Centennial Community Improvement Association

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# Centennial and North Logan Neighbourhoods External Fix-Up Grant

## Eligibility, Application, Evaluation & Deadline, 2021 – 2022

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

The City if 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 (2018, 2019, 2020) 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 2021 allocation
- The applicants should submit their application in the format supplied by CCIA.
- The applicants should submit their applications by **April 23, 2021**, **4:00pm** to 104-60 Frances Street.

**Selection of Grant Winners**

- The **public draw April 30th, 2021**

- 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<br>Email | Postal Code | Phone #<br>Fax # | Business Number |
| Recipient's Name | Full address project<br>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.<br>Cost of taxes<br>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).
- **June 28th, 2021** is the **first inspection 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, 2021.**
- **July 26th, 2021** is the **mid-term evaluation of the project.** CCIA will inspect the project.
- 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**

| ***Phases*** | ***Activities*** | ***Deadline 2021*** |
|---|---|---|
| ***1. Application*** | Recipients Submit Application of Project | ***April 23, Friday*** |
| ***2.Selection*** | Draw for allocation -Selection of Winner Grants | ***April 30, Friday*** |
| ***3. Adjudication*** | CCIA inspects the project (comes to your house) and takes **before photos of the project** | ***May 3 - May 14*** |
| | Recipients Submit proof of property | |
| | Recipients Submit two (***2) quotes*** from contractor | |
| | Recipient receives official start letter from CCIA | |
| ***4. Implementation*** | Secure contractor / supplier begin the project | ***May 17*** |
| | Recipient contributes the required amount according to overall project cost<br>Recipients take pictures – evidence of the work | |
| ***5. First Evaluation*** | CCIA will visit the project. The recipient must show evidence of work in progress or provide a written work estimate | ***June 28*** |
| ***6. Mid-term Evaluation*** | CCIA inspect the project | ***July 26*** |
| ***7. Closing project*** | Recipients notify to CCIA of project completion | ***September 30, Thursday*** |
| | CCIA visits the project & take **after picture** | |
| | 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:

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