

## PROPERTY IMPROVEMENT PROGRAM (PIP) 2019

West Broadway Community Organization (WBCO) is providing small exterior fix-up grants for **homeowners** in West Broadway neighbourhood. The purpose of the Property Improvement Program is to encourage homeowners to make major improvements to the exterior of the house and land. These types of housing improvements will increase the longevity of an aging housing stock, retain historical character of house, enhance streetscape beautification, and foster sustainability through energy efficiency measures. As a part of WBCO's neighbourhood revitalization strategy, property improvements of this nature attract further social, economic and community reinvestment.

Please read the Property Improvement Program Guidelines carefully below.

### Homeowner Application

- The property you are applying for must be your principal residence.
- The program will **cost share 40/60** on a project with a homeowner, with the homeowner contributing 60% of the project cost. Expenses that exceed the maximum grant will be paid for by the homeowner.
- WBCO will contribute up to a maximum grant of \$1,500.
- The program targets only **exterior improvements** to the house and land.
- Homeowners must obtain at least **two estimates** from contractors or building material retailers.
- Please fill out the **Application Form on Page 3** and return it with two (2) estimates from contractors and building material retailers to the West Broadway Community Organization, 545 Broadway.
- Priority access is given to properties with values assessed below \$210,000. Property assessment information can be found at <http://www.winnipegassessment.com/AsmtTax/English/Propertydetails/>
- Homeowners that have received a grant in the last three years (2016-2018) are ineligible to apply.
- **Homeowners must receive approval from WBCO before starting the project.**

### General Guidelines:

- Projects must be completed by the **November 30<sup>th</sup>, 2019 deadline**. Late projects will be reviewed for extensions and/or may be disqualified.
- When a homeowner chooses a **different contractor** from those submitted with the application, the homeowner must contact WBCO with pertinent information before approval.
- The project must adhere to City of Winnipeg Building Codes and Standards. Please consult with the City of Winnipeg for information on Building Codes, Standards and Permits.
- Hiring family members and relatives is prohibited unless they are a licensed contractor.
- The program does not cover the cost of existing raw building materials or renting or purchasing equipment.
- The program does not cover the cost of interior renovations such as electrical, plumbing, structural, mechanical, flooring, carpet. Homeowners may contact WBCO's housing coordinator for information on available interior renovation programs.

- The program encourages homeowners to hire local trades-people.

### **Project Inspection Process and Grant Payment:**

- Prior to application, the homeowner may choose to contact WBCO's Housing Coordinator with questions related to eligibility and process.
- The **initial intake** will be open May 17<sup>th</sup> until June 10<sup>th</sup>. Upon intake, WBCO will review the type of project, contractor and building material estimates and overall project budget.
- WBCO will notify applicants on the status of their application June 10<sup>th</sup> through June 14<sup>th</sup>. If additional funds become available due to projects withdrawing from the program, waitlisted applicants may be approved later in the season.
- **Homeowners must receive approval from WBCO before starting the project.**
- The PIP Inspector will conduct an initial site visit, and maintain contact during the stages of the project until completion.
- The PIP Inspector will conduct a final site visit upon completion of the project as a part of the final approval process. Homeowners must submit **paid invoices or receipts** that indicate the work has been paid for in full.
- Upon completion of the project, final inspection, and submission of paid invoices or receipts, WBCO will mail a reimbursement cheque to the homeowner for the approved PIP grant.
- WBCO reserves the right to refuse a PIP grant based on false claims made by the applicant.

### **IMPORTANT NOTE:**

- If you are renting a part of this house to tenant(s), please make a request for a **Rental Property Owner Application Form** by going onto our website at <http://www.westbroadway.mb.ca/housing-2/pip>.

If you have any questions or want more information, please contact the housing coordinator at [housing@westbroadway.mb.ca](mailto:housing@westbroadway.mb.ca) or call 204-774-7201 ext. 7.

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

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**PLEASE PRINT**

**PROPERTY IMPROVEMENT PROGRAM (PIP) 2019**  
**HOMEOWNER APPLICATION FORM**



Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Homeowner Signature: \_\_\_\_\_  
(Name of the registered and legal property owner)

Homeowner Address: \_\_\_\_\_ Homeowner Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Is this property your principal residence? Yes  No

**CHECK OFF ONE OR MORE OF THE FOLLOWING IMPROVEMENT ITEMS**

- 1. PAINT EXTERIOR HOUSE (Low VOC Paint) -----
- 2. NEW FENCES (Recycled Lumber - priority) -----
- 3. NEW SIDEWALK REPLACEMENT (front only)-----
- 4. FRONT STAIRS REPLACEMENT -----
- 5. PORCH OR VERANDA REPAIR OR REPLACEMENT -----
- 6. MASONRY-----
- 7. NEW FRONT DOOR (Energy Star rating)-----
- 8. NEW WINDOWS (Energy Star rating) -----
- 9. EAVESTROUGH/SOFFITS/FASCIA -----
- 10. NEW ROOF -----
- 11. SAFETY LIGHTING (installed by an electrical contractor only) -----
- 12. LANDSCAPING-----

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

*It is understood and agreed that if the property is sold by the legal property owner before the minimum of 12 months from time of receiving of the grant (WBCO cheque date), the property owner shall pay back the grant in full before transfer of the legal property title.*

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

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

**PLEASE forward this APPLICATION FORM to:**  
**West Broadway Community Organization**  
**545 Broadway**  
**Office Hours: Monday to Thursday,**  
**10:00 a.m.–4:00 p.m. 204 774 7201 x2**  
**housing@westbroadway.mb.ca**

