

**METRO LOUISVILLE
DEPARTMENT OF HOUSING AND FAMILY SERVICES
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT**

EMERGENCY REPAIR PROGRAM

Summary

The Emergency Repair Program provides financial assistance to low-income residents of Metro Louisville to make emergency repairs to their homes. Persons assisted through this program must own and have lived in the home needing the emergency repair for at least one year. Rental units are not eligible.

Income Eligibility: Homebuyer households must have income no greater than 50% of median income, adjusted for family size.

50% of Median Income

Number in Household:	1	2	3	4	5	6	7	8
	\$21,550	\$24,600	\$27,700	\$30,750	\$33,200	\$35,650	\$38,150	\$40,600

Effective April 2009

(Revised periodically – confirm with Metro Staff)

Eligible Repairs

Electrical

- Conversion of fuse box to breaker systems
- Electric components considered hazardous by the Fire Department or the Metro Louisville Electrical Inspections Department.

Plumbing

- Gas and water supply lines from utility connection to the house.
- Sewer line from MSD connection to house.
- Hot water heater.
- Major leaks of supply lines and waste lines.

Heating Systems and Air Conditioning

- Heating system, including duct work when necessary.
- Air conditioning systems, with written confirmation from a physician that it is medically necessary.

Roof

- Repairs only to the extent necessary to eliminate roof leaks which, if not repaired, would lead to rapid deterioration of the home, or create a hazard. Replacement of the entire roof will be undertaken only if repair is not feasible.

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Steps

- Inquiry calls are received by the Intake Unit, which asks a series of questions and completes a pre-application form.
- The Intake Unit makes a determination of eligibility. If the client apparently qualifies, the Intake Unit prepares case files, and sends a field file to the Emergency Program Coordinator.
- The Coordinator inspects the home to substantiate the emergency problem, takes pictures, reviews the application with the client and acquires the client's signature on the application.
- The Coordinator contacts a Contractor on the Approved Contractor's list, and prepares an estimate of cost.
- The Contractor submits a price to complete the job. If the Contractor's price is within 10% of the estimate, the bid is accepted. The Rehab Supervisor signs a Construction Contract with the Contractor, and issues a Proceed Order.
- After completion of the job, the Contractor submits a request for a final inspection along with the appropriate warranty papers to the Coordinator.
- The Coordinator inspects the job, authorizes payment, and the case is closed.