

*Application for*

**Community Preservation Act Funding**

**Application Form**

For CPC Use: Project # 2012-1  
Received on: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_  
Reviewed on: \_\_\_/\_\_\_/\_\_\_ Determination: \_\_\_\_\_

**Applicant Information**

<b>Project Title:</b> <i>Residential Home Modification Fund</i>	
<b>CPA Funding Request:</b> \$48,200	<b>Total Cost of Proposed Project:</b> \$48,200
<b>Applicant Name:</b> Longmeadow Council on Aging	<b>Contact Name:</b> Karen Neiman Michelman
<b>Mailing Address:</b> 231 Maple Road	<b>Community Preservation Act Category</b>
<b>City, State, Zip Code:</b> Longmeadow, MA 01106	√ <b>Community Housing</b>
<b>Phone/Fax:</b> 413-565-4150 / 413-565-4152	
<b>Email &amp; or Website:</b> <a href="mailto:Kmicelman@longmeadow.org">Kmicelman@longmeadow.org</a> <a href="http://www.longmeadow.org">www.longmeadow.org</a>	

# Longmeadow Community Housing Proposal for

## Residential Home Modification Fund

### Goals:

The proposed project goals are to continue to provide financial support for home modification projects for Longmeadow residents of limited means. More specifically, the project will continue to assist residents with necessary home modifications and adaptations so they may remain in the community as long as is safely possible.

The proposed project will continue to benefit the Town and address the following CPC funding criteria: *"The creation, preservation and support of community housing."*

The proposal also addresses many of the CPC funding criteria:

- ❖ Meet local housing needs for eligible low and moderate income individuals and families;
- ❖ Promote a socioeconomic environment that encourages a diversity of income and age and
- ❖ Ensure long-term affordability.

### Community Need:

The Longmeadow Adult Center provides services for many low to middle income older residents in this community. Many of these people are living in homes that are in need of repair or modifications in order to allow them to remain safely in their homes. They may live in a home that has appreciated in value but still have insufficient resources to maintain or to modify it.

Staying in one's home is the major preference of older adults as is remaining in Longmeadow. In fact, it is probably the preference of most residents of Longmeadow. But physical and financial problems, which can occur at any age but are more common as we age, often make staying in their Longmeadow home unsafe or impossible for many residents. Home modifications can provide adaptations to homes that make it easier and safer to carry out activities such as bathing, cooking and climbing stairs. For very low income people, some assistance is available for such modifications through local, state and federal assistance programs, but in addition to restrictive income guidelines, assistance may be limited to a single item such as a ramp and leave other needs unmet. Such gaps in assistance will continue to be filled by the Home Modification Fund.

The continued need for the Longmeadow Food Panty demonstrates that there is still a downturn in the economy, unemployment is still high, and the retirement income is still declining. Financial problems affect a wide range of people. Therefore, the Food Pantry is open to all Longmeadow residents as would the Home Modification Fund. We have served a wide age group from elderly couples to single parents of young children. This past year, the Town of Longmeadow was able to offer funding support from the Home Modification Fund which allowed Longmeadow residents who have housing needs and limited incomes to remain safely in their homes as residents of the community. The fund has provided residents with updated insulated windows; high efficiency heat pumps; bathroom repairs; water line installation; roof repairs, porch repairs electrical work, kitchen repairs. The general sentiment from all of the applicants has been very positive. Many of these residents had nowhere else to turn.

### **Community Support:**

Both the Longmeadow Long Range Plan and the Longmeadow Housing Needs Assessment point to the need for maintaining housing options for people of limited means. This fund will most definitely continue to address this concern. Additionally, support has been given by the following entities: Goldthwaite Fund, Longmeadow Town Manager and Board of Health, Longmeadow Adult Center Social Service Coordinator and Board of Directors and local religious groups.

### **Action Plan & Timeline:**

The Town of Longmeadow voters supported the request of the Adult Center to setup a revolving fund to maintain the Home Modification Matching Funds. Any matching fund requests and unspent funds will be carried over to subsequent years.

In addition, the Pioneer Valley Planning Commission was very instrumental in assisting the Town in establishing the program guidelines, application processing paperwork, contracts and agreements for the program. We modeled our program after a similar program that is run through the PVPC.

The town will continue to require:

- Initial Application, proof of income eligibility (must meet current local median income limits)
- Application reviewed by key town personnel (Director, Social Service Coordinator, Bldg Inspector when needed, Bd of Health)
- At least two estimates required
- Contracts between the Town/Homeowner
- Contracts between Homeowner/Contractor
- Signoff by homeowner & contractor along with a guarantee by Contractor prior to payment.

May 2012:

Passage of CPA funding at Annual Town Meeting

May 2012

Publicize home modification services in local media. Evaluate projects with the assistance of community professionals: Director COA; Social Service Coordinator COA; Board of Health, Building Inspector.

**Maintenance:** not applicable

**Preservation:** not applicable

**BUDGET:**

**Narrative:** The proposal request is \$48,200. Currently, the fund provides a maximum allowable funding amount of \$5,000 per household and with a requirement for grant recipients to provide a 10% match payment for all projects in the amount of \$500 or more.

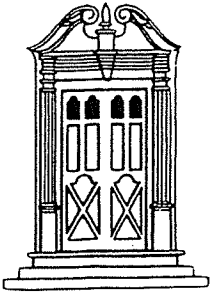
**Housing Modification Fund - \$40,000**

**Personnel - \$8,000**

Staff time is needed to meet with residents, evaluate projects, research funding options, prepare materials.

**Travel: \$200**

**Other Funding:** When applications are made for housing modifications, all local, state and federal resources for funding will be explored to help support individual projects.



Town of  
**Longmeadow, Massachusetts**

20 Williams Street, Longmeadow, MA 01106

Tel. (413) 565-4150 Fax (413) 565-4152 • E-mail [kmichelman@longmeadow.org](mailto:kmichelman@longmeadow.org)



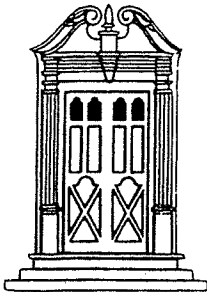
## **LONGMEADOW HOME MODIFICATION FUND**

***The creation, preservation and support of community housing  
with funding provided by the Community Preservation Act.***

The Longmeadow Home Modification Fund's goals are to provide financial support for minor home modification projects for Longmeadow residents of limited means. More specifically, the project will assist residents with necessary minor home modifications and adaptations so they may remain in the community as long as is safely possible.

### **Longmeadow's Home Modification Eligibility Criteria:**

- Resident must complete an initial request application to be considered. Applications are available at the Longmeadow Assessor's Office and Longmeadow Adult Center.
- Fund will provide up to \$5,000 per household for approved minor home modification projects for families at risk who meet the program eligibility criteria.
- For projects over \$500 the fund requires a 10% match that will be placed in a revolving fund, to help support future requests.
- Income Eligibility: The Fund allows for Longmeadow to support minor housing modifications for persons or families earning up to 100% or less of the locality's area wide median income. Applicable area wide median income (as further differentiated by household size) is established annually by the United States Department of Housing and Urban Development (HUD). HUD income limits are available from its web site: <http://www.huduser.org>. Median Income Limits: *One person household: \$56,188; 2 person, \$64,250; 3 person, \$72,250; 4 person, \$80,250.*
- Projects only for Owner Occupied Properties (no renters)
- For further information please contact Karen Michelman, Longmeadow Adult Center Director at 413-565-4150, 9 – 3 PM, Monday – Friday or email [Kmicelman@longmeadow.org](mailto:Kmicelman@longmeadow.org).



Town of  
**Longmeadow, Massachusetts**

20 Williams Street, Longmeadow, MA 01106

Tel. (413) 565-4110 • Fax (413) 565-4112 • E-mail [townhall@longmeadow.org](mailto:townhall@longmeadow.org)



**LONGMEADOW HOME MODIFICATION FUND**  
*The creation, preservation and support of community housing  
with funding provided by the Community Preservation Act.*

**PROPERTY OWNER APPLICATION**  
LONGMEADOW HOME MODIFICATION FUND

**I. OWNER HOUSEHOLD INFORMATION**

A. Name of Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone - Husband \_\_\_\_\_  
Wife \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

B. Total Number of Persons in Household: \_\_\_\_\_

Number of Children 18 and Under \_\_\_\_\_ Ages of Children \_\_\_\_\_

**II. PROPERTY INFORMATION**

A. Address of Property Proposed for modification:  
\_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Is this your primary residence? \_\_\_\_\_

B. Are there currently any liens or attachments recorded against your property? If so, please explain.



# LONGMEADOW HOME MODIFICATION FUND

I understand that the information given in this application will be used only to determine eligibility for this program and will otherwise be treated as confidential. I consent to inspections of my property by program staff and building and other inspectors. I further state that the information in this application has been given freely and is true to the best of my knowledge. **It is my understanding that falsification of income information may lead to immediate recapture of funds by the town.**

(Note: All owners of record must sign below. For example, if you and your spouse jointly own your home, both of you must sign below.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed applications to the Longmeadow Adult Center, Attn: Karen Michelman, 231 Maple Road, Longmeadow, MA 01106

Thank you.

<b>Home Modification Fund - 2011</b>			
LONGMEADOW			
Door Porch Repair			1,718.27
Garage Roof Repair			
Back Porch Repair			
Front Porch Repair - pending			1,429.56
<b>Total</b>			<b>3,147.83</b>
Window Replacement			3,908.00
2 High Efficiency Heat Pumps			4,500.00
Front Door Repairs			
Roof Repairs/Insulation			2788.32
Bath/Plumbing Repairs			600.00
Kitchen Subfloors/Electric			2,070.00
<b>Total</b>			<b>2,670.00</b>
<b>PENDING PROJECTS</b>			
Water Line Repair			1,800.00
Roof Repair? Pending Approval			5,000.00
Windows/Garage Repair			4,920.00
Roof Repair - pending inspection			5,000.00
Windows - Estimate Pending			
<b>Total Award to date:</b>			<b>17,014.15</b>
<b>Pending Awards:</b>			<b>16,720.00</b>
<b>Total to date:</b>			<b>33,734.15</b>
updated November 2011			

Karen

I was very pleased with the program to help the elderly to stay in their home. I had an outside rail put in inside rail down the cellar insulation - new storm door which all helps tremendously. Linda C. was wonderful,

With much Appreciation

**Karen Michelman**

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**From:** . . . . .

**Sent:** Sunday, December 04, 2011 4:28 PM

**To:** Karen Michelman

**Subject:** Home Modification Fund Program

I want to thank the Town of Longmeadow for our participation in the Home Modification Fund program.

Our energy savings home improvements have been cost effective for us. We have already seen a savings

since our up-grades and look forward to future savings as well. It is an excellent program for seniors and

I hope the Town will continue to offer it in the future.

