

PROGRAM GUIDELINES

According to the Emergency Repair guidelines, a single family home may qualify for assistance under the following circumstances: **“An unforeseen combination of circumstances which call for immediate action to protect the health or safety of the occupants and the possible spread of threatening conditions to the neighborhood as a whole”.**

Every effort will be made to utilize the assistance of other City departments to assist in identifying legitimate Emergency Repair situations.



The maximum grant for the Emergency Repair Program is **\$2,500**.

The Emergency Repair program is designed to assist in the following specific areas of repair:

- ◆ Sewer Lines
- ◆ Gas Lines
- ◆ Air Conditioning (seasonal)
- ◆ Heaters (seasonal)
- ◆ Water Lines
- ◆ Water Heaters
- ◆ Electrical Systems

INTAKE PROCEDURE

Initial contact is made by the client, or by referral from another agency. At the time of the intake interview, the client is required to fill out a short application and furnish the following documents:

- Proof of income
- ◆ Warranty deed
- ◆ Picture ID
- ◆ Social Security card.

PROGRAM APPLICABILITY

The beneficiaries of the Emergency Repair program are elderly, disabled, and low-income families living in the City of Lubbock.

(Verification of income and proof of home ownership are required for the Emergency Repair program).

To be eligible for this program, the applicant must be either an individual or family who own and occupy a permanent stationary single dwelling residential property under a warranty deed or a land sales contract.

(Mobile Homes do not qualify unless the applicant owns both the home and the land).

The income limits for this program are 50% of median adjusted for family size.

INCOME GUIDELINES

*Applicants must be at or below the following income guidelines:

Family Size	Median Income
1	\$17,000
2	\$19,400
3	\$21,850
4	\$24,250
5	\$26,200
6	\$28,150
7	\$30,050
8	\$32,000

**Income guidelines are based on information received from HUD yearly.*

PRELIMINARY INSPECTION

Once the client has filled out the application, it is forwarded to a Housing Inspector who will go to the property to make an evaluation of the situation. The inspector makes the final determination of emergency repair for each client based on the on-site inspection.

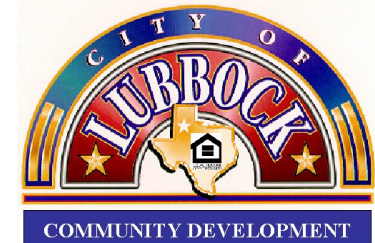
REPAIR PROCESS

The CD Department maintains a list of approved contractors.

- ◆ The Housing Inspectors will call one approved contractor and ask him to bid on a specific case.
- ◆ The contractor shall start immediately upon approval of the bid by the Housing Inspector.
- ◆ The work will be inspected for final approval.

EMERGENCY REPAIR PROGRAM

For additional information call:
775-2296



<http://housing.ci.lubbock.tx.us>

Note: Funding begins October 1st each year and is limited.

Emergency Repair Program

It is recognized that many families in the City of Lubbock are living under severe housing conditions.



Damage caused by a leak



Exposed sewage system



* It is unlawful to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. Call 775-2301 to reach your Fair Housing Officer.

City Of Lubbock
Community Development
P.O. Box 2000
Lubbock, TX 79457

EMERGENCY REPAIR PROGRAM



CITY OF LUBBOCK
COMMUNITY DEVELOPMENT
DEPARTMENT