



City of Carbondale  
 Planning & Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbondale.com

**DOWN PAYMENT ASSISTANCE PROGRAM APPLICATION**

The Down Payment Assistance program offers funding for future Carbondale residents towards the down payment of their first home within Carbondale City Limits. The City will provide no less than \$500 and no more than \$3,000 towards the down payment of the home.

To be eligible...

- 1) Applicant must be purchasing a home through a simple mortgage with the intent to own and occupy the home as his/her principal residence
- 2) The home must be the applicant’s first home purchase within the corporate limits of the city of Carbondale
- 3) The household cannot earn more than 180% of the median area income (see table below)
- 4) The applicant must provide matching funds towards the down payment proportionate to the household income (see table below)
- 5) Applicant must enter into a grant agreement with the City and place a restrictive covenant on the home which will require a portion of the grant funds to be repaid in the event the home is no longer maintained as the applicant’s principal residence. The grant funds will be prorated and forgiven in equal amounts each month the home remains owner-occupied, with all funds being forgiven five years after the grant.

2019	Household Members							
Income Limit	1	2	3	4	5	6	7	8
180%	83,588	95,513	107,43	119,363	128,925	138,488	148,050	157,613
100%	46,438	53,063	59,688	66,313	71,625	76,938	82,250	87,563
80%	37,150	42,450	47,750	53,050	57,300	61,550	65,800	70,050
50%	23,250	26,550	29,850	33,150	35,850	38,500	41,150	43,800
30%	13,950	16,910	21,330	25,750	30,170	34,590	39,010	43,430

Income Level	Owner Match
>80% MAI	100%
50% - 80% MAI	80%
30% - 50% MAI	50%
<30% MAI	30%

Once the application is approved and all requirements have been met, the City of Carbondale will provide the down payment assistance funds at the sale’s closing. The City will require that all homeowner and City contributions be itemized on the HUD-1 Settlement Statement.



City of Carbondale  
 Planning & Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbondale.com

**DOWN PAYMENT ASSISTANCE PROGRAM APPLICATION**

Applicant(s)		Phone
Address of Applicant (City, State, Zip)		
Number of family members which occupy the residence	Estimated Annual Household Income \$	
Address of Property to be Purchased (City, State, Zip)		
Current / Previous Property Owner	Estimated date of Property Transfer / Possession	
Name and Address of Lending Institution		
Loan Officer		
<p>Please attach the following</p> <ol style="list-style-type: none"> <li>1) Signed Sales Contract (If Applicable)</li> <li>2) 2 recent months paystubs of all employed occupants of the household (18+)</li> <li>3) Previous year's tax returns for all employed occupants of the household (18+)</li> <li>4) 2 recent months of checking/savings account statements for all occupants</li> </ol>		
<p>I have reviewed Ordinances No. 2016-28 and 2016-54 as attached and understand the terms and conditions and further allow the City to verify the information in order to ensure that the program requirements are met. Submission of this application does not in itself obligate the City or Home Buyer without execution of the agreement.</p>		
Homeowner	Homeowner	
Signature	Signature	
Date	Date	

For Office Use Only		
HP Administrator		Date
Development Services Director		Date
Approval by City Manager		Date

CITY OF CARBONDALE, ILLINOIS

ORDINANCE NO. 2016-28

AN ORDINANCE ESTABLISHING A DOWN PAYMENT ASSISTANCE PROGRAM IN  
THE CITY OF CARBONDALE, ILLINOIS

ADOPTED BY THE CITY COUNCIL

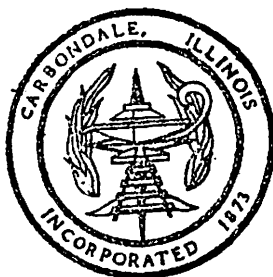
OF THE CITY OF CARBONDALE, ILLINOIS

THIS 24TH DAY OF MAY, 2016

Published in pamphlet form by authority of the City of Council of the City of Carbondale,  
Jackson County, Illinois, this 25th day of May, 2016.

CERTIFICATE OF PUBLICATION

I, Jennifer R. Sorrell, the duly qualified City Clerk of the City of Carbondale,  
Illinois, and the official custodian of the records of said City, do hereby certify that this  
Ordinance was published in pamphlet form by authority of the City Council on the 25th  
day of May, 2016.



  
\_\_\_\_\_  
Jennifer R. Sorrell, City Clerk

ORDINANCE 2016-28

AN ORDINANCE ESTABLISHING A DOWN PAYMENT ASSISTANCE PROGRAM IN  
THE CITY OF CARBONDALE, ILLINOIS

WHEREAS, the City of Carbondale, Illinois, is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, pursuant to Article VII, Section 6(a), of the Illinois Constitution, 1970, the City of Carbondale may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, the City of Carbondale has a high number of rental properties within the City limits and the City Council desires a method of encouraging home ownership and finds that offering a Down Payment Assistance Program may be one step in this process; and

WHEREAS, the assistance will be in the form a matching down payment up to \$3,000 for any homebuyer purchasing their first home within the Carbondale city Limits, the homeowner's required match would be proportionate to their income levels based upon the Median Area Income (MAI) Levels for the previous year; and

WHEREAS, the homeowner would be required to record a restrictive covenant on the property which will require the home to remain owner-occupied for a period of five (5) years with the down payment assistance being recaptured if the property ceases to be owner occupied at a prorated rate of  $\frac{1}{60}$ <sup>th</sup> of the original amount for each month the home is owner occupied during the five (5) years; and

WHEREAS, the City Council of the City of Carbondale, Illinois finds it in the best interest of the City of Carbondale to establish a Down Payment Assistance Program with a matching down payment of up to \$3,000 based upon the MAI Levels for the current year, with a

restrictive covenant being recorded on the property in which the home will remain owner-occupied for a period of five (5) years with the down payment assistance being recaptured if the property ceases to be owner occupied at a prorated rate of 1/60th of the original amount for each month the home is owner-occupied during the five (5) years; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARBONDALE, ILLINOIS, AS FOLLOWS:

SECTION 1. The City of Carbondale hereby establishes a Down Payment Assistance Program with a matching down payment of up to \$3,000 based upon the MAI Levels for the current year, with a restrictive covenant being recorded on the home which will require the home to remain owner-occupied for a period of five (5) years with the down payment assistance being recaptured at a prorated rate of 1/60th of the original amount for each month the home is owner occupied during the five (5) years. Assistance shall not be provided for any household with an income exceeding 120% of the MAI levels for the current year.

SECTION 2. That the City Manager of the City of Carbondale is hereby authorized to and shall take any and all reasonable, necessary and proper actions to carry out the intent and purposes of this Ordinance, including but not limited to, establishing terms and conditions for eligibility under the Down Payment Assistance Program and entering into agreements with eligible recipients for funding.

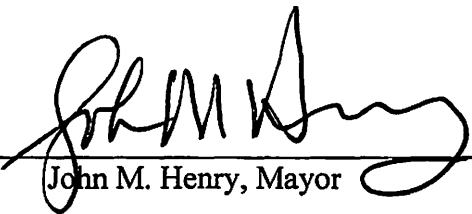
SECTION 3. That the Finance Director is hereby authorized to disperse the funds necessary to accomplish the intent of this Ordinance.

SECTION 4. That all ordinances and parts thereof in conflict herewith are expressly repealed and are of no other force and effect.

SECTION 5. That it is the intention of the City Council of the City of Carbondale that this Ordinance and every provision thereof shall be considered separable and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

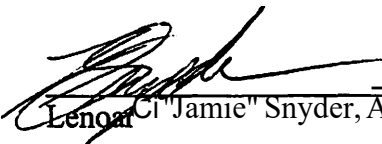
SECTION 6. That the City Council of the City of Carbondale finds that the subject matter of this Ordinance pertains to the government and affairs of the City of Carbondale and is passed pursuant to authorities granted it by State statutes and the Home Rule powers of the City of Carbondale pursuant to the provisions of Article VII, Section 6(a) of the Illinois Constitution.

SECTION 7. That this Ordinance shall take effect upon its passage, approval, recording, and publication in pamphlet form in accordance with law.

APPROVED:   
John M. Henry, Mayor

ATTEST:   
Jennifer R. Sorrell, City Clerk

APPROVED AS TO LEGALITY AND FORM:

  
Lenora C. "Jamie" Snyder, Assistant City Attorney



FOR: Kang, Bradshaw, Harvey,  
Fronabarger, Grant, Loos, Henry  
AGAINST: None  
PASSED: May 24, 2016  
APPROVED: May 24, 2016  
RECORDED: May 25, 2016  
PUBLISHED: May 25, 2016

CITY OF CARBONDALE, ILLINOIS  
ORDINANCE NO. 2016-54

AN ORDINANCE AMENDING THE DOWN PAYMENT ASSISTANCE PROGRAM IN  
THE CITY OF CARBONDALE, ILLINOIS

ADOPTED BY THE CITY COUNCIL  
OF THE CITY OF CARBONDALE, ILLINOIS  
THIS 20TH DAY OF SEPTEMBER, 2016

Published in pamphlet form by authority of the City of Council of the City of Carbondale,  
Jackson County, Illinois, this 21st day of September, 2016.

CERTIFICATE OF PUBLICATION

I, Jennifer R. Sorrell, the duly qualified City Clerk of the City of Carbondale,  
Illinois, and the official custodian of the records of said City, do hereby certify that this  
Ordinance was published in pamphlet form by authority of the City Council on the 21st day  
of September, 2016.



  
\_\_\_\_\_  
Jennifer R. Sorrell, City Clerk



ORDINANCE 2016-54

AN ORDINANCE AMENDING THE DOWN PAYMENT ASSISTANCE PROGRAM IN  
THE CITY OF CARBONDALE, ILLINOIS

WHEREAS, the City of Carbondale, Illinois, is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, pursuant to Article VII, Section 6(a), of the Illinois Constitution, 1970, the City of Carbondale may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, on May 24, 2016, the City Council of the City of Carbondale established, in Ordinance 2016-28, a down payment assistance program to encourage homeownership in the city of Carbondale; and

WHEREAS, since the grant was formed, City staff has noticed that the 120% maximum Median Area Income requirement may be limiting participation; and

WHEREAS, the City Council finds it in the best interest of the City of Carbondale to amend the language to allow for the maximum Median Area Income limit to be raised to 180%; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARBONDALE, ILLINOIS, AS FOLLOWS:

SECTION 1. That the City Council hereby amends the Down Payment Assistance Program so that the 120% Median Area Income limit be raised to 180%.

SECTION 2. That the City Manager of the City of Carbondale is hereby authorized to and shall take any and all reasonable, necessary and proper actions to carry out the intent and

purposes of this Ordinance, including but not limited to, establishing terms and conditions for eligibility under the Down Payment Assistance Program and entering into agreements with eligible recipients for funding under the Down Payment Assistance Program.

SECTION 3. That the Finance Director is hereby authorized to disperse the funds necessary to accomplish the intent of this Ordinance.

SECTION 4. That all ordinances and parts thereof in conflict herewith are expressly repealed and are of no other force and effect.

SECTION 5. That it is the intention of the City Council of the City of Carbondale that this Ordinance and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

SECTION 6. That the City Council of the City of Carbondale finds that the subject matter of this Ordinance pertains to the government and affairs of the City of Carbondale and is passed pursuant to authorities granted it by State statutes and the Home Rule powers of the City of Carbondale pursuant to the provisions of Article VII, Section 6(a) of the Illinois Constitution.

**SECTION 7.** That this Ordinance shall take effect upon its passage, approval, recording, and publication in pamphlet form in accordance with law.



APPROVED: \_\_\_\_\_

*John M. Henry*  
John M. Henry, Mayor

ATTEST: \_\_\_\_\_

*Jennifer R. Sorrell*  
Jennifer R. Sorrell, City Clerk

FOR: Bradshaw, Fronabarger, Grant,  
Harvey, Kang, Loos, Henry  
AGAINST: None  
PASSED: September 20, 2016  
APPROVED: September 20, 2016  
RECORDED: September 21, 2016  
PUBLISHED: September 21, 2016

