

City of Peoria – 2026 Roof Program

Frequently Asked Questions

Application Process

1. Who is eligible to apply?

The program is open to homeowners residing within the City of Peoria who meet income limits by household size.

The HUD income limits are below. Your income must be at or below these amounts by household size to be eligible. Proof of residence must be provided for all household members.

Household Size	1	2	3	4	5	6
Maximum Income	\$54,700	\$62,500	\$70,300	\$78,100	\$84,350	\$90,600

2. What are the other eligibility criteria?

- Must own the home for at least one year prior to October 1 (contract for deed is not eligible)
- Must be the owner's primary residence (rental properties are not eligible)
- Must have current homeowners' insurance
- Must be up to date on any mortgages on the property
- Must not have any other liens against the property other than mortgages
- Must be current on property taxes
- Cannot owe any fees or fines to the City of Peoria
- Must not have any active code violations or code cases
- Must provide accurate income information for all members of the household
- May not have received assistance through city rehabilitation programs in the last five years

3. How do I apply?

Go to <https://www.peoriagov.org/225/Roof-Program>

You may also go directly to <https://portal.neighborlysoftware.com/PEORIAIL/Participant> . If you have not already done so, you will need to register with an email address and password, then you will be able to sign in and select Roof Program to begin your application.

You may also contact 309-494-8600 to request an application be mailed to you or you may pick up a hard copy of the application at City Hall, 419 Fulton Street, Room 203. Applications dropped off at City Hall or mailed back in must be received by Friday, October 1 at 2 pm.

4. How long do I have to apply?

The application period opens on Wednesday, September 3 at 8:30 am. It closes on Wednesday, October 1 at 2 pm. Applications may be submitted at any time during the application window.

5. Is there a limit to the number of applications that can be submitted?

Only one application per household may be submitted.

6. May I submit an application for only my garage roof?

No, garage roofs are not eligible as part of the roof program. It is for the primary residence.

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7. What documentation is required?

- Proof of income for all persons in the home over the age of 18 such as
 - IRS Tax Returns (1040) showing income for the past two years
 - Social Security 1099 (annual income for the previous year) and a printout of current monthly income
 - Payroll check stubs showing income for the last two months
 - Zero income form if do not have any income
 - Other documentation showing current income information
- Complete the IRS Form 4506-T Request for Transcript of Tax Return for everyone in the household 18 years or older (make additional copies if needed). This will be faxed by the City to the IRS requesting a transcript of your Income Tax Returns or verification of non-filing for the past 2 years.
- Copy of Driver's License or State ID for all persons in the home over the age of 18. Third party verification of residency for minors in the home (verification could be a letter from school, copy of a medical card, or State ID).
- Homeowner Insurance declaration page as proof of property insurance
- If applicable, copy of current mortgage statement/summary from financial institution to document current mortgage status and escrow of property taxes and homeowner insurance
- Other documents to clarify any questions as requested by staff

8. What if my homeowners insurance was cancelled due to the issues with my roof?

Staff can work with your insurance company to see if they will issue homeowners' insurance with the guarantee by the City that the roof will be repaired.

9. When is the lottery?

The lottery will be held online via GoToMeeting on **Tuesday, October 7th at 10:00 AM.**

You can attend the lottery through your computer, tablet, or smartphone by visiting this link: <https://meet.goto.com/121662181>. Those without computer access can call in to the meeting by dialing 1-224-501-3412 and typing in the access code: 121-662-181 to enter the meeting.

10. Do I have to attend the lottery?

No, attendance at the lottery is not required. The day after the lottery, the lottery order will be posted on the City website at <https://www.peoriagov.org/225/Roof-Program>.

11. How is the lottery conducted?

Staff will use a random number generator website to randomize the list of applicants to get a lottery order.

12. Will all applicants receive assistance?

No, due to limited funding only 25 households will be selected to receive a roof in 2026.

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13. If selected, when will my roofs be completed?

Selected addresses will be put into groups for bidding by contractors. This will take place throughout all of 2026 with the final roofs being completed in late fall 2026.

14. What happens after the lottery?

For the households selected in the lottery, staff will review applications and contact those selected to let them know of their selection and any outstanding documents that need to be submitted. Required documents may be required to be submitted within one week of being contacted by staff.

This may take a few days for staff to get through all of the selected households. Staff will also ensure that property taxes are up to date and that no fees or fines are owed to the City of Peoria, including stormwater bills.

Those households on the waitlist will receive a letter in the mail with the waitlist number. The waitlist is for this year only and does not carry over to future years.

15. What is next after having all the required paperwork submitted?

After all the required paperwork is submitted, staff will contact the selected applicant to schedule an inspection of the property. The interior and exterior inspection will ensure all life and safety requirements are met at the property and that there are no code violations. If anything needs to be repaired, staff will give the homeowner a date for a reinspection to ensure those repairs are completed.

This inspection also reviews if the current roof is worn out/deteriorated to require a new roof. This decision is made by the staff and is final.

16. Are there other eligibility requirements with these federal funds?

Yes, houses may not be in a floodplain or have any other issues that arise during the required environmental review process required by HUD. Staff will contact the selected applicant if any of these issues arise.

17. How is the order of the roofs being completed determined?

Staff attempts to put all households with active leaks or at risk of leaks as early as possible in the process. All households selected will receive a roof.

18. How are the roofs put out to bid?

The Community Development Department has a list of contractors that bid on each group of roofs. Staff will let you know when your house is out for bid as contractors may stop by to get a look at your roof in person.

Once a contractor is selected, a tri-party agreement with the City, the contractor and homeowners is signed. Staff will help mediate any issues with the contractor and staff decisions are final.

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19. Who oversees the contractor's work?

Staff will provide directions to the contractor and will do site visits to ensure the work is completed accurately.

20. Who pays the contractor?

The City will pay the contractor directly once the roof is completed.

21. What if I need copies of the invoices and payment?

Please request copies of the documents from staff and they can be provided to you.