www.rd.usda/nh; www.rd.usda/vt

Are You Looking for Housing Repair Assistance?

Maybe Rural Development Can Help

504 Loan and Grant Program

We are pleased you are interested in the USDA, Rural Development Single-Family Housing, 504 Repair Loan and Grant Program. This Program is for very-low income households and for necessary home repairs and improvements. Grant Funds are only available if the Applicant or Co-Applicant are age 62 or over.

What to send us? The process can begin by completing the enclosed:

504 Pre-Application Information, Monthly Cash Expense Worksheet and the Authorization to Release Information, Form RD 3550-1 (attached to this packet).

Please include <u>all obtained estimated amount repair papers</u>, these estimates Are needed for the Final Application Package. Please notify us if you have any questions or need help completing this Pre-Application Package.

You may fax, mail or hand deliver the information to the appropriate Rural Development Office listed below. We will contact you after the review and help You (if needed) with the Final Application Package, that needs to be completed and returned, if you are eligible. If you wish, you may request and complete a Final Application Package at any time, in lieu of, the Pre-Application Information.

JUNE 13, 2018

USDA is an equal opportunity provider, employer and lender.

To File a complaint of discrimination, write USDA, Office of the Assistant Secretary for Civil Right, 1400 Independence Ave., S. W., Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service.) Persons with disabilities who require alternative means of communication should contact the USDA's TARGET Center at (202) 720-2600 or the USDA through the Federal Relay Services at (800) 877-8339.

PLEASE Submit Applications to the Appropriate Office for Processing

RURAL DEVELOPMENT SPECIALISTS - www.rd.usda.gov/nh; www.rd.usda.gov/vt

VERMONT

BRATTLEBORO AREA OFFICE	MONTPELIER AREA OFFICE	ST. JOHNSBURY OFFICE
USDA, Rural Development 28 Vernon Street, Suite 333 Brattleboro, Vermont 05301 (802) 689-3034 FAX (1-855-794-3675)	USDA, Rural Development 87 State Street, PO BOX 249 Montpelier, Vermont 05601 (802) 828-6012 FAX (1-855-794-3681)	USDA, Rural Development 481 Summer Street, Suite 203 St. Johnsbury, Vermont 05819 (802) 748-2641 EXT 4 FAX (1-855-794-3675)
BENNINGTON, RUTLAND, WINDHAM AND WINDSOR COUNTIES	CHITTENDEN, FRANKLIN AND GRAND ISLE COUNTIES	CALEDONIA, ESSEX, ORANGE AND ORLEANS COUNTIES
Deborah Boyd (802) 689-3023 <u>deborah.boyd@vt.usda.gov</u>	Rita Weisburgh (802) 828-6003 rita.weisburgh@vt.usda.gov ADDISON, LAMOILLE AND WASHINGTON COUNTIES Megan Roush (802) 828-6006 megan.roush@vt.usda.gov	Dianne Drown (802) 424-3159 dianne.drown@vt.usda.gov PLEASE MAIL APPLICATIONS TO: USDA, RURAL DEVELOPMENT 87 State Street, PO BOX 249 Montpelier, Vermont 05601
CONCORD AREA OFFICE	NEW HAMPSHIRE CONWAY AREA OFFICE	LANGACTED OFFICE
USDA, Rural Development 10 Ferry Street, Suite 218 Concord, NH 03301 (603) 223-6035 FAX (1-855-428-0329) BELKNAP, MERRIMACK, STRAFFORD, AND ROCKINGHAM COUNTIES	USDA, Rural Development 73 Main Street, Grindle Center PO Box 1020 Conway, NH 03818 (603) 447-3318 Ext 3009 FAX: (1-855-428-0331) CARROLL AND SOUTHERN GRAFTON COUNTIES	LANCASTER OFFICE USDA, Rural Development 4 Mayberry Lane Lancaster, NH 03584 (603) 788-4651 EXT 104 FAX (855) 428-0331 COOS AND NORTHERN GRAFTON COUNTIES
Carolyn Chute-Festervan carolyn.chute-festervan@nh.usda.gov	Tracy Rexford tracy.rexford@nh.usda.gov	Janice Daniels janice.daniels@nh.usda.gov
CHESHIRE, HILLSBOROUGH AND SULLIVAN COUNTIES Michael Santomassimo		

Single Family 504 Repair Loans and Grants

Purpose of the Program:

 To provide direct loan and/or grant funds to very-low income applicants who do not qualify for conventional bank financing, for the repair of their dwelling.

Eligibility Requirements:

- Must own the dwelling to be repaired, maintain a life estate or long term leasehold.
- Must be a US Citizen or permanent resident.
- Must be able to personally occupy the dwelling.
- Must have adequate and dependable income to repay a loan.
- Must have a good credit history (for loan application).
- For a grant request: must show the inability to repay a loan.
- For Grants: applicant or co-applicant must be 62 or older and unable to afford a loan or portion thereof at 1% interest for up to 20 year terms (Grant and Loan Combinations may be considered.)
- Outside debt should be minimal.
- Must have total household income that does not exceed the Rural Development very low-income limits.
- Must lack personal resources (e.g., cash, securities, real estate other than home and home-site) that can be used to meet repair needs.

Eligible Loan and Grant Purposes:

- Grant funds may be used to pay costs of repairs or improvements which are identified health or safety hazards.
- Loan funds may also be used to remove health and safety hazards but are also available for modernization or home improvement.

Housing Requirements:

- Homes must be brought into good repair with loan/grant funds.
- Homes must be located in a rural area (see income limits worksheet enclosed for ineligible areas).
- Not all deficiencies need to be corrected to be eligible.
- Repairs to mobile homes can only be approved when the applicant owns the site and the home is or will
 be placed on a permanent foundation and health or safety hazards are to be removed. Homes in Mobile
 Home Park Cooperatives and some non-profit owned Mobile Home Parks may be eligible for assistance.
- Properties must generally have access (either direct or via private right of way) to a town owned or maintained road.

Loan Rates and Terms:

• These loans are 1% fixed rate loans with a maximum 20 year amortization.

Payments:

• Monthly payments for a 20 year term are \$4.60 Per Month for each \$1,000 borrowed.

EXAMPLES OF MONTHLY PAYMENTS:

Amount Borrowed	Monthly Payment
\$1,000	\$4.60 / month
\$5,000	\$23 / month
\$10,000	\$46 / month
\$15,000	\$69 / month
\$20,000	\$92 / month

For elderly households who are considering applying solely for grant funds: your budget must indicate that you cannot afford these loan terms, for your repair needs or any portion thereof.

Ineligible Loan Purposes:

- Cannot finance income-producing property.
- Cannot finance the purchase of a dwelling.
- The site must not be large enough to be subdivided under local subdivision regulations.
- Property cannot have an in-ground pool.
- Dwelling should not be in a flood hazard area.
- Cannot finance furniture or other personal property.
- Cannot finance camps or duplexes.

Maximum Loan and Grant Amounts:

- Maximum loan amount is \$20,000.
- Maximum combination loan and grant amounts are \$27,500.
- Loans cannot exceed appraised values.
- Loans greater than \$7,500 are secured by a Promissory Note and a Real Estate Mortgage.
- Loans up to \$7,500 are secured by a Promissory Note.
- Maximum lifetime grant amount is \$7,500.

Maximum Adjusted Income Limits:

On the following pages are Household Income Limits for New Hampshire and Vermont. If your current income exceeds these limits or your household size is larger than 5 people, ask Rural Development about adjustments to income: ex. dependent children, child care expenses, disabled, handicapped and elderly applicants or co-applicants.



Please use this form to calculate your adjusted family income.

DIRECT 504 REPAIR GRANTS AND LOANS www.rd.usda.gov/nh; www.rd.usda.gov/vt

INCOME LIMITS WORKSHEET TO FIGURE YOUR ADJUSTED FAMILY INCOME NEW HAMPSHIRE

Co-applicant's gross income per year (Current gross weekly income x 52) include annual overtime Other Applicant Household income (Annual Amounts) (i.e. Social Security, Pension Income, VA Benefits, Child Support, Annual Bonuses Etc.) Other Household members: Include gross annual income from all sources Subtract Child Care Expenses (Expenses for child care while at work) Subtract \$480.00 for each child Adjusted Household Income	
Other Applicant Household income (Annual Amounts) (i.e. Social Security, Pension Income, VA Benefits, Child Support, Annual Bonuses Etc.) Other Household members: Include gross annual income from all sources Subtract Child Care Expenses (Expenses for child care while at work) Subtract \$480.00 for each child	
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Subtract \$480.00 for each child	
Adjusted Household Income	

If you are elderly or disabled ask the Rural Development staff for additional deductions to which you may be entitled.

All applicants must have Adjusted Household Income at or below the "very low" RD published income limits according to your household size as noted below. If your household exceeds the 6 person limit, please contact any Rural Development office to obtain the income threshold.

NEW HAMPSHIRE - MAXIMUM INCOME LIMITS (REVISED 06-13-2018)

COUNTY	1 PERSON	2 PEOPLE	3 PEOPLE	4 PEOPLE	5 PEOPLE	6 PEOPLE
Belknap, Carroll, Coos and Sullivan Counties	\$28,250	\$32,250	\$36,300	\$40,300	\$43,550	\$46,750
Cheshire County	\$28,500	\$32,550	\$36,600	\$40,650	\$43,950	\$47,200
Grafton County	\$28,250	\$32,250	\$36,300	\$40,300	\$43,550	\$46,750
Boston, Cambridge, Quincy Metro: includes Seabrook and South Hampton	\$37,750	\$43,150	\$48,550	\$53,900	\$58,250	\$62,550
Lawrence Metro: includes Atkinson, Chester, Danville, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Sandown and Windham	\$33,250	\$38,000	\$42,750	\$47,500	\$51,300	\$55,100
Manchester-Nashua Metro: includes Bedford, Weare and Goffstown (part)	\$30,750	\$35,150	\$39,550	\$43,900	\$47,450	\$50,950
Manchester-Metro (Hillsborough County) (part) includes: Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple and Windsor.	\$28,950	\$33,050	\$37,200	\$41,300	\$44,650	\$47,950
Merrimack County	\$30,800	\$35,200	\$39,600	\$43,950	\$47,500	\$51,000
Nashua Metro includes: Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Milford, Mont Vernon, New Ipswich, Pelham and Wilton.	\$36,700	\$41,950	\$47,200	\$52,400	\$56,600	\$60,800
Portsmouth, Rochester includes: Rockingham County: Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Rye and Stratham. Strafford County: Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, Somersworth and Strafford.	\$34,750	\$39,700	\$44,650	\$49,600	\$53,600	\$57,550
Western Rockingham County Metro: includes Auburn, Candia, Deerfield, Northwood and Nottingham.	\$37,300	\$42,600	\$47,950	\$53,250	\$57,550	\$61,800

Loans cannot be made in Concord, Derry, Dover, Hudson, Keene, Londonderry, Manchester, Merrimack, Nashua, Portsmouth, Rochester, Salem and parts of Goffstown and Hooksett, due to Population Density.

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Please use this form to calculate your adjusted family income.

DIRECT 504 REPAIR GRANTS AND LOANS

www.rd.usda.gov/nh; www.rd.usda.gov/vt

INCOME LIMITS WORKSHEET TO FIGURE YOUR ADJUSTED FAMILY INCOME VERMONT

Applicant's gross income per year (Current gross weekly income x 52) include annual overtime	
Co-applicant's gross income per year (Current gross weekly income x 52) include annual overtime	
Other Applicant Household income (Annual Amounts) (i.e. Social Security, Pension Income, VA	 - 1 1
Benefits, Child Support, Annual Bonuses etc.)	
Other Household members: Include gross annual income from all sources	
Subtract Child Care Expenses (Expenses for child care while at work)	
Subtract \$480.00 for each child	
Adjusted Household Income	

If you are elderly or disabled ask the Rural Development staff for additional deductions to which you may be entitled.

All applicants must have Adjusted Household Income at or below the "very low" RD published income limits according to your household size as noted below. If your household exceeds the 6 person limit, please contact any Rural Development office to obtain the income threshold.

VERMONT - MAXIMUM INCOME LIMITS (REVISED 06-13-2018)

COUNTY	1-4 PEOPLE	5-8 PEOPLE
Addison County	\$37,900	\$50,050
Chittenden, Franklin and Grand Isle Counties	\$45,900	\$60,600
Bennington County	\$35,950	\$47,500
Caledonia, Essex and Orleans Counties	\$35,950	\$47,500
Lamoille County	\$35,950	\$47,500
Orange County	\$35,950	\$47,500
Rutland County	\$35,950	\$47,500
Washington County	\$38,850	\$51,300
Windham County	\$35,950	\$47,500
Windsor County	\$37,250	\$49,200

Loans cannot be made in Burlington, South Burlington, Essex Junction and Winooski, and the Southeastern part of Colchester, due to Population Density.

USDA, is an equal opportunity provider, employer and lender.

504 PRE-APPLICATI	ON INFORMATION	
	Date	
Applicant #1 S	ocial Security Number Age	
Applicant #2 S	ocial Security Number Age	
Mailing Address T	own/State/Zip	
Physical Address T	own/State/Zip	
Home Phone V	Vork Phone	
HOUSEHOLD INCOME: (Per Month)		
Applicant #1 Monthly Wage Income	Annual	
Applicant #2 Monthly Wage Income	Annual	
Food Stamps AFDC/TANF SS/S	SSI Pension Other	
Foster Care State Public Assistance	Child Support/Alimony	
OTHER HOUSEHOLD MEMBERS:		
Other Adults	Age Income	
Other Adults		
Children	Ago	
Children	Age	
Children	Age	
Foster Child/Adult		
ASSETS:		
Checking Account Balance	Savings Account Balance	
Stocks, Bonds, CD's	IRA Account Balance	
DEBTS: Monthly Balance		
Rent/Non-RHS House Payment	Real Estate Insurance	
ar/Truck Debt Real Estate Tax		
ar/Truck Debt Child Care Costs		
Other Vehicles/Equipment Child Support Paid Out		
Other Debts	Unreimbursed Medical	
Other Debts	Other RHS Loans/Grants Yes No	

United States Department of Agriculture Rural Development Rural Housing Service

AUTHORIZATION TO RELEASE INFORMATION

TO:	
RE:	
Account or Other Identifying Number	
Name of Customer	
l, and/or adults in my household, have applied for or obtained a loan or Development mission area of the United States Department of Agricultuinterest credit, payment assistance, or other servicing assistance on such assistance and in other documents required in connection with the reque	are As part of the process or in considering my household for loan, RHS may verify information contained in my request for
I, or another adult in my household, authorize you to provide to RHS for	r verification purposes the following applicable information:
Past and present employment or income records	
 Bank account, stock holdings, and any other asset balances Past and present landlord references 	
Other consumer credit references	
If the request is for a new loan or grant, I further authorize RHS to order	r a consumer credit report and verify other credit information.
I understand that under the Right to Financial Privacy Act of 1978, 12 records held by financial institutions in connection with the consideration financial records involving my loan and loan application will be available disclosed or released by RHS to another Government agency or department or permitted by law	on or administration of assistance to me I also understand that e to RHS without further notice or authorization, but will not be
This authorization is valid for the life of the loan	
The recipient of this form may rely on the Government's representation	that the loan is still in existence
The information RHS obtains is only to be used to process my request servicing assistance. I acknowledge that I have received a copy of tunderstand that if I have requested interest credit or payment assistance requests for such assistance and that I will not be renotified of the Prehanged concerning use of such information.	he Notice to Applicant Regarding Privacy Act information I this authorization to release information will cover any future
A copy of this authorization may be accepted as an original.	
Your prompt reply is appreciated	
SIGNATURE (APPLICANT OR ADULT HOUSEHOLD MEMB	ER) DATE
Signature (Applicant or Adult Household Member)	Date

According to the Paperwork Reduction Act of 1995, no presents are required to respond to a collection of information indeps it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions sewrehing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

RHS Is An Equal Opportunity Lender

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U S C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U S C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

- When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity
- A Record from this system of records may be disclosed to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the written request of the constituent about whom the record is maintained
- Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section $3\,100\,1$
- Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s)
- Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies
- It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records
- Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U S C 1471), or to assist the borrower in the sale of the property
- 8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A
- Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies
- 10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee
- Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs
- Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development
- It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records

NOTICE TO APPLICANT REGARDING PRIVACY ACTINFORMATION - CONTINUED

- Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system
- 15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits
- 16 Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets
- 17 Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current
- Referral of names, home and work addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan
- 19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3))