



MINOR HOME REPAIR PROGRAM GUIDELINES

CITY OF PARKERSBURG, WEST VIRGINIA

OVERVIEW

The City of Parkersburg, through the use of Community Development Block Grant (CDBG) funds, has established the Minor Home Repair Program (MHRP). The MHRP seeks to provide residents who may not normally qualify for a traditional home equity loan with a grant to make needed improvements to their home to bring the unit closer to state and local building code standards.

The program will evaluate applicants on eligibility criteria, scope of needed repairs, cost estimate, and if the applicant has previously applied to home repair programs. Applicants, who did not receive funding in previous years, may be prioritized. Assistance is under the discretion of the Department of Development.

I. ELIGIBILITY CRITERIA AND DEFINITIONS

A. Income

The funding source for the Minor Home Repair Program is the U.S. Department of Housing and Urban Development’s (HUD’s) CDBG Program. The City is required to comply with certain Federal regulatory requirements.

Under the CDBG Program’s regulations, a qualifying applicant for the MHRP must be a low-and moderate-income person, family, or household as defined under HUD’s Income Limits for the Parkersburg Metropolitan Statistical Area. The income guidelines are subject to change. Effective **June 1, 2024**, the guidelines, or income limits, are as follows:

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

Please Note: If the above requirements are met by an applicant it shows eligibility to participate in the Program.

B. Income Sources

The income for a person, family, or household for this program will be based upon total household gross annual income. The definition of annual income shall be consistent with the Federal regulation found at 24 CFR 813.106. Annual income shall be all anticipated income from all sources received by the family head, spouse, and by each additional member (aged 18 years and older) of the family or household, related or unrelated, including net income derived from assets, for the twelve-month period following the initial determination of income. Annual income includes, but is not necessarily limited to:

- ❑ Wages, salaries, tips, commissions, etc.
- ❑ Self-employment income from own non-farm business, including proprietorships and partnerships.
- ❑ Farm self-employment income.
- ❑ Social Security or railroad retirement.
- ❑ Supplemental Security Income, Aid to Families with Dependent Children, or other public assistance or public welfare program.
- ❑ Retirement, survivor, or disability pensions.
- ❑ Any other sources of income received regularly, including Veterans' Administration (VA) payments, unemployment compensation, and alimony.

Acceptable proof of income shall include, but not necessarily be limited to, the previous year's filed federal tax return (IRS 1040) and W2 forms; current wage and earning statements; copies of recent wage/salary or benefit check stubs; and copies of bank statements. The City of Parkersburg reserves the right to request additional income documents such as third party verifications of all income and assets as needed.

C. Dwelling Requirements

To comply with federal regulations, the following criteria apply to the Minor Home Repair Program (MHRP):

- ❑ The dwelling unit must be located within the City of Parkersburg; and
- ❑ It will be occupied as the primary and principal residence of the applicant.

II. TERMS AND CONDITIONS

A. Grant Amount

The City of Parkersburg will provide up to \$15,000 in CDBG funds as an "earned" grant to eligible and approved MHRP applicants to bring a unit closer to state and local building standards. No repayment is necessary for grants. The grant period would be five (5) years with 0% interest. The grant would be forgivable at the rate of 20% per year for the five (5) year term. The amount of assistance is determined by what is reasonable and customary, on a case-by-case basis, with a maximum not to exceed the amount of \$15,000.

The City of Parkersburg will place a deed of trust on the property and the City will subordinate to the first mortgage. However, if the MHRP applicant sells, leases, or transfers the property or fails to use it as their primary and principal residence, the MHRP applicant will be required to repay a pro-rate share of MHRP assistance to be determined based on an "earned" grant formula of forgiveness at the rate of 20% per year for five (5) years.

B. Applications

Applicants should not apply to the Minor Home Repair Program and Emergency Home Repair Programs in the same funding year. Applicants may reapply to the Minor Home Repair Program the following year or apply to the Emergency Home Repair Program if the needs of the applicant have changed. Applicants should include on applications if they have or have not received prior repair funding from home repair programs.

C. Affordability Period

Once the initial CDBG investment is made, no additional Minor Home Repair Program Applications can be submitted by the applicant nor reviewed by the department staff. Throughout the affordability period, the assisted housing must remain owner-occupied and shall be imposed by a deed restriction. CDBG funded rehabilitation is not available to HOME-assisted residences until all programmatic are fulfilled. Affordability restrictions remain in force regardless of transfer of ownership (affordability restrictions may terminate upon foreclosure or transfer in lieu of foreclosure). The following table provides the length of affordability period for each level of CDBG funding.

CDBG Investment per Unit	Maximum Affordability Period
Less than \$15,000	10 Years
\$15,000 - \$40,000	15 Years

III. ADMINISTRATIVE PROCEDURES

A. Regulations

The City of Parkersburg shall be responsible for compliance with the MHRP’s environmental review requirements and income verification requirements.

B. Dwelling Inspection

The City of Parkersburg shall be responsible for inspecting the dwelling unit for local code compliance.

C. Contracting Procedures

The following procedures will be followed in the administration of the MHRP:

- The City will inspect the property and prepare a scope of work and a cost estimate.
- The City and property owner will agree on the scope of work.
- The City will advertise for bids.
- The City and property owner will review the bids and select a contractor.

- The contractor's cost for the rehabilitation work cannot exceed the City's cost estimate by more than 10%.
- The property owner cannot perform the rehabilitation work on their property.

D. Anti-Discrimination Policies

The City of Parkersburg shall comply with all federal Anti-discrimination policies. No applicant will be shall on the ground of race, color, sex, gender, national origin, religion, disability, familial status, ethnicity, language spoken, sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funding and/or assistance.

IV. APPLICATION PROCESS

A. Process and Procedure

The following is a suggested format for making application for the MHRP:

- Any interested person, family, or household may request from the City's Development Department a copy of the MHRP guidelines and application.
- 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.