



EMERGENCY HOME REPAIR PROGRAM GUIDELINES AND APPLICATION

OVERVIEW

This program is made possible by the federal Community Development Block Grant Program. A grant of up to \$6,000.00 is available per owner occupied home to assist with specific home repairs that eliminate conditions that are detrimental to the safety, and health of the residents.

Eligible repairs include but are not limited to the following:

- Faulty roofs: Serious roof problems due to wind, tree damage, fire, etc. that threatens the safety or health of the residents.
- Heating system in winter: (October 1st to May 15th) A homeowners heating system breaks down and requires repair or replacement.
- Air conditioning in summer: (May 16th to September 30th) with a written letter from a licensed physician stating that air conditioning is medically required.
- Electrical problem: An inadequate electrical problem that creates either a fire or safety hazard.
- Plumbing problems: The plumbing system in the home needs immediate repair to avoid serious water damage to the structure, or a water utility must be replaced on the home in order to maintain a clean, safe source of water.

Eligibility Requirements

The house must be a single-family dwelling located within the city limits of Parkersburg, and be owner occupied. Eligible participants must be at or below 80% of the area median income. Both income, and assets will be verified in most cases before an emergency home repair project will be started. The total household income is a combined income of every person living in the home, and cannot exceed the following:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$41,850	\$47,800	\$53,800	\$59,750	\$64,550	\$69,350	\$74,100	\$78,900

(Effective: June 1, 2024)

Ineligible repairs include but are not limited to the following:

- Any repairs of a cosmetic nature.
- Any repairs to storage buildings, garages, or any other structure not attached to the living unit.
- Any general maintenance such as changing furnace filters, service calls for any repair technician.
- Minor plumbing repairs such as leaking faucets, running toilet tank, water or gas

- leaking due to a loose connection, clogged sink or bathtub drain line, etc.
- Any physical activities such as removal of trash and debris, landscaping of any kind, grass cutting, painting, etc.

Application Process

Applications are available year-round, starting in July with the City of Parkersburg's Fiscal Year.

- The interested party submits a completed application. The application must have all the following, appropriate documentation included:
 - Prior year Income Tax return and W-2's
 - 2 months of paycheck stubs
 - Social Security Statement (Disability, SSI)
 - Unemployment Compensation
 - TANF Payment
 - Other Sources of Income (Alimony, Child Support, Pension, etc.)
 - 6 months of Checking Account Statements
 - 1 month Savings Account Statement
- The City's Housing Inspector will perform a detailed work write-up, documenting the scope of repairs being requested. The Development Office staff will evaluate the application, as well as the applicant's financial eligibility.
- If the application is approved, the City will bid out the project using a list of qualified, licensed contractors.
- Contractors will contact the applicant for a detailed inspection of the home and will submit a bid to the City.
- The City opens the bids and eliminates bids that exceed the City's estimate by more than 10%. The City then presents the remaining bids to the applicant, who decides which contractor is awarded the bid.
- Once the contract is signed, the selected contractor has 90 calendar days to complete the work, with final approval coming from the owner.

Individuals and households who have applied/received funding from other City Rehabilitation Programs are eligible to apply for the Emergency Home Repair Program. Applicants who have received aid from City Rehabilitation Programs, should declare which programs on the application.

Basic Criteria of the Emergency Home Repair Program

The program is designed to assist low- and very low-income homeowners (as defined by the U.S. Department of HUD) on an emergency repair for their household on a first-come, first-serve, basis. Assistance will be provided in the form of a grant. Participants will not have to repay any portion of the grant. Once an emergency is discovered by the homeowner, the homeowner must complete the application form

and turn it into the City of Parkersburg Development Department with documentation of income (pay stub, W-2, etc.) During the time the Development Department is determining income eligibility, the Housing Inspector will assess damages, determine if repairs are eligible and start addressing the repair procedures according to the situation. Under no circumstance will Emergency repair assistance be provided if the housing inspector determines that the repairs needed are due to the homeowner's negligence, failure to perform routine maintenance, or deficient service by an unlicensed person. All determinations of eligibility are left to the discretion of the Housing Inspector.

If you have any questions about the program, please contact the City of Parkersburg Development Department:

City of Parkersburg Development Department
One Government Square
P.O. Box 1627 Parkersburg WV 26102
Phone (304) 424-8452
Fax (304) 424-8464

EQUAL HOUSING OPPORTUNITY

We do Business in Accordance with the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status (having one or more children), or national origin

- In the sale or rental of housing or residential lots.
- In advertising the sale or rental of housing.
- In the financing of housing.
- In the appraisal of housing.
- In the provision of real estate brokerage services.
- Blockbusting is also illegal.

Anyone who feels he or she has been discriminated against should send a complaint to: U.S. Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity, Washington, DC 20410 or HUD Regional Office, 339 Sixth Avenue, 6th Floor, Pittsburgh, PA 15222 HUD Regional Office, Pittsburgh, PA



EMERGENCY HOME REPAIR PROGRAM APPLICATION

Please complete this application and sign the last page. List the type of emergency you are experiencing. Please note that assistance is based on a first-come first-serve basis, and is under the discretion of the Development Projects Administrator.

Application Date: _____

Home Owner: _____

Phone #: _____

Co-Owner: _____

Alternate Phone #: _____

Physical Address: _____

Primary Contact Person: _____

Please provide a brief description of your emergency repair. Attach additional sheets if required.

Household Information

Beginning with yourself, list every person living in your household and the information requested.

First and Last Name	Social Security # (Last 4 Digits)	Gross Monthly Income	Source of Income
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Gross income is the total income BEFORE taxes or other items are deducted. Sources of income may include: employment, retirement, social security, SSI, SSD, VA benefits, unemployment income, annuities/pension, alimony, child support, TANF, regular contributions from family, rental income, or other regular payments.

The following information is necessary for Federal Reporting and to ensure guidelines are being met:

1. Do you live in a Female-Headed Household? Yes No
2. Has the homeowner been deemed disabled? Yes No
3. Is the homeowner over the age of 65? Yes No
4. Please check one ethnic background: Hispanic Not Hispanic
5. Please check the most appropriate race group:
 - White
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - American Indian/Alaskan Native & White
 - Black/African American & White
 - American Indian/Alaskan Native & Black/African American
 - Asian
 - American Indian/Alaskan Native
 - Asian & White
 - Other Multi-Racial
6. Where you reside, do you:
 - Own Rent Other

7. To the best of your knowledge, was your home built before or after 1978?

Before After

Please circle the income range that represents your family's projected TOTAL yearly income based on your family size. For example, if you have three (3) members in your family, find the row on the left under "Family Size" and circle the income range that contains your total family income. The Emergency Home Repair Program can only accept applications from homeowners at or below 80% of the Area Median Income (AMI) limits.

Family Size	Total Family Income		
	30%	60%	80%
1	\$0 – \$15,700	\$15,701 – \$31,380	\$31,381 – \$41,850
2	\$0 – \$17,950	\$17,951 – \$35,880	\$35,881 – \$47,800
3	\$0 – \$20,200	\$20,201 – \$40,380	\$40,381 – \$53,800
4	\$0 – \$22,400	\$22,401 – \$44,820	\$44,821 – \$59,750
5	\$0 – \$24,200	\$24,201 – \$48,420	\$48,421 – \$64,550
6	\$0 – \$26,000	\$26,001 – \$52,020	\$52,021 – \$69,350
7	\$0 – \$27,800	\$27,801 – \$55,620	\$55,621 – \$74,100
8	\$0 – \$29,600	\$29,601 – \$59,220	\$59,221 – \$78,900

ADDITIONAL INFORMATION:

1. Has your household received rehabilitation aid from the City of Parkersburg?

Yes No

If yes, please specify the year and scope of previous work: _____

CERTIFICATION:

I hereby certify that I own and occupy the home described above as my primary residence, that the above information is complete and true to the best of my knowledge, and I give the City of Parkersburg permission to verify the contents of this application and to facilitate the repairs of my home.

Applicant Signature Date

Co-Applicant Signature Date

INCOME VERIFICATION:

Please attach the following information (if applicable)

- Prior year Income Tax return and W-2's
- 2 months of paycheck stubs
- Social Security Statement (Disability, SS)}
- Unemployment Compensation
- TANF Payment
- Other Sources of Income (Alimony, Child Support, Pension, etc.)
- 6 months of Checking Account Statements
- 1 month Savings Account Statement