



Emergency Repair Grant Program

The purpose of this program is to provide financial assistance to low-to-moderate income homeowners within City limits. This program is administered by the Department of Community and Economic Development and funded by the Community Development Block Grant (CDBG). Income-qualified homeowners may be eligible for a grant of up to \$5,000 toward eligible emergency repairs.

HOW DOES IT WORK?

Upon approval of your application, department staff will contact you to schedule an inspection of the needed repair for your home. Homeowners are responsible for obtaining three contractor estimates. Contractors must be fully licensed to complete the proposed work. Upon project completion and staff review, contractor invoices will be paid by the City.

WHO CAN APPLY?

Income-qualified residential property owners within the City of Hagerstown may apply. Only repairs which are considered to be an emergency are eligible. An “emergency repair” is defined as a situation that is life threatening, or one that prohibits someone from living in decent, safe, and sanitary conditions. All eligible rehabilitation projects will be subject to CDBG guidelines.

Please call our department to ensure that your repair need meets Community Development Block Grant funding guidelines before applying for this program.

2014 Income Limits – Hagerstown MD

# Persons in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Annual Income	\$41,650	\$47,600	\$53,550	\$59,500	\$64,300	\$69,050	\$73,800	\$78,550

Emergency Repair Program Application

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OFFICE USE ONLY	
TOTAL ANNUAL INCOME: \$ _____	INCOME CATEGORY: <input type="checkbox"/> E <input type="checkbox"/> L <input type="checkbox"/> M

APPLICANT INFORMATION

Name of Applicant		Name of Co-Applicant	
Social Security Number	Date of Birth	Social Security Number	Date of Birth
Address		Address	
City, State, Zip		City, State, Zip	
Home Phone Number	Cell Phone Number	Home Phone Number	Cell Phone Number
Email Address		Email Address	

LIST OF HOUSEHOLD RESIDENTS: (All household members and income sources must be listed).

Family/Household Member Name	Age	Monthly Income	Source of Income



Business & Community Relations Division
 14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740
 Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117

Planning & Code Administration Division
 1 E. Franklin Street, Suite 300 | Hagerstown, MD 21740
 Tel: 301.739.8577 Ext. 138 | Fax: 301.791.2650

ASSETS

Cash, Checking & Savings Account: (list bank & account #):	COMBINED VALUE:
	\$
Stocks and Bonds	\$
Retirement Fund/401K	\$
Real Estate Owned other than Primary Residence: (Please list addresses) _____ _____ _____	\$
Cash Value of Life Insurance	\$
Automobile(s) Year _____ Make _____ Model _____ Year _____	\$
Net Worth of Business Owned	\$
Other Assets: (list)	\$
TOTAL	\$

PLEASE BRIEFLY DESCRIBE REQUESTED REPAIRS:

OPTIONAL STATISTICAL DATA

Applicant

<p>Race **Information collected on Race is for statistical & monitoring purposes only. It is not used for determination of eligibility. I choose not to furnish this information. _____ (initials) <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Black/African American & White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other: _____</p>	
<p>US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Country of Origin</p>

Co-Applicant

<p>Race **Information collected on Race is for statistical & monitoring purposes only. It is not used for determination of eligibility. I choose not to furnish this information. _____ (initials) <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Black/African American & White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other: _____</p>	
<p>US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Country of Origin</p>

REQUIRED APPLICATION ATTACHMENTS: Your application is not complete unless all of the following information is submitted at the time of applying to the program. The City of Hagerstown may request additional information after initial application review. Please include:

- COPY OF YOUR RECORDED DEED OF ASSIGNMENT FOR ALL REAL ESTATE OWNED
- 3 MOST RECENT PAY STUBS and/or 2 YEARS FEDERAL INCOME TAX RETURNS/W-2'S (if applicable)
- ANY INCOME AWARD LETTERS (EX.: SOCIAL SECURITY/DISABILITY) (if applicable)
- MOST RECENT CHECKING AND/OR SAVINGS ACCOUNTS STATEMENT
- MOST RECENT PAID PROPERTY TAX RECEIPT

ACKNOWLEDGMENT AND CERTIFICATION

I/we certify that the above information is true and correct, and I/we understand that any misinformation submitted or omitted could result in the dismissal of this request for housing rehabilitation assistance. I/we understand that this application does not guarantee assistance, and this request will be kept confidential and reviewed by the City of Hagerstown Community Development Block Grant staff and representatives to determine eligibility.

I/we authorize the program or its agent to use any of the provided information for the purpose of evaluating this application and disclose this same information as needed to determine eligibility for this program.

Applicant

Date

Co-Applicant

Date

Please return your completed application to:
City of Hagerstown
Department of Community & Economic
Development
14 N. Potomac St., Suite 200-A
Hagerstown, MD 21740
Attn: Stacey Pierre-Louis, Finance Specialist

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.

