Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

http://www.sudbury.ma.us
Housing@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

Dear Sudbury Resident,

Thank you for your interest in the Sudbury Small Grants Program. The purpose of this program is to provide financial assistance to rehabilitate existing housing units occupied by income eligible households. It is sponsored by the Sudbury Housing Trust for the benefit of Sudbury residents.

The attached confidential application and grant process is designed to be simple and quick. There is minimal documentation required. A completed application, an estimate for work requested, and copies of recent tax returns are all that is needed.

Grants are reviewed and awarded three times per year. Completed applications received by the end of January, May, and September will be reviewed by the end of February, June, and October respectively.

These grants are given on an unsecured basis; there is no repayment required of the funds awarded to you.

You must meet the following requirements to be eligible:

1. Property is in Sudbury and is the primary residence of the applicant, and applicant intends to remain a resident of Sudbury for the next 12 months,
2. Maximum income of 100% of the Area Median Income,
3. Property assessment is below the Town median,
4. Agreement to notify the Sudbury Housing Trust prior to listing your home for sale.

The grant limit for this program is $3,000. Applications will be evaluated and prioritized based on health and safety considerations, and financial need of the applicant, including income and asset information.

The Sudbury Housing Trust, in line with its mission, continually searches for properties which can be added to the pool of properties in Sudbury affordable to teachers, police, firefighters and other members of the community. In accepting grants from this program, you are required to notify the Sudbury Housing Trust at least 60 days prior to listing your home for sale.

If you have questions regarding this program or if you require assistance in filling out the application, please call us at (978) 639-3388. Applicants are encouraged to discuss their needs with program staff prior to submitting a full application.

Submit application and attachments to:

Beth Rust
Program Administrator
Sudbury Community Housing Office
Department of Planning & Community Development
278 Old Sudbury Road
Sudbury, MA 01776

Office Hours: Monday-Friday 8:00 A.M.-4:00 P.M.

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Eligible Projects

The Small Grant Program provides financial assistance to correct conditions dangerous to health and safety; and to correct substandard conditions. Some examples of eligible projects are listed below.

Minor plumbing, carpentry, window repairs, gutters or downspouts, door repairs or replacements, step or porch repairs, lock repair or replacement, cement work or masonry repair, tiling, plaster patching and wallpapering, sheet-rock repair, smoke/CO2 detectors, weather stripping, electrical, heating, floors, installation, masonry, siding, roofing, bathroom grab bars, raised toilets or toilet seats, hand-held shower heads, railings or other adaptive projects.

Financial Assistance

The grants are offered as unsecured and unconditional funds, with no repayment clauses. The maximum grant available is $3,000 per grant period and a cap of no more than $10,000 total from the Small Grants Program over the lifetime of the program for a household at a given property address. A one year wait period, from the date the last payment was issued, is required before an applicant can re-apply to the Small Grant Program. This wait period can be waived in an emergency situation upon approval by the Program Administrator in a situation that poses a danger to the health/safety of the occupant.

Applicant Qualification

1. *Income – 100% of Area Median Income.* The combined income of all parties living in the home must be less than 100% of the Boston Area Median Income. Income limits as of January 2013 are:

   Household of 1: $66,100, Household of 2: $75,600, Household of 3: $85,000, Household of 4: $94,400

   Income includes all sources of regular income such as; earnings, Social Security, Pension, and Interest Income. It is calculated from the most recent IRS 1040 form, adding all non-taxable amounts to the Adjusted Gross Income.
2. *Home Value – Up to $561,050.* The current assessment of the home is not to be greater than the single family median home assessment in Sudbury, which for 2013 is $ $561,050.
3. *Home-owner – Sudbury resident.* The Applicant must be the owner of the property, use the property as their primary residence for the entire year (12 month period) following the completion of the repair, and the property must be in Sudbury. The resident also agrees to notify the Sudbury Housing Trust prior to selling the house at any time in the future. Applicant agrees to pay back the funds if they sell their home with 12 months.

Grant Applications

Application Due Date	Grant Awarded
January 31	February 28
May 31	June 30
September 30	October 31

Grants are accepted any time and awarded three times per year.

The applicant completes the application with appropriate income and three estimates, including photos. Town employees, including special municipal employees, are not eligible contractors in accordance with MGL Chapter 268A, section 20.

If awarded, the repair must be completed within 12 months from the award date. The Trust will pay the amount approved to the repair provider upon receipt of the invoice with the W9 form of the provider, photo of the finished repair, and approval from the applicant. The Trust will not reimburse homeowners unless specifically approved.

The application with income information will be kept confidential.

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1. Household Information

Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Co-Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City/State/Zip _____

Number of people currently living in household, their names and their ages: _____

_____

Any person in the household* (optional):

Veteran: ☐ No ☐ Yes Disabled: ☐ No ☐ Yes Minority: ☐ No ☐ Yes

Minority categories include Native American or Alaskan Native, Black, Cape Verdean, Asian, Hispanic

2. Property Information (optional)

Is there a mortgage on the property? ☐ No ☐ Yes, Balance: _____

Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

Is the property your primary residence? ☐ No ☐ Yes

Do you own additional real estate? ☐ No ☐ Yes, Address: _____

Please attached tax bill showing assessed value, and statement showing mortgage/lien balance

3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: $ _____

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants?

_____

_____

_____

_____

_____

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AFFIDAVIT

Whereas I, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means; and,

Whereas I understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

Whereas I certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld; now,

Therefore, I understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work or during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be false or deliberately misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

_____ Completed application with signed and notarized affidavit

_____ Copies of 2012 Federal tax return, and supporting schedules

_____ Copies of current property tax bills for all properties

_____ Copies of all current mortgage balances, including home equity lines of credit

_____ Copies of three estimates for work by professional contractor

_____ Picture of area to be worked on

_____ Copy of Picture Identification (Driver's License or similar)

_____ _____

Applicant Date Co-Applicant Date

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Signed, sealed and delivered on this _____ day of _____, 20___.

_____

Applicant

_____

Co-Applicant

COMMONWEALTH OF MASSACHUSETTS

_____COUNTY, ss _____, 201__

On this date the above named personally appeared before me and proved to me through satisfactory evidence of identification, which was [ ] a current driver's license, [ ] a current U.S. passport, [ ] my personal knowledge, to be the person/s whose name is signed on the preceding instrument, and acknowledged the same to be his/her free act and deed.

_____

Notary Public
My Commission Expires: