

## JEFFERSON COUNTY COMMISSION



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**Community and Economic Development**  
*Dr. Frederick L. Hamilton, CECD/EDFP, Director*  
Suite A-430  
716 Richard Arrington, Jr. BLVD. North  
Birmingham, Alabama 35203-0115  
Telephone (205) 325-5761  
Fax (205) 325-5095

January 11, 2016

Dear Homeowner:

We are in the process of accepting applications for our Community Development Block Grant (CDBG) Homeowner Housing Rehabilitation program. Please keep in mind that we receive hundreds of applications for assistance, but due to cuts at the federal level, we will only have enough funds at the beginning of our new Program Year (October, 2016) to approve approximately 20 homes. Rehabilitation will be for **critical repairs only** and will not include remodeling or painting.

Consequently, we have instituted a rating system that allows us to address homes with the most need and homeowners least able to afford to have their homes rehabilitated.

If your application is not approved this cycle, we encourage you to re-apply in the future. We will send you an application at the next open season for applications.

This program is subject to change based on the availability of funding.

I have enclosed the application we will be accepting **until 5:00 p.m. on February 29, 2016.**

Should you have any questions pertaining to this matter, please feel free to contact the Housing Division at 205-325-5761.

Sincerely,

Frederick L. Hamilton

**Enclosure**



## **Instructions on Submitting a Housing Rehabilitation Application**

**Please note that if your application must be complete for consideration.**

### **Eligibility requirements for Housing Rehabilitation Assistance:**

1. You must **own** and reside at the property (owner occupied). Rental property is not eligible.
2. All property taxes must be current.
3. The property must be in Jefferson County but **cannot** be within the **City of Birmingham, Helena, Hoover, Bessemer, County Line, Sumiton, or Argo.**
4. Only applicants who have **not received assistance** on their home within the last 10 years will be considered.
5. Applicants must meet an income eligibility requirement which is no more than 80% of median income.

### **How to Submit Your Housing Application and Required Documents:**

1. Complete the application in its entirety. List all persons living in the household, their relationship to the applicant, age, social security numbers, and income. **Failure to list all persons and their documentation will result in your application being rejected.**
2. Please list the critical repairs and modifications that are a priority. If your application is approved, there will be a limit on the amount of repairs that may be performed.
3. Complete the Household Compensation Worksheet. Make sure that all persons listed on the application are also listed on the worksheet. **You must sign the Household Compensation Worksheet to attest that all the information reported is factual and complete.**
4. You must submit a **copy** of the following documents: **DO NOT SEND ORIGINALS**
  - **Income Verification for all members in the household:** This can be earnings statement, pay stub, copy of your check, social security statement, bank statement, disability statement, unemployment compensation statement, pension statement, child support, or any other document to support your income.
  - **Ownership Verification:** Property tax receipt, valid deed or tax card to your property.

### **Failure to submit the documents will result in your application being rejected.**

5. Submit the Application, Household Compensation Worksheet, and required documents to our office no later than **5: 00 P.M. on February 29, 2016.** The application package may be hand delivered or mailed to:

(Continued on the next page.)

Jefferson County Community & Economic Development  
ATTN: Housing Division  
716 Richard Arrington Jr. Blvd. N  
Suite A-430  
Birmingham, AL 35203

6.If you need assistance in completing the application please call the Housing Division at 205-325-5761.

Please be aware that the Jefferson County Department of Community and Economic Development's Housing Rehabilitation Grant Program is contingent on, and funded by Community Development Block Grants (CDBG) from the Department of Housing and Urban Development (HUD). Our office reserves the right to alter the Housing Rehabilitation Grant Program at any time due to a reduction in funding from HUD.

If you have questions regarding the application, the application process, or need assistance in completing your application, please contact the Housing Division at **205-325-5761**.

