



APPLICATION FOR THE CITY OF WHEELING  
HOMEOWNER-OCCUPIED REPAIR ASSISTANCE  
PROGRAM

OCTOBER 2022

The City of Wheeling is offering a Homeowner Repair Assistance Program to city residents who suffered due to the COVID-19 pandemic. This program is funded through the American Rescue Plan funds provided to the City of Wheeling by the federal government. All guidelines follow the Final Rule issued by the United States Treasury and are not negotiable by the City of Wheeling. Residents that apply and are considered qualified, will receive a **one-time** financial grant of up to a **maximum of \$5,000.00** to assist with **EXTERIOR** home repairs and/or weatherization. Please read through the guidelines below to make sure you are an eligible applicant. If so, 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 on a first come first serve basis until **October 31, 2022** or until allocated program funds are exhausted. 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 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. Resident must be considered low-to-moderate income. For this program the household gross income must fall below \$65,580.00. (Figure is based on 300% of the Federal Poverty Guidelines)
4. You must be able to provide all income documentation, if requested.
5. Resident must be current on all city accounts including: water, garbage, and fire service fee.
6. Resident must NOT have any outstanding City of Wheeling citations or judgements against them.
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:	
Years of ownership:	
Total household gross income: <ul style="list-style-type: none"> <li>• Please complete the income self-certification form on next page.</li> </ul>	

ARE YOU CURRENT ON ALL CITY BILLS:     YES     NO

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

YES     NO

**INCOME SELF-CERTIFICATION FORM**

This form is used in lieu of providing income documentation, but household member(s) must be willing to provide documentation if requested.

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 and accurate, and that source documentation will be provided upon request.

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, upon request, documentation on all income sources to the City of Wheeling Development Department.

\_\_\_\_\_  
Signature

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

State of West Virginia  
County of Ohio

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_, provided to me on the basis of presentation of satisfactory evidence to be the person (s) who appeared before me.

Signature: \_\_\_\_\_ Seal: \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

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.

- 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, if requested.
- I agree to use this grant for allowable expenses and provide receipts as proof of expenditures, if requested.
- 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:	