

City of Boston - AFSCME Council 93, AFL-CIO Housing Trust Fund

Home Improvement Eligibility Criteria

The City of Boston - AFSCME Council 93, AFL-CIO Housing Trust Fund (“the Trust”) will enable members to receive a 0% interest loan up to a maximum of \$2,500, and a grant up to \$1,500, to pay for home improvement related expenses.

You are eligible for this benefit if:

- You are currently a member in good standing of AFSCME, Council 93 and have been for at least two (2) years;
- Your base yearly income (not your household’s total income) is less than \$72,050/year;
- You have no outstanding loans provided through the City of Boston – AFSCME Council 93, AFL-CIO Housing Trust Fund;
- You have only received one other loan from the Housing Trust Fund within the past three (3) years.
- You have not received a Home Improvement Grant from the Housing Trust Fund within the past three (3) years.

Explanation of Benefit

This benefit is designed to pay for housing related home improvements, which may include but are not limited to: remodeling, masonry, carpentry, painting, windows, electrical work, plumbing, roofing, HVAC repair, and fencing. Documentation of the housing related home improvement will be required at the time of the application and may include repair estimates, work proposals and/or invoices.

There are two parts to the benefit, a 0% interest loan of up to \$2,500 and a grant of up to \$1,500. You may apply for both the loan and the grant.

The City of Boston Employees’ Credit Union will lend funds to AFSCME members. The Trust will pay the costs associated with the originating and servicing of the loan. Once Trustees of the Trust have approved the loan, the member will complete the Credit Union application and arrange for the Credit Union to structure a repayment plan through a payroll deduction. The loan must be repaid within three years.

The funds will be issued by the Credit Union to the business, individual or to the employee, at the employee's discretion.

The AFSCME member agrees to repay the loan in its entirety regardless of employment status with the City of Boston.

A member cannot reapply for the housing improvement assistance until the loan has been repaid and may only have two loans of any kind from any Housing Trust program in a three year period.

You are eligible to receive your grant money only when you complete the grant release form and submit it to the Trust along with your paid receipts totaling up to the maximum of \$1,500.

Reimbursement: Members may apply for reimbursement for any work done after January 1, 2007.

The Application Process

- a) As a first step, member must **pick up an application form**, which is available at the AFSCME office or can be downloaded from www.afscmecouncil93.org;
- b) Member **completes the application form**;
- c) Member secures a "**letter of good standing**" from AFSCME, Council 93 or your Local President or delegate and gives the completed application to the Trust Program Administrator at AFSCME, Council 93;
- d) The Trust Program Administrator reviews the application for completeness and forwards the application to the Trustees;
- e) The Trustees review the application:

If the application is not approved, the Trustees inform the member in writing of the reasons the application was denied.

If the application is approved, the Trustees issue a loan commitment letter and a grant release form.

- f) Once approved, if the member belongs to the Credit Union, he/she **completes the Credit Union application** (<http://www.cityofbostoncu.com>). If the member does not belong to the Credit Union he/she joins. The Credit Union works with the member to develop a repayment plan and the member arranges for a payroll deduction to repay the loan. The funds will be issued by the Credit Union to the business, individual or to the employee, at the employee's discretion;

- g) Once work has begun or has been completed, the member must fill out the home improvement grant release form and attach receipts in order to be eligible for the grant funds;
- h) Member submits the completed Grant Release Form and receipts to the Trust Program Administrator at AFSCME, Council 93. You may only submit this form once, so be sure to include all receipts totaling up to the maximum amount of \$1,500 or else you will not receive the full amount;
- i) Once the grant release form and receipts have been received by the Trust Program Administrator, a Trust Fund check will be issued to the business, individual or employee, at the employee's discretion for the amount spent on housing related improvements up to the maximum of \$1,500.