

## **CDBG PROJECTS**

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The City of Vienna's Minor Home Repair Program is funded with Community Development Block Grant Funds (CDBG). These funds are supplied by the United States Housing and Urban Development, which also supplies funding for the Wood County Home Consortium's Housing Programs.

CDBG Funding is also used to improve community infrastructure in low-moderate income neighborhoods. In addition, the funds have been used to improve conditions for the elderly and physically disabled individuals.

For more information or an application Contact: The City of Vienna 304-295-5070 Ext. 348 or 335.

**Minor Home Repair Program  
c/o City of Vienna  
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Vienna, WV 26105  
Phone: 304-295-5070  
Ext. 335 or 348  
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## **MINOR HOME REPAIR PROGRAM**

**Minor Home Repairs for  
Qualified Households  
Phone: 304-295-5070  
Ext. 335 or 348**



# MINOR HOME REPAIR PROGRAM

The City of Vienna is allocating funds from their CDBG entitlement, to make it possible for qualified Residents of Vienna, that own their own homes, and are in need of minor home repairs, can apply for the program.

## Who is eligible for the program?

To be eligible for the program, you must:

- Be a resident of Vienna, WV;
- Own and reside at the property you are applying for;
- Meet and verify income eligibility requirements.

Mobile homes and homes with land contracts are not eligible.

## What are the income guidelines?

Households cannot exceed the following household income levels to be eligible:\*

1 person	\$35,500
2 person	\$40,600
3 person	\$45,650
4 person	\$50,700
5 person	\$54,800
6 person	\$58,850
7 person	\$62,900
8 person	\$66,950

\*Effective April 1, 2020.

## HOW DOES THE PROCESS WORK?

- 1) Complete an application and submit verification of income. It can take up to 30 days to be verified.
- 2) The City of Vienna’s Building Inspector will come and complete a work write up at your home.
- 3) The City of Vienna will then put the project out for price quotes, using qualified, licensed contractors.
- 4) Contractors contact the homeowner for a detailed inspection of the minor home repairs and submit an estimate to the City.
- 5) The City will open the estimates and eliminate the ones that exceed the City’s estimate by 10%. The City then presents the remaining estimates to the owner, who decides which contractor is awarded the job.
- 6) Once the contract agreement is signed, the contractor will have 90 days to complete the work, with final approval coming from the owner.

**A 5 year lien will be put on the home for the amount of the minor home repairs which the homeowner is not required to make payments towards unless the property is sold within five years of lien agreement. The lien will be forgiven each year by 20% and at the end of the fifth year the balance will be forgiven.**

**The Minor Home Repair program is first come-first serve basis.**

## WHAT MINOR HOME REPAIRS ARE COVERED?

- Roof Patching – Roof must be actively leaking.
- Gutter Repair – Dislodged or Falling
- Hot Water Tank – Repair or Replace
- Furnace – Repair or Replace
- Air Conditioning – Must have a signed slip by a physician stating this item is medically necessary
- Electric:
  - Meter Socket – Disconnected by Mon Power due to electrical hazard
  - Entrance Cable – Disconnected by Mon Power due to electrical hazard
  - Breaker Cabinet – Disconnected by Mon Power due to electrical hazard
- Door – Repair or Replace or Doorjamb Replacement – Unsecure even when locked – When appropriate door should be energy efficient.
- Windows – Replacement windows must be energy efficient.

## CAN I RECEIVE MONEY TO DO MINOR HOME REPAIRS MYSELF?

No. Program regulations prevent the homeowner from doing the work themselves. Work must be done by a City approved contractor.

## HOW DO I SIGN UP FOR THIS PROGRAM?

Call the Vienna City Building at (304)295-5070, Ext. 335 to have an application mailed to you.

*Please mail all applications to the City of Vienna, Minor Home Repair Program. The address is located on the back of the brochure.*