



APPLICATION FOR THE CITY OF WHEELING  
HOMEOWNER-OCCUPIED REPAIR ASSISTANCE  
PROGRAM FOR HOMES BUILT BEFORE 1940

March 2023

The City of Wheeling is offering a Homeowner Repair Assistance Program. Residents that apply and are considered qualified will receive a **one-time** financial grant of up to a **maximum of \$5,000.00 with a match of 20% to be provided by the homeowner** to assist with **EXTERIOR** home repairs and/or weatherization. All applications will be reviewed following the June 5, 2023 date. This grant is NOT a first come first serve grant. Your application will be scored and the top 100 applicants will be chosen. If you have received grant money in the past either from the Homeowner Repair Program or the Façade Program, you are NOT eligible to apply for this grant. Please read through the guidelines below to make sure you are an eligible applicant. There is an approved budget of \$500,000.00 for this program.

Complete the application and return it to:

The City of Wheeling  
1500 Chapline Street  
Development Office, Room 305  
Attn: Nancy Prager

**Applications will be accepted until 4:00 p.m. on June 5, 2023.** No applications will be accepted after that date. If your application is approved, you will be notified by the City of Wheeling. A check will be provided to you in the agreed upon amount once the work is to commence. The applicant needs to contact the City of Wheeling two weeks prior to work commencing in order for a check to be prepared.

**GENERAL GRANT GUIDELINES:**

1. Applicant must be the owner and occupant of the pre-1940 residence. The home must be located within the city limits of Wheeling.
2. The entire application must be completed in order for the application to be considered for funding.
3. A picture of the front façade of your home **MUST** be provided.
4. Residents must have an income that follows below \$120,000.00 per year. **IF APPROVED: You shall be required to submit your federal tax return for 2022 to determine income eligibility.**
5. Resident **MUST** be current on all city accounts including: water, garbage, and fire service fee **AT THE TIME OF APPLICATION**. Your application will not be considered if city records show that you are in arrears on any of the above listed accounts.
6. Resident must **NOT** have any outstanding City of Wheeling citations or judgements against them at the time of application.
7. Resident must secure a building permit and follow all applicable codes.
8. Eligible expenses are for **EXTERIOR** work only.
9. Work can be done by a contractor that is licensed in the State of West Virginia and the City of Wheeling or done by the home-owner.
10. Total project receipts and/or invoices must be turned in to the Development Office showing all expenditures within 7 days of completion of final inspection done by the Building Official or their designee for the City of Wheeling.

ELIGIBLE EXPENSES:

1. Exterior Painting
2. Exterior porch or structural repair
3. Roof repair or replacement
4. Exterior window or door replacement
5. Insulation

APPLICATION FOR GRANT ASSISTANCE

Questions	Place responses in this column
Owner(s) Name	
Address:	
Phone number:	
E-mail Address:	
Year house was built:	
Years of ownership:	
Number of occupants in the household:	
Total household income:	

ARE YOU CURRENT ON ALL CITY BILLS: \_\_\_ YES \_\_\_ NO

DO YOU HAVE ANY OUTSTANDING CITY OF WHEELING CITATIONS OR JUDGEMENTS:

\_\_\_ YES \_\_\_ NO

INSTRUCTIONS: This is a written statement from the applicant documenting “Annual Gross Income”, the number of members in the household and the income for each member. Each household member must then sign this statement to certify that the information is complete.

Household Members

Full Name	Annual Gross Income
Annual Gross Income for all members:	

CERTIFICATION: I/We certify that this information is complete and accurate. I/We agree to provide documentation on all income sources to the City of Wheeling Development Department if my application is approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name                      date

**If your application is approved, you shall be required to submit your federal income tax return to confirm income eligibility.**

1. What type of exterior improvements are to be made? Please describe in detail. (Attach additional sheets or drawings if necessary)

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2. Please provide a cost estimate. (Example: Exterior House Painting \$4,200.00) If the estimate is from a contractor, please attach a copy of the estimate.

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3. Who will be doing the work? \_\_\_\_\_

4. Estimated start and completion date? (Project must be completed within six (6) months after the project is started) \_\_\_\_\_

I acknowledge that the City of Wheeling, WV is obligated only to administer the grant procedures and is not liable to the applicant, owner or their parties for any obligations or claims of any nature growing out, or arising out of, the application or project undertaken by the applicant. There is no principal/agent or employer/employee relationship between the city of Wheeling, WV and the applicant.

- I acknowledge that all of the information I provided in this application is true, to the best of my knowledge.
- I acknowledge that I will use grant funds for the allowable reason and will provide documentation of expenditures.
- I agree to provide documentation of all income sources.
- I agree to use this grant for allowable expenses and provide receipts as proof of expenditures.
- I agree that if I should fail to do any of the above acknowledgements and or perform all the work stated on this application, I shall repay any grant funds received upon notice by the City of Wheeling.

Signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

TASK	Signature/Date
Application Received:	
Garbage/water bill current:	
Fire Service Fee current:	
City of Wheeling Citations: Y N	
City of Wheeling Judgements: Y N	
Approval of Application:	
Grant Amount Approved:	
Grant Expended: Check #	
Date of Final Inspection:	
All documentation complete:	

**SCORESHEET FOR THE HOMEOWNER REPAIR – PRE-1940 PROGRAM**

<b>Category</b>	<b>Score</b>
Historical / Architectural Significance of the Property <ul style="list-style-type: none"> <li>• Significant: 5pts</li> <li>• No Significance: 0 pts</li> </ul>	5
The result of the work will improve: Structural: roof/door/windows: 15pts. Appearance: painting/new railings: 10pts.	15
Existing Conditions <ul style="list-style-type: none"> <li>• The existing property’s appearance and compatibility with surrounding properties is poor. 10 pts</li> <li>• The existing property’s appearance and compatibility with surrounding properties is fair. 5 pts</li> <li>• The existing property’s appearance and compatibility with surrounding properties is good. 0 pts</li> </ul>	10
Overall Consistency with Purpose of the Program	10
Evaluation of Relative Visual Public Benefit or Impact to the Streetscape	10
Proposed Work to the Property / Project Extent <ul style="list-style-type: none"> <li>• The project includes major exterior improvements 25 pts</li> <li>• The project includes moderate improvements 18 pts</li> <li>• The project includes minor improvements 12 pts</li> <li>• The project only involves the roof 6 pts</li> </ul>	25
Level of Investment / Project Extent <ul style="list-style-type: none"> <li>• \$1 - \$6,000.00 6pts</li> <li>• \$6,001.00 – \$7,000 12pts</li> <li>• \$7,001 - \$8,000 18 pts</li> <li>• \$8,001+ 25 pts</li> </ul>	25
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