

Wareham Affordable Housing Trust Grant Application

Application Instructions

Thank you for applying for a Wareham Affordable Housing Trust (TRUST) grant. Please complete and submit this application form along with any required attachments.

To be considered for funding, applications must be on the form provided. **Application forms must not be modified.**

Use the following instructions for submitting your application. Please include all required attachments with your application at the time of submission.

Application Submission

Submit the completed application, with attachments and cover letter, electronically to: AHT@wareham.ma.us.

If you are unable to make an electronic submission, please send one copy of the completed application, including attachments, registered mail, to:

Wareham Town Hall
c/o Select Board
54 Marion Rd.
Wareham, Ma. 02571

Attn: Wareham Affordable Housing Trust

The application may also be hand delivered to Wareham Affordable Housing Trust c/o Board of Selectmen office at the above street address.

Notice of Disclosure of Application

Once submitted to the TRUST, information provided in this application will become a public record available for review by the public pursuant to the Public Records Law. By providing this information to the TRUST, the Applicant waives any claim of confidentiality and consents to the disclosure of all submitted material upon request and in accordance with applicable law.

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SECTION 1 – Applicant’s Information

1.1 Please provide the following information for the primary applicant.

Name of Applicant

Applicant address (street, city, ZIP)

Contact phone number and e-mail

Address (street, city, ZIP) of property that the grant will be applied to

1.2 Please list documentation that provides primary applicant’s proof of ownership for the property the grant will be used for. Attach a copy of the documentation.

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1.3 Please provide a brief description of project.

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SECTION 2 – Eligibility Criteria

2.1 This chart presents areas that may be considered by the TRUST when determining grant award qualification. Please answer all the following questions with a “Y” for yes, “N” for no. Do not leave any questions unanswered. Please provide any documentation to support your answers to the following questions.

	Eligibility Criteria
	Are you looking for project-specific funding?
	Are you requesting funding for the creation or financing of affordable housing units in the Town of Wareham?
	Does your proposal seek funding to create or finance affordable housing units for low-income families earning 80% or less of area median income?
	Will the resulting affordable housing be eligible for the Subsidized Housing Index (SHI) for the Town of Wareham?
	Does the number of affordable units for your project exceed 25% of the total number of units?
	Is the application complete and on the form prescribed by the TRUST?
	Is the project financially feasible?
	Does the application contain evidence of site control?
	Does the development team or homeowner have the capacity to complete the project?
	Does the project add at least one unit of affordable housing at or below 80% of median income to the Wareham affordable housing stock?
	Does the applicant agree to having an affordable housing deed restriction placed on the subject property for a length of time determined by the TRUST?
	Does applicant owe any taxes or other fees to the town of Wareham?

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SECTION 3 – Information Regarding Funds Requested and Usage

3.1 Please confirm the total amount of TRUST funds that are being requested.

\$ _____

3.2 What is the estimated percentage of project costs that the requested grant will provide?

_____ %

3.3 Funding usage detail - Please list/identify all activities that TRUST grant funds will be used for. Use additional paper if necessary.

Activity Funded	Months/Years	Estimated Dollar Amount	% of Total Grant Dollars
<i>e.g., Building plans creation</i>	<i>FY 02-03 or (months/years)</i>	<i>e.g., \$ 7,000</i>	<i>e.g., 30%</i>
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

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3.4 Funding source detail - Please list/identify all sources funds will be used for the project. Use additional paper if necessary.

Source of Funds	Months/Years	Estimated Dollar Amount	% of Total Grant Dollars
<i>e.g., Building plans creation</i>	<i>FY 02-03 or (months/years)</i>	<i>e.g., \$ 7,000</i>	<i>e.g., 30%</i>
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

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SECTION 4 – Additional Project Details and Information

The following information may be required, depending on the size/type of project that the TRUST funds are requested for. Please answer all that apply.

4.1 Have formal plans been created for this project? Yes _____ No _____
If so, please attach a copy of the plans to this application.

4.2 Will this project require the plan be approved by any of the following boards/departments?

Required Approvals	Yes	No	Status/Explanation
Planning			
Zoning			
Conservation			
Sewer			
Inspection Services (building permit)			
Other			
Other			

4.3 Has a building permit been issued for this project? If so, please attach a copy of the permit to this application. Yes _____ No _____

4.2 Please provide a brief description of how the following will be addressed.

(a) Project control and/or management _____

(b) Site security and maintenance _____

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(c) Confirmation that site is free of hazardous materials _____

(d) Confirmation that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed _____

SECTION 5 – Authorized signature

The application must be signed by the applicant or authorized agent.

Name

Title

Relationship to Applicant

Signature

Date