



2023 NEIGHBORHOOD STABILIZATION GRANT PROGRAM GUIDELINES

**The city does not have a recommended list of contractors for work.
Winners must select their own contractor and pay all costs over the \$2,500.00.**

ELIGIBLE IMPROVEMENTS:

All work performed must be **exterior work**, which results in the repair, improvement, reconstruction, maintenance, or enhancement of the exterior faces of the property. Property must be owner-occupied. Rental property is prohibited from this program.

The contractor or tradesperson selected by the homeowner must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is **best qualified** to perform the scope of work. Contractors cannot be related to the homeowner. All work must be completed and inspected by June 30, 2023.

Any price increases above \$2,500.00 is the responsibility of the property owner. The city does not pay federal, state or local taxes.

A building permit is required. No permit fees will be assessed. The contractor will be paid directly by the City of Berkeley after all work is completed and inspected by City of Berkeley Inspectors. No monies will be given to the homeowner or contractor who is a relative to the owner. Once the invoice is submitted, a check will be released within 14-21 business days. No same day payment.

ELIGIBLE EXTERIOR WORK MAY INCLUDE:

- Driveway
- Exterior Doors Windows Roof
- Gutters & Downspouts
- Exterior Painting (*Proper preparation required*)
- Landscaping
- Porches
- Caulking and Winterizing
- Overhang Siding
- Tuck-pointing
- **Items not listed must be approved by the City Manager**

STEPS FOR A SUCCESSFUL PROJECT:

1. Identify the work to be done.
2. Call to schedule the inspector for a site visit: **(314) 400-3713**
3. Inspector to take a picture of the work to be done.
4. Once the inspector approves the work to be done, homeowner selects a contractor.
5. Have the contractor pull a **no-cost permit at City Hall**. (*No down payment to the contractor is permitted*)
6. Have the work completed.
7. Contractor/Homeowner shall call for a final inspection
8. Contractor shall submit invoice to City Hall for payment by mail or email:
Public Works Department
8425 Airport Road, St. Louis, MO 63134
pwsecretary@ci.berkeley.mo.us
9. Payment will be made in 14-21 business days.



2023 Neighborhood Stabilization Grant Program APPLICATION

Neighborhood Stabilization Grant Program Applications will be accepted FEBRUARY 1-28, 2023.
Drawing will be during the MARCH 6, 2023 COUNCIL MEETING.

Date: ____ / ____ / ____

Maximum Amount: **\$ 2,500.00**

*In completing the application, please type or write or print legibly.
Be as clear as possible and read all questions before answering to avoid repetition.*

ELIGIBLE IMPROVEMENTS:

All work performed must be **exterior work**, which results in the repair, improvement, reconstruction, maintenance, or enhancement of the exterior faces of the property. Property must be owner-occupied. Rental property is prohibited from this program.

ELIGIBLE EXTERIOR WORK MAY INCLUDE:

Driveway/Walkways

Exterior Doors

Windows

Roof

Gutters & Downspouts

Exterior Painting (*Proper preparation required*)

Landscaping

Porches/Decks

Caulking and Winterizing

Overhang

Siding/Exterior Wall

Tuck-pointing

Tree Removal

Tuck-pointing

Items not listed must be approved by the City Manager

PROPERTY INFORMATION

(Must be owner-occupied)

PROPERTY ADDRESS:

Street Address _____

City _____

State _____

Zip _____

LEGAL OWNER(S) OF RECORD: _____

MAILING ADDRESS:

Street Address _____

City _____

State _____

Zip _____

PHONE #:

(____) _____ - _____

E-MAIL:



PROJECT SUMMARY

1. Briefly describe your property, including the date of purchase.
Attach a copy of the St. Louis County Real Estate Property Tax form.

2. **Scope of Work:** Describe the work you will be undertaking. Explain how the work will enhance the property. Describe in detail the materials and methods that you propose to use.

3. Briefly describe any rehab work you have already completed on the property. List the major work items and the year in which the work was completed.

4. Describe how the proposed request for funds will repair a serious maintenance problem affecting the physical condition of the property.



REQUEST FOR FUNDS

A completed application identifying work to be done and a tax receipt showing ownership of the property. Homeowner(s) can select contractor after the drawing.

The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is *best qualified* to perform the scope of work.

Any price increases above \$2,500.00 is the responsibility of the property owner. The city does not pay federal, state, or local taxes. Contractor shall provide a W-9 with invoice for payment.

*The contractor will be paid directly by the City of Berkeley after all work is completed and inspected by Berkeley Inspectors. **No monies will be given to the homeowner.** Once the invoice is submitted, a check will be released within 14-21 business days. No same day payment.*

*All work must be completed and inspected no later than **June 30, 2023.***

Owner(s) Print Name: _____

Signature(s): _____

Owner(s) Print Name: _____

Signature(s): _____

STAFF USE ONLY – DO NOT WRITE BELOW THIS LINE

Application Number: 2023-_____

Staff Initials: _____

Date Received by Public Works: ____ / ____ / ____

Inspector Assigned: _____

Inspection Date: ____ / ____ / ____

RESULTS:

***INSPECTOR SHALL ATTACH PICTURES OF WORK REQUIRING FUNDING.
BEFORE AND AFTER PICTURES ARE NEEDED FOR PAYMENT.***