

PROPERTY IMPROVEMENT PROGRAM (PIP) 2019

West Broadway Community Organization is providing small exterior fix-up grants for **rooming house operators** in West Broadway neighbourhood. The purpose of the Property Improvement Program is to encourage rooming house operators to make major improvements to the exterior of the house and land. These types of housing improvements increase longevity of an aging housing stock, retain historical character of buildings, enhance streetscape beautification, and foster sustainability through energy efficiency measures. As a part of West Broadway Community Organization'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.

Rooming House Operator Application

- The program targets only **exterior improvements** to the house and land.
- The program will **cost share 40/60** on a project with a rooming house operator contributing 40% of the project cost.
- A rooming house may receive a maximum grant up to **\$3,500** per building or up to \$500 per unit to a maximum of 7 units based on scope of work for exterior improvements.
- If the property is the owner's primary residence, they will receive the base grant of up to \$1500; plus \$500 for each additional unit, to a maximum of \$3500.
- Rental property owners must obtain **two estimates** from contractors or from building material retailers.
- Please fill out the **Application Form on Page 3** and return it with two estimates from contractors or from building material retailers. If you do not have any estimates or only one estimate, please submit the Application Form along with a written request for an exemption.
- **Applicants must receive approval from WBCO before starting the project.**

Additional Guidelines:

- Projects must be completed by **November 30th, 2019 deadline**. Late projects will be reviewed for extensions and/or may be disqualified.
- When a rental property owner chooses a **different contractor** from those submitted with the application, the rental property owner 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 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 program does not cover the cost of interior renovation projects such as electrical, plumbing, structural, mechanical, flooring, carpet. Non-attached building or appendage to the property such as fire escapes, garages, foundations, and decks are also not covered. Landlords may contact WBCO's housing coordinator for information on available interior renovation programs
- The program encourages rooming house operators to hire local trades-people.

Project Inspection Process and Grant Approval Guidelines

- Upon receipt of the signed application package, WBCO staff will speak 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 WBCO before starting the project.**
- The PIP Inspector will conduct periodic site visits during the stages of the project until completion.
- The PIP Inspector 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 paid invoices and/or receipts to WBCO** that indicate the work has been paid for in full.
- WBCO reserves the right to refuse a PIP grant based on false claims by a rooming house operator to the Program.

APPLICATION PACKAGE

- Rooming house operators will submit the following documents to West Broadway Community Organization:
 1. A completed PIP Application Form (page 3).
 2. Two (2) estimates from qualified contractors or from building material retailers.
 3. A copy of a current valid rooming house license issued by the City of Winnipeg.
- Please return the Application Form with copies of the above documents to Stefan, West Broadway Community Organization, 545 Broadway. If you have no estimates or only one estimate, please submit the application form and any documentation with a written request for an extension.

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

Good luck with your project proposal.

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Renewing our community together

PLEASE PRINT

**"PROPERTY IMPROVEMENT PROGRAM (PIP) 2019
ROOMING HOUSE OPERATORS 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?

Add your email if you would like to be on WBCO email list: _____

City of Winnipeg Rooming House License issue date: _____

Is this rooming house 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 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.
For more information contact: 204-774-7201 x7**

