



Provincetown Housing Office



Sewer Connection Assistance Program - GUIDELINES & APPLICATION

The Sewer Connection Assistance Program is offered through the Town of Provincetown’s Housing Office and offers up to full cost of connection, capped at \$20,000, for eligible property owners - restricted to owners at 80% AMI [Area Median Income] or less income level. The program is intended for lower to moderate income homeowners.

Purpose:

The Town of Provincetown, through its ARPA Funds, offers up to 100% of new connections to the sewer, capped at \$20,000, for each eligible homeowner to put towards the sewer connection costs of an eligible affordable unit. It is intended to assist year-round property owners qualifying at the HUD/CPA 80% AMI. The goal of the program is to provide financial assistance to low- and moderate-income households in the Town of Provincetown. This is a zero percent (0%) interest, deferred, forgivable grant program, subject to repayment as described below.

Eligibility:

*Applicants must meet the following eligibility requirements:

- The property must be located in Provincetown.
- The household must occupy the property as their principal, year-round residence.
- A household cannot have more than \$200,000 in assets; primary residence is exempt as an asset. Documentation is required.
- Your total gross household income must not exceed 80% of the HUD annual median household income. Documentation is required. In Provincetown, 80% AMI is (as of 2023 and updated annually):

Household Size	1	2	3	4	5	6
2023 HUD Income Limits	\$64,450	\$73,650	\$82,850	\$92,050	\$99,450	\$106,800

What Type of Assistance is Available?

The Sewer Connection Assistance program is considered a “deferred payment grant.” The grant is interest free, and you will not have to pay anything back unless you sell or transfer the property. If the property is sold or transferred prior to the tenth anniversary of the sale, you will be required to pay back some or all of the amount upon sale; the repayment amount will be pro-rated based upon number of years since the grant.

What is the Maximum Amount of Assistance?

The Sewer Connection Assistance program will grant eligible owners up to 100% of connection costs capped at \$20,000. The Town has approximately \$425,000 in available funds that must be spent by end of 2026.

Priorities:

Category 1: Connections for eligible *Public Health Priorities*, especially those properties with cess pools or substandard systems, within the existing sewer system areas that can be fully connected before end of 2026. If more applications are received than available funds, a lottery will be held.

Category 2: If funding is available, other eligible properties within the existing sewer areas can be fully connected before end of 2026. If more applications are received than available funds, a lottery will be held.

Other Requirements / Details:

- Applications for non-engineered systems within the existing sewer are accepted by the due date Monday, February 12, 2024, 5:00 pm. ARPA funds must be expended before the end of 2026.
- If funds remain, late applications and septic system properties within the existing system will be accepted through Monday, March 4, 2024, 5:00 pm.
- Grants are up to 100% connection cost, capped at \$20,000, solely for construction connection costs.
- This is a zero percent (0%) interest grant secured by a lien on the property from the owner to the Town of Provincetown which will be recorded as a subordinate lien by the Town.
- The grant must be repaid in whole or in part when property is sold or transferred in less than ten (10) years; the repayment will be pro-rated based upon the length of time since purchase and will be forgiven after ten (10) years. The grant may be subordinated if refinanced by the original owner(s).

Complete applications with required documentation will initially be accepted by the due date listed below and accepted. Incomplete applications will be rejected. Applications must be mailed with receipt by due date or hand delivered. Electronic applications are not accepted.

****If you have concerns about your eligibility for this program, or have a hardship you would like considered, please submit an application and contact Michelle Jarusiewicz at mjarusiewicz@provincetown-ma.gov or 508-487-7087.***

Program Application Information Sessions:

- Tuesday, JANUARY 23, 2024, 2:00 PM at the Veterans Memorial Community Center
- Monday, FEBRUARY 5, 2024, 4:00 PM at the Veterans Memorial Community Center

Submit full application by due date as detailed below (on page 3) to:

Mail to:

Housing Department
Town Hall
260 Commercial Street
Provincetown, MA 02657

Drop off:

Housing Department
Town Hall
260 Commercial Street
Provincetown, MA 02657

OR

Housing Office
Veterans Memorial Community Center
2 Mayflower
Provincetown, MA 02657

For questions or for more information contact:

Michelle Jarusiewicz at 508-487-7087 or mjarusiewicz@provincetown-ma.gov

APPLICATION DEADLINES:

NON-ENGINEERED SYSTEMS [ex. Cess-pools] ROUND 1 Priority:

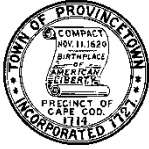
Event	Date
Submit COMPLETE application in-hand by...	Monday, February 12, 2024, 5:00 pm*
Lottery, if needed	Week of February 26, 2024
Notification if receiving assistance	Following lottery
COMMIT if getting assistance	May 1, 2024
Payment for connection must be no later than...	December 31, 2026

**Late applications will not be accepted in Round 1 but may be added to Round 2 for consideration during the below dates.*

Please note that available funds are limited, it is possible that eligible applicants in Round 1 will require full commitment of those funds.

SEPTIC SYSTEMS ROUND 2:

Event	Date
Submit COMPLETE application in-hand by...	Monday, March 4, 2024, 5:00 pm
Lottery, if needed	Week of March 25, 2024
Notification if receiving assistance	Following lottery
COMMIT if getting assistance	July 1, 2024
Payment for connection must be no later than...	December 31, 2026



Provincetown Housing Office



Sewer Connection Assistance Application



Applicants are selected without regard to race, sex, national origin, color, creed, military status, marital status, familial status, sexual orientation, disability or handicap, genetic information, ancestry, children, or public assistance recipiency.

Applicant/Co-applicant Information

Today's Date _____

This application is to be filled out jointly by ALL Adult Members of Household, 18 years old and over. If there are more than two adult members of household who are not full-time students, please provide additional pages with same information.

Applicant #1 _____ SS# _ _ - _ - _ _ _ _

Other Name(s) You Have Used _____ Date of Birth _____

Current Address _____ phone _____

Mailing Address (if different) _____

E-mail address _____ Length of Time at Present Address _____

Applicant #2 _____ SS# _ _ - _ - _ _ _ _

Other Name(s) You Have Used _____ Date Of Birth _____

Current Address _____ phone _____

Mailing Address (if different) _____

E-mail address _____ Length of Time at Present Address _____

HOUSEHOLD INFORMATION

TOTAL NUMBER OF PERSONS IN HOUSEHOLD (INCLUDING SELF): _____

PLEASE LIST ALL HOUSEHOLD MEMBERS WHO WILL OCCUPY THE HOME, REGARDLESS OF AGE

NAME	AGE	RELATIONSHIP

ADDITIONAL INCOME: List all other sources of recurrent income, such as Social Security, SSI, pensions, annuities, military pay, disability, public assistance, TANF, regular monetary contributions from outside sources, unemployment benefits, grants/scholarships, additional financial assistance in excess of tuition, etc.

Household Member Who Receives Income	Source/Type of Income	Address of Source	Gross Annual Income
TOTAL ADDITIONAL INCOME			

ALIMONY & CHILD SUPPORT	
Are you legally entitled to receive alimony? If yes, list the amount you are entitled to receive: \$	Yes _____ No _____
Do you receive alimony? If yes, list the amount you receive: \$	Yes _____ No _____
Are you legally entitled to receive child support? If yes, list the amount you are entitled to receive: \$	Yes _____ No _____
Do you receive child support? If yes, list the amount you receive: \$	Yes _____ No _____
TOTAL ALIMONY and CHILD SUPPORT you are entitled to receive(annually)	

HOUSEHOLD ASSETS

Assets are items of value, such as IRAs, CDs, checking and savings accounts, and real property. Interest received from assets are included as part of your income. Assets do not include necessary personal property such as clothing, furniture, automobiles, jewelry, etc. Please describe your assets and income or dividends from these assets in the chart below. Continue on a separate sheet if necessary. Property under consideration for this program is not counted as an asset.

Household Member	Asset Description	Cash Value
		\$
		\$
		\$
		\$
		\$

Total cash value of all assets = \$ _____

SEWER CONNECTION INFORMATION:

Please respond on a separate sheet if necessary and include documentation.

- **Location of sewer including street address and front of building connection or side of building etc. Note that connection must be within existing sewer areas:**

- **Describe connection type:**

- **Have you received any directive about connection including when, type, etc.?**
 - YES If so, please attach copy NO

Certain properties, either due to existing system or location [such as cess-pools or substandard systems], may need to connect sooner than others.

- **Describe your projected timeframe for connection and where you are in the process including any requirements and milestones such as engineering complete, estimates in hand, etc.**

- **Estimated sewer connection costs:**

- **ATTACH** any engineering plans and any construction proposals, if available.

- If you are part of a condo association and have been assessed for your portion of the connection costs, include the assessment with any details.



Provincetown Housing Office



Sewer Connection Assistance Program Certification

In signing this application, I/we hereby certify that:

- I/we have correctly indicated the number of persons in the household;
- My/our total assets do not exceed \$200,000; primary home under consideration for this program is not counted as an asset;
- The information contained in this application is true and accurate to the best of my/our knowledge and belief under the full pains and penalties of perjury and understand that perjury will result in disqualification from further consideration; and

I/we will furnish to the Town of Provincetown upon request at any time any and all income and/or asset and other financial information, any and all household, resident location, and workplace information and I further direct any employer, landlord, or financial institution to release any information to the Town for the purpose of income and/or asset determination eligibility.

Signature

Date

Signature

Date

Printed Name

Printed Name

Submit full application by the following due dates:

- Round 1 - Monday, FEBRUARY 12, 2024, 5:00 pm
- Round 2 - Monday, March 4, 2024, 5:00 pm

Submit full application to:

Housing Department
Town of Provincetown
260 Commercial Street
Provincetown, MA 02657

Questions? Contact Michelle Jarusiewicz at 508-487-7087 or mjarusiewicz@provincetown-ma.gov