

**City of Martinsburg,
CDBG Emergency Housing Repair Grant Program**

The City will provide \$25,000 in Community Development Block Grant (CDBG) funds in FY 2005 for an Emergency Housing Repair Grant Program.

The funds are to be used for grants to low- and moderate-income homeowners in the City of Martinsburg. Funds will be used for emergency home repairs; make dwellings handicapped-accessible; and to correct health and safety code deficiencies within the dwelling unit. This grant assistance must be used for items that threaten the health and/or safety of the household. It is not the intent of this program to be a rehabilitation program or to provide routine maintenance or cosmetic housing repairs.

Maximum Grant Amount: Up to \$5,000 per dwelling unit
Minimum Grant Amount: **Not less than \$2,500 per dwelling unit**

Eligibility:

1. Low- and moderate-income households who own and occupy an attached or detached single family dwelling as their principal home.
2. The dwelling must be in need of emergency repairs, handicap-accessibility, or health and safety code deficiencies.
3. The dwelling unit must be located within the City of Martinsburg.
4. Household income is less than 80% of area median income, adjusted for household size, as determined annually by U.S. Department of HUD.
5. Applicants must apply for grant assistance through the Telamon Corporation.
6. Applicants cannot be delinquent in payment of City fees, taxes or fines.
7. The City reserves the right to deny funding an application if they find the applicant or the proposed repairs do not meet the conditions stated herein.

Uses:

Funds may be used to make **emergency home repairs**, make **handicap-accessibility improvements**, and repair of **health and safety** code deficiencies. Funds may be used for housing services rendered through Telamon Corporation including the initial dwelling inspection, work write-up and specifications, periodic inspections, and final inspection. Funds may also be used to provide lead clearance testing. The following repairs are not eligible for this program:

1. Sidewalk repair/replacement.
2. Minor exterior property maintenance.

These exclusions do not limit the homeowner from making any other repairs permitted and authorized by any other home repair or emergency repair programs available to the homeowner.

Terms and Conditions:

1. All work must be performed by licensed contractors, under the supervision of the Telamon Corporation.
2. Grants will be disbursed after repair work is completed, inspected and approved as satisfactory by the City or its designee.
3. Homes assisted with these grant funds must meet the U.S. Department of Housing and Urban Development Housing Quality Standards (HQS), once repair work is completed.
4. Grant funds will be disbursed in one lump sum, after all work is completed, inspected and approved. Contractors will provide an invoice for services rendered.
5. Grant funds will be made payable to the Homeowner(s) (Grantee) and the contractor(s) performing the rehabilitation and repair work.