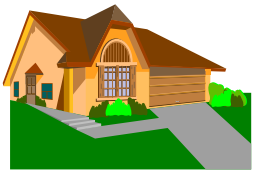
United States Department of Agriculture
Rural Development
Vermont/New Hampshire

Are You Looking for Housing Repair Assistance?



Maybe We Can Help!

504 Loan and Grant Program

We are pleased that you are interested in the USDA, Rural Development for assistance to repair your home. The Single-Family Housing 504 Repair Loan and Grant program is for households with very-low incomes and is available to provide the opportunity to make necessary improvements to your home. Grant funds are limited and are only available if the applicant or co-applicant is age 62 or over.

What to send us? The process can begin by completing the enclosed Pre-qualification and monthly cash expense worksheets, and the Authorization to Release Information: RD Form 3550-1 (enclosed in this packet). Also include any estimated repairs if you have obtained them. We will need repair estimates for a final application. Let us know if you have any questions or need help completing the worksheets.

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 with the final application package for you to complete and return if you appear to be eligible. If you wish, you may request and complete a full application at any time in lieu of the Pre-Qualification materials contained in this guide.

Visit our website: http://www.rurdev.usda.gov/nh-vtHome.html

JANUARY 31, 2013

http://www.rurdev.usda.gov/vt
Committed to the future of rural communities
"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).

VERMONT

BRATTLEBORO AREA OFFICE	MONTPELIER AREA OFFICE	ST. JOHNSBURY OFFICE
USDA, Rural Development 28 Vernon Street, Suite 333 Brattleboro, Vermont 05301 (802) 257-7878 Ext 108 FAX (802) 254-3307 VT – BENNINGTON, RUTLAND, WINDHAM AND WINDSOR COUNTIES Deborah Boyd deborah.boyd@vt.usda.gov	USDA, Rural Development 89 Main Street, City Center, 3rd Floor Montpelier, Vermont 05602 (802) 828-6012 FAX (802) 828-6076 ADDISON, CALEDONIA, CHITTENDEN, ESSEX, FRANKLIN, GRAND ISLE, LAMOILLE, ORANGE, ORLEANS AND WASHINGTON COUNTIES Jill Chapman (802) 828-6022 jill.chapman@vt.usda.gov	USDA, Rural Development 481 Summer Street, Suite 203 St. Johnsbury, Vermont 05819 (802) 748-8746 Ext 112 ADDISON, CALEDONIA, CHITTENDEN, ESSEX, FRANKLIN, GRAND ISLE, LAMOILLE, ORANGE, ORLEANS AND WASHINGTON COUNTIES Jill Chapman (802) 828-6022 jill.chapman@vt.usda.gov ► Please Submit Your Application to: USDA, Rural Development Montpelier Area Office 89 Main Street, City Center, 3rd Floor Montpelier, Vermont 05602 (802) 828-6012 FAX (802) 828-6076

NEW HAMPSHIRE

CONCORD AREA OFFICE	CONWAY AREA OFFICE	BERLIN OFFICE
USDA, Rural Development 10 Ferry Street, Suite 218 Concord, NH 03301 (603) 223-6035 FAX (603) 223-6061 NH – BELKNAP, CHESHIRE, HILLSBOROUGH, MERRIMACK, STRAFFORD, SULLIVAN AND ROCKINGHAM COUNTIES Brian Ritchie brian.ritchie@nh.usda.gov AND Carolyn Chute-Festervan carolyn.chute-festervan@nh.usda.gov	USDA, Rural Development 73 Main Street, Grindle Center PO Box 1020 Conway, NH 03818 (603) 447-3318 Ext 200 FAX: (603) 447-3304 CARROLL AND GRAFTON COUNTIES Tracy Rexford tracy.rexford@nh.usda.gov	USDA, Rural Development 15 Mount Forist PO Box 330 Berlin, NH 03570 (603) 752-1328 FAX (603) 752-1354 COOS COUNTY Janice Gingras janice.gingras@nh.usda.gov

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 (ex. 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 homesite) 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 of 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.

Ineligible Loan Purposes:

- Cannot finance income-producing property
- Cannot finance the purchase of a dwelling
- 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 lifetime grant amount is $7,500
- Maximum combination loan and grant amounts are $27,500
- Loans cannot exceed appraised values

Maximum Adjusted Income Limits:

Below 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 expense, disabled, handicapped and elderly applicants or co-applicants.

USDA Rural Development — Committed to the future of rural communities.

Please use this form to calculate your adjusted family income.

DIRECT 504 REPAIR GRANTS AND LOANS: http://www.rurdev.usda.gov/nh-vtHome.html
INCOME LIMITS WORKSHEET TO FIGURE YOUR ADJUSTED HOUSEHOLD INCOME
NEW HAMPSHIRE

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 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.

NEW HAMPSHIRE - MAXIMUM INCOME LIMITS (Revised 01-18-2012)						
COUNTY	1 PERSON	2 PEOPLE	3 PEOPLE	4 PEOPLE	5 PEOPLE	6 PEOPLE
Belknap, Carroll, Coos, Grafton and Sullivan Counties	$24,650	$28,150	$31,650	$35,150	$38,000	$40,800
Cheshire County	$24,750	$28,300	$31,850	$35,350	$38,200	$41,050
Boston, Cambridge, Quincy Metro: includes Seabrook and South Hampton	$34,250	$39,150	$44,050	$48,900	$52,850	$56,750
Lawrence Metro: includes Atkinson, Chester, Danville, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Sandown and Windham	$31,350	$35,800	$40,300	$44,750	$48,350	$51,950
Manchester Metro: includes Bedford, Weare and Goffstown (part)	$26,950	$30,800	$34,650	$38,500	$41,600	$44,700
Hillsborough County (part) includes: Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple and Windsor.	$27,950	$31,950	$35,950	$39,900	$43,100	$46,300
Merrimack County	$27,850	$31,800	$35,800	$39,750	$42,950	$46,150
Nashua Metro includes: Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Milford, Mont Vernon, New Ipswich, Pelham and Wilton.	$32,900	$37,600	$42,300	$47,000	$50,800	$54,550
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.	$31,350	$35,800	$40,300	$44,750	$48,350	$51,950
Western Rockingham County Metro: includes Auburn, Candia, Deerfield, Northwood and Nottingham.	$35,400	$40,450	$45,500	$50,550	$54,600	$58,650

- **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.**
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"USDA is an Equal Opportunity Lender, Provider, and Employer."

To File a Complaint of Discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD.)

Committed to the future of rural communities.

Please use this form to calculate your adjusted family income.

DIRECT 504 REPAIR GRANTS AND LOANS - http://www.rurdev.usda.gov/nh.vtHome.html

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 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 01-18-2012)

COUNTY	1 PERSON	2 PEOPLE	3 PEOPLE	4 PEOPLE	5 PEOPLE	6 PEOPLE
Addison County	$25,050	$28,600	$32,200	$35,750	$38,650	$41,500
Bennington County	$22,350	$25,550	$28,750	$31,900	$34,500	$37,050
Chittenden, Grand Isle and Franklin Counties	$26,850	$30,700	$34,550	$38,350	$41,450	$44,500
Caledonia and Essex Counties	$22,350	$25,550	$28,750	$31,900	$34,500	$37,050
Lamoille County	$23,000	$26,300	$29,600	$32,850	$35,500	$38,150
Orange	$22,550	$25,800	$29,000	$32,200	$34,800	$37,400
Orleans and Rutland Counties	$22,350	$25,550	$28,750	$31,900	$34,500	$37,050
Washington County	$25,350	$28,950	$32,550	$36,150	$39,050	$41,950
Windham County	$22,350	$25,550	$28,750	$31,900	$34,500	$37,050
Windsor County	$23,400	$26,750	$30,100	$33,400	$36,100	$38,750

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

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United States Department of Agriculture
Rural Development
Vermont/New Hampshire

504 PRE-QUALIFICATION INFORMATION

Date _____

Applicant #1 _____ Social Security Number _____ Age _____

Applicant #2 _____ Social Security Number _____ Age _____

Mailing Address _____ Town/State/Zip _____

Physical Address _____ Town/State/Zip _____

Home Phone _____ Work Phone _____

HOUSEHOLD INCOME: (Per Month)

Applicant #1 Monthly Wage Income _____ Annual _____

Applicant #2 Monthly Wage Income _____ Annual _____

Food Stamps _____ AFDC/TANF _____ SS/SSI _____ Pension _____ Other _____

Foster Care _____ State Public Assistance _____ Child Support/Alimony _____

OTHER HOUSEHOLD MEMBERS:

Other Adults _____ Age _____ Income _____

Other Adults _____ Age _____ Income _____

Children _____ Age _____

Children _____ Age _____

Children _____ Age _____

Foster Child/Adult _____ Age _____

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	_____
Car/Truck Debt	_____	_____	Real Estate Tax	_____
Car/Truck Debt	_____	_____	Child Care Costs	_____
Other Vehicles/Equipment	_____	_____	Child Support Paid Out	_____
Other Debts	_____	_____	Unreimbursed Medical	_____
Other Debts	_____	_____	Other RHS Loans/Grants	Yes No

MONTHLY CASH EXPENSE WORKSHEET

Food	_____	Transportation	_____
Clothes	_____	Real Estate Insurance	_____
Unreimburseable Medical	_____	Automobile Insurance	_____
Personal	_____	Health Insurance	_____
Fuel	_____	Real Estate Tax	_____
Electric	_____	Income Tax	_____
Telephone	_____	Social Security Tax	_____
Cable	_____	Property Tax	_____
Water/Sewer	_____	Professional/Union Dues	_____
Other Household	_____	Child Care	_____
Housing Repair	_____	Child Support	_____
Education	_____	Planned Purchases	_____
Gifts	_____	Loan Closing Cost	_____
Recreation	_____	Moving	_____
Out of Pocket	_____	Other	
Car Expense	_____		

Total Expenses: _____

Comments _____

_____

_____

_____ Applicant #1 Signature

_____ Applicant #2 Signature

Please complete and return to the address above.
This does not constitute an application.
It is for informational purposes only.

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Form RD 3550-1
(Rev 06-06)

Form Approved
OMB No 0575-0172

United States Department of Agriculture
Rural Development
Rural Housing Service

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

RE: _____
Account or Other Identifying Number

_____
Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture As part of the process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request

I, or another adult in my household, authorize you to provide to RHS for 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 a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U S C 3401, et seq , RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law

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 for a loan or grant, interest credit, payment assistance, or other servicing assistance I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act information I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated

_____ _____
SIGNATURE(APPLICANT OR ADULT HOUSEHOLD MEMBER) DATE

_____ _____
Signature *(Applicant or Adult Household Member)* Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless 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, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

RHS Is An Equal Opportunity Lender

SEE ATTACHED PRIVACY ACT NOTICE

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:

1 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

2 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

3 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 31001

4 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)

5 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

6 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

7 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

9 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

11 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

12 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

13 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 ACT INFORMATION - CONTINUED

14 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

18 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))