



# Regional Housing Services Office

*Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland, and Weston*

Office Address: 37 Knox Trail, Acton, MA 01720  
Phone: (978) 287-1092

Website: [WWW.RHSOhousing.org](http://WWW.RHSOhousing.org)  
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January 10, 2024

Dear Weston Resident,

We are happy to announce the Weston Affordable Housing Trust's third cycle of small grants for home repairs. Funds for the program were approved at the November Town Meeting.

The maximum grant is \$15,000 and you do not have to repay the town. This is not a loan. You must meet the following requirements:

1. **Homeowner of Deed Restricted Property:** Own a home in Weston with current affordable housing deed restriction (Affordable Housing Covenant)
2. **Income Eligible:** Gross annual household income must be at or below 120% of the area median income (see application for amounts)

Applications are due by Friday, March 1, 2024. You will need the application form, copy of a recent tax return, an asset statement, and either:

- For future repairs: two cost estimates for the repair work, photos of work needed, and W-9 tax form for the contractor
- For repairs completed in 2023: contractor's invoice, photos of work completed, and W-9 tax form for yourself

The amount of each grant will be determined by the Housing Trust. There may not be enough money to completely fund all applications. They will prioritize based on health and safety, income and assets, and prior grants.

Attached to this letter is additional information and an application. If you have questions or need help with the application, please contact Ibrahim Kazibwe at 978-287-1092 or [ibrahim@rhsousing.org](mailto:ibrahim@rhsousing.org).

Sincerely,

Christine McKenna Lok  
Assistant to the Weston Housing Trust

# Weston Affordable Housing Trust

## HOME REPAIR GRANT

The Home Repair Grant Program can support projects to fix conditions dangerous to health and safety; to correct substandard conditions; and to make accessibility improvements. Some examples of eligible projects include:

- Small Jobs and/or Contractor Work: Plumbing, carpentry, window repairs, gutters or downspouts, door repairs or replacements, step or porch repairs, cement work or masonry repair, tiling, plaster patching, sheet-rock repair, interior painting, carpet replacement, smoke/CO detectors, weather stripping, electrical, heating, insulation, masonry, siding, roofing.
- Adaptations: Accessibility improvements as needed by homeowner, such as replacement of bathroom accessories/fixtures (e.g. grab bars, raised toilets, hand-held shower heads), interior fixture modifications (e.g. change doorknobs to levers, light switch height), and exterior access improvements (e.g. ramps, railings).
- Condo/Homeowner Association Special Assessment: Repairs managed by the association and charged to you as a special assessment may be eligible. We may request additional documentation from the association.

### Financial Assistance

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The grants are offered as unsecured and unconditional funds, with no repayment clauses. The maximum grant will be **\$15,000**.

### Applicant Eligibility Requirements

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1. **Homeowner of Deed Restricted Property**: Own a home in Weston with current affordable housing deed restriction (Affordable Housing Covenant)
2. **Income Eligible**: The combined income of everyone living in the home shall be less than 120% of the Boston Area Median Income. All sources of regular income such as earnings, Social Security, Pension, Interest Income, etc., are counted. Current income limits are:

Household Size	1 person	2 people	3 people	4 people	5 people	6 people
Maximum Income	\$125,412	\$143,328	\$161,244	\$179,160	\$193,493	\$207,826

3. **Waiting Period**: There is a one-year waiting period between grants.

# Weston Affordable Housing Trust

## HOME REPAIR GRANT

### Application Deadline and Submission Requirements

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Applications are due by **March 1, 2024.**

We hope to collect all applications online.

Please email [ibrahim@RHSOhousing.org](mailto:ibrahim@RHSOhousing.org) for a secure link to upload.

Or you can mail to the Regional Housing Services Office  
37 Knox Trail, Acton, MA 01720

Please call Ibrahim for help or questions: 978-287-1092

### Submission Checklist

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For all applications:	
	Completed application form with signed affidavit
	Copies of 2022 or 2023 federal tax returns for all household members
	Completed statement of assets
For future repairs:	
	Two separate estimates for work by licensed, insured contractors (town employees are not eligible contractors)
	Photo of area to be repaired
For repairs completed in 2023:	
	Invoice from licensed, insured contractor (town employees are not eligible contractors)
	Photo of area repaired, with "before" photos if possible

### Review Process

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The Regional Housing Services Office will review applications to see that they are complete, verify the amount of home repair grants received in prior years (if any), then remove identifying information before sharing application summaries with the Housing Trust members.

# Weston Affordable Housing Trust

## HOME REPAIR GRANT

### Award process

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- If awarded, the Weston Affordable Housing Trust will issue a written letter of Grant Approval for the specific repair work along with a Grant Agreement. The homeowner must sign and return the Grant Agreement within 1 month of the award letter and repairs must be completed within 12 months from the grant agreement date.
  - For future repairs: The Weston Affordable Housing Trust will pay the contractor directly upon receipt of the invoice, the contractor's W-9 tax form, photo of the finished repair, and approval from the applicant. Requests for partial payments for materials and work will be considered by the Trust. The grant funds may be combined with other funds to complete a project.
  - For repairs completed in 2023: The funds will be paid directly to the homeowner upon receipt of homeowner's W-9 tax form and verification from the contractor that they already have been paid in full.

# Weston Affordable Housing Trust

## HOME REPAIR GRANT

### APPLICATION

#### 1. Household Information:

Applicant Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Other people living in the household, and their ages:

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2. Property Address: \_\_\_\_\_

3. Is there a mortgage on the property? ☐ No ☐ Yes, Balance: \_\_\_\_\_

4. Grant Amount Requested: \$ \_\_\_\_\_

5. Description of repair and why it is needed:

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# Weston Affordable Housing Trust

## HOME REPAIR GRANT

### STATEMENT OF ASSETS

For each person listed on application, list all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property (like a vehicle).

#	Type of Asset	Bank/Credit Union Name	Value/Balance
1	Checking account		
2	Savings account		
3	Investment account		
4	Retirement Account		
5	Other:		
6	Other:		
7	Other:		
	<b>TOTAL</b>		

Do you, or anyone on this application own any real estate (whole or partial interest in) other than the property indicated on application?

☐ No      ☐ Yes      if Yes, list Assessed Value: \$\_\_\_\_\_

# Weston Affordable Housing Trust

## HOME REPAIR GRANT

### ***AFFIDAVIT***

Whereas I, the undersigned, have made application to the Weston Affordable Housing Trust Home Repair Grant Program for monies from the Weston Affordable 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 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,

I agree to sign a Grant Agreement if the project is approved and funds awarded.

Therefore, I understand that any Weston Affordable Housing Trust Home Repair Grant Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time should any information supplied by me prove to be false or deliberately misleading, including all application material, or if I am out of compliance with the conditions stipulated in the Affordable Housing Deed Restriction.

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

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

Applicant Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature:

\_\_\_\_\_ Date: \_\_\_\_\_