



Andover Emergency Community Assistance Program **APPLICATION FOR ASSISTANCE**

The Andover Community Trust assistance program is an income based assistance program that provides hardship assistance to Andover residents for up to \$10,000. The program is funded by the NiSource Charitable Foundation Fund for Merrimack Valley—a Field of Interest Fund at Essex County Community Foundation. This is a local assistance program and offers financial assistance for family hardships. Need should relate to ongoing housing expenses or one time emergency. Up to \$10,000 of direct funding is available to eligible households. Andover Community Trust will work alongside the applicant to help pay tenant rent, mortgage expenses, utility expenses and other emergency housing expenses.

Income guideline: The recipient must have an annual household income that does not exceed 80% of the area median income, with priority given to incomes lower than 50%:

Income Limits								
Family Size	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
80% Maximum Household gross income	\$72,950	\$83,400	\$93,800	\$104,200	\$112,550	\$120,900	\$129,250	\$137,550

Please submit the following documents with the application and can be attached or emailed to assistance@AndoverCLT.org

- ID or Driver's License of everyone in household who is 18 years of age and older
- Child Custody documentation and support information (if applicable)
- Court documents (if applicable)

Verification of income

- Paystubs from each employer (2 most recent paystubs for each person)
- Any other income such as Unemployment Benefits, SSI Benefits, Public Assistance, Pension and Annuities, Child Support
- Most recent statement for all Assets including checking accounts, savings accounts, retirement accounts, investment accounts, cash cards

Verification of Expenses

- Statement of overdue rent or mortgage, notice to quit
- Utility overdue notice
- Estimate of emergency expenses

SELECTION CRITERIA

Applicants will be reviewed on a rolling basis, with certain exceptions for emergency situations, subject to the conditions outlined below.

Readiness to proceed

Your Application must be complete with all required documentation provided. Incomplete applications will be rejected and returned to the applicant.

Emergency

Applicants who are homeless or have received notice from their current landlord that they must vacate (due to no fault of their own or any member of their household) or are forced to vacate their current residence due to domestic violence will receive priority.

DETERMINATION OF ELIGIBILITY

Applicants must reside in Andover.

PROGRAM BASICS

- The program will end when all allocated funds have been expended.
- Applicants must provide documentation of incomes and assets of **all household members** at application and as requested throughout participation of the program.
- Recipients must pay 30% of their adjusted income towards housing costs.
- Rental assistance must be used for rental units in Andover.