must be completed by an RRP-certified contractor. _____
- Some projects will require a substantial match from the applicant due to the grant award limit of \$2,000.00 of the program. _____

**CITY OF AURORA
REQUEST FOR USE OF SOCIAL SECURITY NUMBER**

Why do we collect your Social Security Number?

The Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires local governments to implement an Identity Protection Policy that includes a statement of the purpose for requesting and using an individual's Social Security Number (SSN).

What is the purpose of this request for your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

[Identify specific purpose(s) appropriate for the City of Aurora]

_____ Court order or subpoena;

_____ Law enforcement investigation;

_____ Debt collection;

_____ Internal verification;

X Administrative purposes; and/or

_____ Other: Home Improvement Incentive Program

What do we do with your Social Security Number?

We will only use your SSN for the purpose for which it was collected. We will **not**:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Name: (print) _____

Signature: _____

Date: _____

Questions, concerns or complaints may be directed to:

City of Aurora, Neighborhood Redevelopment Division, 51 E. Galena Blvd, Aurora, Illinois 60505 (630) 256-3320