

# Centennial Community Improvement Association



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## Centennial and North Logan Neighbourhoods External Fix-Up Grant



### Eligibility, Application, Evaluation & Deadline, 2019 – 2020

#### 1. About the Housing Improvement Zone (HIZ)

The City of Winnipeg has contributed to our community to stimulate housing investment. From the city's HIZ budget, \$45,000 will be set aside for an External Fix-Up Grant Program to be delivered by the Centennial Community Improvement Association (CCIA) in partnership with Winnipeg Housing Rehabilitation Corporation (WHRC).

#### 2. About Centennial Neighborhood Housing Plan (2014-2019)

A Neighborhood Housing Plan is a way for residents to come together to create a vision for housing in their Neighborhood, and then agree on the goals and action steps to move towards the vision. The variety of information collected for the plan includes (but not limited to); an exterior housing condition assessment, a description of the housing resources available in Centennial and North Logan, and research and consultation pertaining to residents' experiences and needs.

Based on the Vision of the Residents of Centennial and North Logan Neighbourhoods which is expressed on their Housing Plan as "A safe, walk-able, socially active community with affordable, diverse, and well-maintained housing", the External Fix-Up Grant Program is available with funding from the government to encourage these communities.

#### 3. About the Centennial Community Improvement Association (CCIA)

We are a group of residents and stakeholders committed to making our community a better place for our families and community since 2003. In that time, we have strived to create partnerships with all levels of government and various agencies that will benefit Centennial and North Logan Neighbourhoods.

Centennial Community Improvement Association (CCIA) is administering the Exterior Fix-up Grants received from the city. The City of Winnipeg- Housing Development Division- is using the Housing Plan to help decide what funding and programs are needed to improve the housing conditions of Centennial and North Logan Communities in the next five years.

#### About the External Fix-Up Grant Applications

The External Fix-Up Grant is a program oriented to 'homeowners' and 'rental property owners' to improve safety in the Centennial and North Logan areas. Residents have identified the need for revitalization in the neighborhood by improving safety conditions.

1.1 **Activities considered for the Grant:**

Upgrade infrastructure and housing exteriors			
Exterior painting/foundation	Exterior doors	Veranda repair	Windows Siding
Exterior lighting Fences	Driveway repair/replace	Eaves troughs /fascia	Stucco repair
Exterior/Outside stairs	Balcony railing Porch	Roof (including attached porch)	Garage

1.2 **Activities NOT considered for the Grant:**

Interior renovations or inside foundations	"Sweat Equity" is not compensated. It is not allowed to recipients pay themselves for labour.
Additions to the property or changes to the properties that are already in good repair	Purchase of tools is not an eligible cost (hammers, wrenches, screwdrivers, saw blades, sand papers, paintbrushes, drills, drill bits, socket sets, hose, tarps, pail ladders, goggles, facemasks, rental of equipment, etc).

**Criteria of Eligibility:**

- a. **Unit for Rehabilitation:** The Grant is only for houses occupied by a homeowner or a tenant. **Apartment Building and Condos are NOT eligible.**
- b. **Location:** The property (house) must be located in **CENTENNIAL** or **NORTH LOGAN Neighbourhoods**.
- c. **Applicants Category: Resident Homeowners** and **Landlords** who have not won an External Fix-Up Grant\* within the last 3 years (2016, 2017, 2018) can apply to obtain the Grant.
- d. **Property taxes must be paid up to date**

1.3 **Resident- Homeowner Category:**

- **Resident Homeowner** is a primary resident-owner of the address on the application. Under this category, the property cannot be used for commercial purposes (rental or registered home business).
- **The maximum grant awarded under this category is up to \$2500.** Based on the project cost or activity cost, the homeowner must contribute with at least the 10%. Example: To receive the maximum \$2500 from the Grant, the project cost will be \$2,750. \$250 will be the contribution from the recipient.
- **Any project or activity with the cost above \$2750 the homeowner will receive \$ 2500** from the Grant, and the rest of the project cost will be the responsibility of the homeowner. **Example:** If the total cost of an eligible project is \$3500, the recipient will receive from the Grant \$ 2500. The contribution of the recipient must be \$1000 to the project cost.

1.4 **Landlord Category:**

- A 'Landlord' is a person who operates a self-contained rental unit on their property.
- Landlords must match the amount of the grant allocated to them dollar-per-dollar.
- **The maximum grant awarded to this category is up to \$5000.** Example: If the total cost of an eligible project is \$10,000, the recipient will receive from the Grant \$ 5000, and the contribution of the recipient must be \$5000 to the project cost
- Landlords can enter more than one property in the draw, but will only receive one non-transferable grant allocation (Ex: if two properties of the same landlord are drawn, only one of them will be allocated a grant

**Application Process and Deadline**

- If the applicant received any exterior fix-up grant in the past 3 years, you are not eligible for 2019 allocation
- The applicants should submit their application in the format supplied by CCIA.
- The applicants should submit their applications by **May 3<sup>rd</sup>, 2019, 4:00pm** to 104-60 Frances Street.

**Selection of Grant Winners**

- The **public draw** will be held at **200 Isabel St. (Freight House - Door 1) May 16, 2019, at 6:00 pm.**
- All applications received by CCIA will be entered in the draw and a priority list will be created. If a grant recipient withdraws, fails to claim or comply with the grant conditions, the grant will be transferred to the next eligible recipient.

**Adjudication of Grant and deadline**

- Any work or expenditures undertaken by the grant winner prior to receiving an official start letter from CCIA will not be reimbursed.
- Grant winners will contribute required amount according to the grant type and overall project cost.
- If the grant winner requests any change to the initial project listed on the application, this change must be approved by CCIA.
- Obtaining any necessary **'permits'** are the responsibility of the grant winner, and not the responsibility of CCIA.
- The grant winner has to submit the **proof of property ownership**
- The Housing Coordinator must take **before photos** of the specific external areas that are intended to be fixed-up with the funding.
- CCIA board and management reserve the right to make all final decisions on a project.
- The grant program and the number of grants available will be contingent on approval of funding.
- If the conditions of adjudication are not met, it shall be considered that the agreement is void, and the grant will be presented to the next recipient on the list.
- CCIA will send a notification in the form of an **Official Start Letter**, notifying the grant winner that they can start their project. The grant applicant has to submit **two quotes** with the specifications indicated by CCIA such as the following:
  - The contractor and /or supplier must be a registered business. The contractor license number must be visible on the quote.
  - A breakdown of materials and labor fees being charged must be clearly identified on the quote
  - Both quotes must include:

Contractor's Name	Full address Email	Postal Code	Phone # Fax #	Business Number
Recipient's Name	Full address project Email	Postal Code	Phone #	
Description by type of activities to fix-up	Size: Example: windows, door, fence, roof, etc	Number: Example: windows, door, etc	Type of material	Cost by activity. Cost of taxes Cost of the project

### Implementation & Closing project

- Secure contractor and/or suppliers to begin the project. **Recipient contributes the required amount according to overall project cost.**
- Recipients must **show evidence of work in progress** or provide a written work estimate from the contractor showing expected completion date.
- Pictures can be taken by the Recipient as evidence of work progress and CCIA will visit the project.
- When the grant winner completes the project, they will submit the **invoice** to the CCIA to be reimbursed with the Grant contribution.
  - The invoice must include the name of the homeowner/landlord, address of the project, description of the work, costs by activity, total cost, GST (if charged). Name of the contractor, address of the contractor and business number.
- It will be reimbursed for the lowest submitted quote (both resident homeowners and landlords).
- **July 31th, 2019** is the **midway point of the project**. The recipient must show evidence of work in progress or provide a written work estimate from the contractor showing expected completion date as by or before **September 30, 2019**.
- **All projects must be completed and all receipts submitted to CCIA by October 30, 2019**. Any extensions must be approved by CCIA prior to that date.
- The grants will be released and reimbursements will be made according to the agreement and upon taking of “after’ photos and a satisfactory inspection by CCIA staff to ensure compliance with application.

### Grant Deadline

<i><b>Phases</b></i>	<i><b>Activities</b></i>	<i><b>Deadline 2019</b></i>
<b>1. Application</b>	Recipients Submit Application of Project	<b>May 3, Friday</b>
<b>2. Selection</b>	Draw for allocation -Selection of Winner Grants	<b>May 16, Thursday</b>
<b>3. Notification</b>	Recipients receive notification from CCIA as winner of Grant	<b>May 20, Monday</b>
<b>4. Adjudication</b>	CCIA inspects the project (comes to your house) and takes <b>before photos of the project</b>	<b>May 27 - June 14</b>
	Recipients Submit proof of property	
	Recipients Submit two ( <b>2</b> ) <b>quotes</b> from contractor	
	Recipient receives official start letter from CCIA	
<b>5. Implementation</b>	Secure contractor / supplier begin the project	<b>May 27 - Sept 30</b>
	Recipient contributes the required amount according to overall project cost	
	Recipients take pictures – evidence of the work CCIA will visit the project	
<b>6. Closing project</b>	Recipients notify to CCIA of project completion	<b>September 30, Monday</b>
	CCIA visits the project & take <b>after picture</b>	
	Recipient submit original receipts /or invoices	
	Reimbursements by CCIA to Recipients	
	Survey feedback & lesson learned from recipient	
	CCIA final report to the City	

For more information, please contact:

**Alison Dong or Minas Pagtakhan**

Housing Coordinators for Centennial and North Logan

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