

Modified Boxborough Emergency Assistance Program

Program Guidelines

I. Program Overview

The Modified Boxborough Emergency Assistant Program (M-BEAP) is intended to provide eligible households with a one-time financial assistance payment to help pay for emergency expenses that arise from a job loss or other financial hardship and are intended to help with utility shut offs, emergency rental assistance, emergency car repairs or childcare which prohibit an applicant from getting to work. This program is designed to aid residents in an efficient manner. The program was funded for \$20,000 at the FY2026 Annual Town Meeting.

The applications will be submitted to the Community Services Coordinator (CSC) who will review the completed application with an oversight team. The oversight team (the CSC and two others) will decide on approval based on the application. Only the CSC will be privy to the applicant's name and any other Personally Identifiable Information (PII).

To process checks, applicants must provide a W9 to the CSC from the provider. The CSC will submit the bill, vendor W9 and warrant to accounts payable. Checks will then be released by the Town Hall Treasurer based on the warrant schedule. During this process, the CSC may intervene with the service provider as needed to forestall any negative impacts upon applicants as the providers await payment.

Applicants are eligible for:

A grant of up to \$500 in a 12-month period until funds are expended.

II. Household Eligibility

A. Households

A "household" shall mean an individual or two or more persons who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship. An eligible household is one whose primary residence is within the Town of Boxborough.

Applicants (Head of Household) must provide proof of Boxborough residency (such as current utility bill, driver's license, proof of voter registration, etc.).

Applicants who are currently homeless, but whose last permanent residence was in the Town of Boxborough within the past two years may be eligible provided they submit proof of their last permanent Boxborough residence (i.e., last Boxborough residence listed on past utility bill, bank statement, State-issued ID card, etc.) and proof of their current living arrangement in a shelter.

B. Income and Assets

The total income of the applicant and all other members of the applicant's household over the age of eighteen (18) **may not exceed 80% of the Area Median Income**, adjusted for family size.

The total liquid asset (e.g., cash, checking, savings) eligibility for a household must not exceed \$1,000 for one person or \$3,000 for more than one person.

An applicant's total household income **at the time of application** cannot exceed the following limits:

Household Size	1	2	3	4	5	6	7
Annual Income Limit	\$92,640	\$105,920	\$119,120	\$132,320	\$142,960	\$153,520	\$164,080
Liquid Asset Limit	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

III. Eligible Expenses

Eligible expenses include, but are not limited to, the following:

1. Rent
2. Utilities
3. Mortgage
4. Childcare if needed for working parent
5. Transportation fees including auto repairs if needed to get to work

IV. Application and Approval

A. Application Process

All potential program participants must complete an application with required documentation. Required documents include 1 recent bank statement of all banks for household members over 18-years-old. All forms of income (this list is not exhaustive) which may include 2 paystubs, unemployment benefit letter, social security letter, Veteran's Benefit Letter, child support, or retirement for household members over 18-years-old.

The online application can be found on the town website under the Community Services Department page <https://boxborough-ma.gov/617/Modified-Boxborough-Emergency-Assistance>.

The paper application can be found at the library and the Town Hall.

The CSC will be available to assist individuals in the completion of their application and can accommodate households with limited English proficiency, as well as any disabilities that may impede their ability to complete the application. The CSC is also available to assist residents with other programs and resources across the community, including food pantry referrals, domestic violence issues and mental health and substance use referrals.

Wendy Trinks, Community Services Coordinator, can be contacted at 978-264-1735 or wtrinks@boxborough-ma.gov for assistance.

Applicants have the right to request a reasonable accommodation in the filing of an application, which may include a change to a policy, procedure, or practice to afford a person with a disability an equal opportunity to participate fully in the program.

B. Application Approval & Payment

The oversight committee will review completed applications. Applicants will receive a response to their application within two weeks of submission. Payment processing can take up to an additional three weeks.

The decision of the oversight committee is final.

The Town of Boxborough does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

V. Outreach & Implementation Plan

Outreach will consist of the following:

1. The Town of Boxborough CSC will inform the Blanchard School and local human service agencies / community partners who work with Boxborough's more vulnerable and underserved residents.
2. The Town of Boxborough Community Services Department will field inquiries regarding the program, work to identify eligible residents, and assist new applicants. Program to be listed on the Town of Boxborough's Community Services Department page.