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May 23, 2025

Dear Certified Home Improvement Program Applicant,

Thank you for your interest in participating in Belleville's Home Improvement Program. The following is a brief overview of the program.

INCOME/ASSET QUALIFICATIONS

# of Household Members	One (1) household member	Two (2) household members	Three(3)) household members	Four (4) household members	Five (5) household members
<u>Maximum</u> Income	\$75,840	\$86,640	\$97,440	\$108,240	\$116,960

If household income exceeds the maximum allowable income for the household size as listed above, please do not continue with this application.

Total allowable assets in Region 2 (Essex, Morris, Union and Warren Counties) is \$300,000.00. This amount includes real estate. If the primary residence, has no mortgage or debt and is valued at or above the regional asset limit, the household will be determined ineligible for the HIP Program.

Step One

- After you have submitted an application, it will be reviewed to determine your income eligibility and whether your home contains any eligible repairs.

Step Two

- If you have been granted a certification of eligibility to participate in the program, a general home inspector will contact you to schedule an appointment to inspect your property.

Step Three

- Once the general home inspector visits your home and prepares an inspection report and cost write-up, a lead inspector will contact you to schedule an appointment to also inspect your property.

Step Four

- The lead inspector will prepare a report to determine whether the proposed improvement will produce any lead based paint disturbances. If lead based paint disturbances are identified, the information will be sent to the general home inspector to revise the general home inspection report.

Step Five

- Once the general home inspection report is finalized, you will receive a notification to contact contractors who have been certified to participate in the program. Once you have scheduled appointments with the contractors, we will provide the contractors with the necessary documentation to review and complete.



Step Six

- After the bids have been prepared, we will review the documentation and schedule a conference with you. Once the bid conference occurs, we will also schedule pre-construction conference with you. During the pre-construction conference, we will provide you with the documentation that must be signed prior to the work commencement.

If you have any questions about the program, please feel free to contact me at 732-410-2651 or tford1@cmeusa1.com.

Very truly yours,
CME Associates

Patricia Gallagher
Office of the Administrative Agent