

## USDA RURAL DEVELOPMENT



United States  
Department of  
Agriculture

# 504 HOME REPAIR LOAN / GRANT PROGRAM

### SERVICE AREA:

GENESEE, ERIE,  
NIAGARA, ORLEANS,  
WYOMING COUNTIES

### Section 504 Grants:

- ◆ \$7,500 maximum lifetime grant assistance to any recipient.
- ◆ Must be 62 years of age or older at application.
  - ◆ Unable to show repayment ability for a 504 loan.
  - ◆ Owner occupied property in an eligible area.

### Section 504 Loans:

- ◆ Fixed 1% interest rate.
- ◆ Loans may not exceed \$20,000.
- ◆ Maximum 20 year term. Determined by your repayment ability.
  - ◆ Owner occupied property in an eligible area.

### Rural Development

29 Liberty Street, Suite 2  
Batavia, New York 14020

Phone: 585.343.9167 x4

Fax: 855-889-1627

[www.rurdev.usda.gov/ny](http://www.rurdev.usda.gov/ny)

### Program Objective:

Assist very low-income owner occupants of modest single family homes in rural areas repair their homes.

### Grant Purposes:

Grant funds may be used *only* for repairs and improvements that will remove health and safety hazards or to make dwellings accessible for household members with disabilities.

### Loan Purposes:

Loan funds may be used to remove health and safety hazards and make general repairs and improvements to properties, as long the dwelling remains modest for the area.

### Eligibility Requirements:

#### 504 Grant

- ◆ Applicant must be 62 years of age or older at the time of application.
- ◆ Must be unable to repay a 504 Loan (amortized over the maximum number of years).
- ◆ Applicants must own or have life use of the property and occupy it.
- ◆ The adjusted household income may not exceed the limit for your area. See next page.
- ◆ Unable to obtain credit elsewhere and lack the personal resources to meet their needs.

#### 504 Loan

- ◆ Applicant must own or have life use of the property and occupy it.
- ◆ Applicant must have repayment ability - determined by a household budget completed with a Rural Development representative.
- ◆ The adjusted household income may not exceed the limit for your area. See next page.
- ◆ Unable to obtain credit elsewhere and lack the personal resources to meet their needs.
- ◆ Must have an acceptable credit history.
- ◆ Outstanding 504 loans of \$7,500 or more will be secured by a mortgage.

### Dwelling Requirements

- ◆ The property must be located in an eligible rural area.
- ◆ The property must be considered modest and you must own the land.
- ◆ No in-ground swimming pools.
- ◆ The property may not be designed for income producing purposes.

(Rev 02/14/14)



USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



### 504 Loan/Grant Income Eligibility

An applicant’s adjusted annual income must be less than the income limit below:

	<b>1 person</b>	<b>2 person</b>	<b>3 person</b>	<b>4 person</b>	<b>5 person</b>
Genesee County	\$22,900	\$26,150	\$29,400	\$32,650	\$35,300
Erie County	\$23,150	\$26,450	\$29,750	\$33,050	\$35,700
Niagara County	\$23,150	\$26,450	\$29,750	\$33,050	\$35,700
Orleans County	\$24,050	\$27,500	\$30,950	\$34,350	\$37,100
Wyoming County	\$21,950	\$25,050	\$28,200	\$31,300	\$33,850

(Rev 02/12/14)

Income limits are subject to change without notice.

For information on determining the Adjusted Annual Income or for income limits for a larger household, please contact our office.

### Indicators of Unacceptable Credit

- Late payments within the last 12 months.
- A foreclosure within the last 36 months.
- An outstanding tax lien.
- Late rent payments.
- Outstanding collection accounts.
- Collection accounts paid in full within the last 6 months.
- Debts written off within the last 36 months.
- Delinquency on a federal debt.
- An outstanding judgment within the last 12 months.
- A Chapter 7 bankruptcy within the last 36 months
- A Chapter 13 bankruptcy within the last 12 months.
- An applicant with an outstanding judgment obtained by the United States in a Federal court, other than the United States Tax Court, is *not* eligible for a Section 502 loan. This requirement is statutory and cannot be waived

(Rev 02/14/14)

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# Rural Housing Service Pre-Qualification Worksheet

Home Purchase  
Home Repair

County You Wish to Live In: \_\_\_\_\_

APPLICANT INFORMATION			CO-APPLICANT INFORMATION		
Name:			Name:		
Address:			Address:		
City, State, Zip:			City, State, Zip:		
Phone – Home:	Cell:		Phone – Home:	Cell:	
Email Address:			Email Address:		
DOB:	Sex:	Marital Status:	DOB:	Sex:	Marital Status:
Social Security No.:			Social Security No.:		
Race: <input type="checkbox"/> Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian <input type="checkbox"/> White <input type="checkbox"/> N/A			Race: <input type="checkbox"/> Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian <input type="checkbox"/> White <input type="checkbox"/> N/A		
US Citizen? <input type="checkbox"/> Y <input type="checkbox"/> N	Ethnicity: <input type="checkbox"/> Hisp/Latino <input type="checkbox"/> Not Hisp/Latino <input type="checkbox"/> N/A		US Citizen? <input type="checkbox"/> Y <input type="checkbox"/> N	Ethnicity: <input type="checkbox"/> Hisp/Latino <input type="checkbox"/> Not Hisp/Latino <input type="checkbox"/> N/A	
Employer:	Start Date:		Employer:	Start Date:	
<b>Gross MONTHLY Income:</b>					
Wages:			Wages:		
SS / SSI:			SS / SSI:		
Pension:			Pension:		
Child Support:			Child Support:		
Maintenance:			Maintenance:		
Workers Compensation:			Workers Compensation:		
Unemployment (seasonally recv'd)			Unemployment (seasonally recv'd)		
Other:			Other:		

Other Household Members Who Will Live in the House Not Listed Above					
Name	Relationship	Age	FT Student?	Income	Source

Type of Payment	Creditor Name	Monthly Payment	Balance	Type of Asset	Balance /Value
Vehicle Payment				Cash	
Vehicle Payment				Checking Acct	
Credit Card				Checking Acct	
Credit Card				Savings Acct	
Credit Card				Savings Acct	
Student Loans				CDs	
Child Support Owed				IRA /401k	
Medical Debts				Real Estate Owned	
Other				Other	

How did you find out about this program? \_\_\_\_\_

Please be sure to have each Applicant sign and return (1) Form 3550-1, Authorization to Release Information along with this worksheet to:



**Section 504 Monthly Cash Expense Worksheet**

Food	\$ _____	Transportation	\$ _____
Clothes	\$ _____	Real Estate Ins.	\$ _____
Unreimbursed Medical Exp	\$ _____	Automobile Ins.	\$ _____
Personal	\$ _____	Health Ins.	\$ _____
Fuel	\$ _____	Medicare	\$ _____
Electric	\$ _____	Real Estate Tax	\$ _____
Telephone/Cell	\$ _____	Income Tax	\$ _____
Cable/Dish	\$ _____	Social Sec.	\$ _____
Internet Service	\$ _____	Union Dues	\$ _____
Water/Sewer	\$ _____	Child Care	\$ _____
Other Household	\$ _____	Child Support	\$ _____
Home Repair	\$ _____	Loan closing costs	\$ _____
Education	\$ _____	Moving Expense	\$ _____
Gifts	\$ _____	Planned Purchases	\$ _____
Recreation	\$ _____	Other Expenses	\$ _____
Out of Pocket	\$ _____	Life Line	\$ _____
Car Expense	\$ _____	Total Expenses	\$ _____

**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 this 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 renofified 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

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as 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.*

## 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 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. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).

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Rural Development  
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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.

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**NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION- CONTINUED**

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