



CITY OF BEREA

"The Grindstone City"

Cyril M. Kleem
Mayor

11 Berea Commons
Berea, Ohio 44017
(440) 826-5800
(440) 234-5628

Website: www.cityofberea.org

Dear Applicant,

Please find enclosed an application for the City of Berea's Neighborhood Improvement Housing Program. This program enables eligible low to moderate income homeowners in Berea to make basic repairs and improvements on their home. In order to receive funding, the potential project must address one of the following:

- 1) A problem constituting a violation of the City's exterior maintenance ordinance.
- 2) A problem or situation that is considered detrimental or one that poses a threat to life and/or the health safety of the occupant (s) and requires immediate action. Please keep in mind that emergency projects are first priority.

To qualify for this program, you must:

- 1) Meet the income guidelines provided by the U.S. Department of Housing and Urban Development (HUD). Please refer to the income guideline on the reverse side.
- 2) You must own and occupy your home.
- 3) You are required to pay a portion of the project cost. Your payment depends on your household size and total household income. Please refer to the income guideline table on the reverse side of this form.

To apply for this program, please complete the application in its entirety and return it with the required documentation to:

Attn: Megan Pochatek
Housing and Community Services Division
11 Berea Commons
Berea, OH 44017

To expedite the processing of your application, please submit with your application any information from the following list that applies to you. Please note that if all pertinent information is not included, it may delay or possibly forfeit the application due to the high number of applicants interested in this program.

INFORMATION MUST BE PROVIDED FOR EACH ADULT RESIDENT (Age 18 or older).

- Copy of the most recent tax return for each adult household member. **Please include the appropriate IRS schedules (Schedules E) in the event you receive income from rental properties.*
- Copy of the most recent proof of income from all sources.
 - Copy of any Social Security/disability statement or income award letter for each adult household member.
 - Copy of the most recent six (6) pay stubs for each adult household member.
 - Copy of pension income for any adult household member.
 - Copy of court order for award of monthly child care support payments and child support payment history for the past six months for any adult household member.
- Copy of the last two quarterly statements for any stocks, bonds, money market, IRA, 401K, Keogh accounts or any similar types of interest-bearing accounts for each household member.
- Copy of any statement from insurance companies reflecting any cash value in any life insurance policy eligible for payment before death for any adult household member.

Please contact Megan Pochatek or Kathy Palmer at (440) 891-3316 with any questions. Thank you for your interest in this program.

Sincerely,

Cyril Kleem
Mayor

INCOME GUIDELINE CHART

<u>20%</u> <u>30%</u> <u>40%</u> <u>50%</u>				
(Percentage of the project that resident is required to pay back)				
<u>Household</u>				
<u>Size</u>	<u>Household Income</u>			
1	\$22,300	\$26,800	\$31,220	\$35,700
2	\$25,500	\$30,600	\$35,700	\$40,800
3	\$28,700	\$34,400	\$40,180	\$45,900
4	\$31,850	\$38,200	\$44,590	\$50,950
5	\$34,400	\$41,300	\$48,160	\$55,050
6	\$36,950	\$44,400	\$51,730	\$59,100
7	\$39,500	\$47,400	\$55,300	\$63,200
8	\$42,050	\$50,500	\$58,870	\$67,300

How the program works:

1. The application is made by the homeowner with copies of required documentation attached.
2. The City reviews the application. The Building Department will take pictures of the potential project. **The requested project must be considered a violation of any applicable local law.*
3. The homeowner will receive a written response to their request.
4. The City of Berea's Housing and Community Services Division will request quotes from three different contractors.
5. Once the City chooses the contractor, the homeowner will be required to sign a payment agreement with the City of Berea.
6. The contractor is responsible for obtaining any necessary permits.
7. The contractor and/or City will contact the homeowner to schedule a time to begin the work.
8. The City of Berea will pay the contractor in full upon project completion. The homeowner will receive an invoice from the City of Berea for their required portion of the project cost.
9. The Building Department will make a final inspection and may photograph the completed project.

