

# Rooming House Interior Improvement Fund (RHIF) Application



*Renewing our community together*

## **ROOMING HOUSE INTERIOR IMPROVEMENT FUND (RHIF)**

West Broadway Development Corporation provides interior improvement grants for **rooming house operators** in the West Broadway neighbourhood. As part of West Broadway Development Corporation's [o/a West Broadway Community Organization-hereafter referred to as WBCO] neighbourhood revitalization strategy, property improvements of this nature attract further social, economic and community reinvestment.

RHIF supports West Broadway rooming house operators in making important improvements to the interior of the house. Specifically, this fund supports housing improvements that will increase longevity of an aging housing stock, retain historical character of buildings, improve livability and safety of the building, and foster sustainability through energy efficiency measures.

Please read the *Rooming House Interior Improvement Fund* Guidelines carefully below.

### **Rooming House Operator ELIGIBILITY GUIDELINES**

- The program targets only **interior improvements** to the house.
- The program will **cost share 50/50** on a project with a rooming house operator.
- A rooming house may receive a maximum grant up to **\$12,500** per building.
- Projects must be completed by **December 31<sup>st</sup> 2015 deadline**. Late projects will be reviewed for extensions and/or may be disqualified.
- Rooming house operators must hire contractors to complete work that requires permits. Landlords may undertake labour themselves when permits not required, however labour costs cannot be claimed as expenses in this case. The scope of work estimates must detail building materials and labour costs. Hiring family members and relatives is strictly prohibited unless they are a licensed contractor.
- The program does not cover the cost of using existing raw building materials or renting or purchasing equipment.
- The project must adhere to City Building Codes and Building Standards. Please consult with City of Winnipeg for Building Codes, Standards and Permits.
- The program encourages rooming house operators to hire local trades-people.
- For details on available government funding for energy efficiency improvements, rooming house operators are encouraged to contact Manitoba Hydro's Low Income Energy Efficiency Program at (204-480-5900).
- Rooming house operators are encouraged to stack the RHIF with Manitoba Government Rental Housing Improvement Program (RHIP) or any other grant programs available to them.
- Rooming houses enrolled, or willing to be enrolled, in WBCO Rooming House Outreach Program (RHOP) will be considered highest priority in receiving approval.

**Project Inspection Process and Grant Approval Guidelines**

- Upon receipt of the signed Application Form (page 3) and other documentation detailed on page 2 (below), WBCO staff will meet with the rooming house operator to review eligibility in the Program. WBCO will review the type of project, scope of work, contractor and building material estimates and the overall project budget.
- **The rooming house operator must receive approval from West Broadway Community Organization (WBCO) before starting the project.**
- WBCO may conduct periodic site visits during the stages of the project until completion.
- WBCO will conduct a final site visit at the completion of the project as a part of the final approval process.
- **Rooming house operator must submit original paid invoices and/or receipts to WBCO.**
- WBCO reserves the right to refuse a RHIF application based on false claims by a rooming house operator to the program.

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**IMPORTANT NOTE:**

- Rooming house operators will submit the following documents to West Broadway Community Organization:
  1. A completed RHIF Application Form (page 3 and 4).
  2. One (1) estimate from a qualified contractor or from building material retailers **NB:** Should your application be approved, you will be required to get an additional estimate from a qualified contractor or from building material retailers.
  3. A copy of a valid and current rooming house license issued by the City of Winnipeg.
- Please return the Application Form with copies of the above documents to Ellen Smirl, West Broadway Community Organization, 608 Broadway not later than **August 31st, 4:00 p.m. deadline.**
- If you have no estimates or only one estimate, please submit the Application Form and any documentation before or on August 31<sup>st</sup> with a written request for an extension.
- If you have any questions please contact Ellen Smirl, Housing Coordinator at 774-7201, extension #2 or email at **housing@westbroadway.mb.ca**

***Good luck with your project proposal!***

**PLEASE PRINT**

**“ROOMING HOUSE INTERIOR IMPROVEMENT FUND (RHIIF) (2015)”**

**APPLICATION FORM** Date: \_\_\_\_\_

Rooming house operator name: \_\_\_\_\_

Rooming house address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mailing Address:

Rooming house operator signature: \_\_\_\_\_

How many units are in the rooming house?      Would like to be on WBCO email list? (please circle) Yes      No

If Yes, please print email address: \_\_\_\_\_

Do you have a valid City of Winnipeg Rooming House License? Yes      No

Is this rooming house property your principal residence? Yes      No

Is the house enrolled in WBCO’s Rooming House Outreach Program? Yes      No

If No, are you willing to enrol? Yes      No

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PLEASE PROVIDE BRIEF DESCRIPTION OF THE INTERIOR PROJECT YOU ARE LOOKING TO COMPLETE

Please attach pictures if you would like to do so. You may also attach another page for additional space.

**Please read and sign as the legal property owner:**

*It is understood and agreed that the legal property owner of this rental property is not allowed to apply the value of the work done with funds provided by the RHIIF to apply for above guideline rent increases in accordance with the Province of Manitoba, Residential Tenancy legislation.*

\_\_\_\_\_  
Legal Property Owner Name (please print)

\_\_\_\_\_  
Legal Property Owner Name (signature)

**PLEASE forward this APPLICATION FORM to:  
West Broadway Development Corporation  
608 Broadway  
Office Hours: Monday to Thursday,  
10:00 a.m. – 4:00 p.m.  
For more information contact  
Ellen Smirl  
774-7201 ext #2  
housing@westbroadway.mb.ca**