

## PROPERTY IMPROVEMENT PROGRAM (PIP) 2020

West Broadway Community Organization is providing small exterior fix-up grants for rooming house operators in the 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 program guidelines carefully.***

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### Homeowner Guidelines

- The program targets only exterior improvements to the house and land.
- The program will cost share 60/40 on a project, with the homeowner contributing 60% of the project cost.
- A homeowner may receive a maximum grant up to \$1,500
- Applications must include two estimates from contractors or from building material retailers.
- The property you are applying for must be your principal residence.
- Homeowners that have received a grant in the last three years (2017-2019) are ineligible to apply.
- Homeowners must include proof of 2019 after-tax income for all household income earners.
- If you are renting a part of this house, application must be made through the rental housing stream.

### Program Guidelines

- Applicants must receive approval from WBCO before starting the project.
- Projects must be completed by the November 30, 2019 deadline. Late projects will be reviewed for extensions and/or may be disqualified.
- When an applicant chooses a different contractor from those submitted with the application, the applicant must contact WBCO with pertinent information before approval.
- The project must adhere to City of Winnipeg's 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 licensed contractors.
- 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, or carpet. Non-attached buildings or appendages to the property such as fire escapes, garages, foundations, and decks are also not covered.
- The program encourages applicants to hire local trades-people.

***Continues on next page...***

# Homeowner PIP Application

## Project Inspection Process and Grant Approval Guidelines

- Upon receipt of the signed application package, WBCO will review the type of project, scope of work, contractor/building material estimates, and the overall project budget.
  - WBCO will conduct a site visit prior to the start of the project.
  - The applicant must receive approval from WBCO before starting the project.
  - WBCO will conduct a final site visit at the completion of the project as a part of the final approval process.
  - The applicant 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 the applicant.
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## APPLICATION PACKAGE

- Homeowners must submit the following documents to West Broadway Community Organization:
  1. A completed PIP Application Form (page 3).
  2. Two estimates from qualified contractors or from building material retailers.
  3. Proof of 2019 after-tax income for all household income earners. Acceptable statements include either a Canada Revenue Agency Notice of Assessment or Canada Revenue Agency Proof of Income Statement (Option C) for all household income earners.

**Please return the Application Form with copies of the above documents to the Housing Coordinator at [housing@westbroadway.mb.ca](mailto:housing@westbroadway.mb.ca)**

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



# Homeowner PIP Application



## PROPERTY IMPROVEMENT PROGRAM (PIP) 2020 HOMEOWNER APPLICATION FORM

Date: \_\_\_\_\_ Homeowner name: \_\_\_\_\_

Homeowner address: \_\_\_\_\_

# of income earners who live in the home: \_\_\_\_\_ # of dependants who live in the home: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

- PAINT EXTERIOR HOUSE (Low VOC Paint)
- NEW FENCES (Recycled Lumber - priority)
- NEW SIDEWALK REPLACEMENT (front only)
- FRONT STAIRS REPLACEMENT
- PORCH OR VERANDA REPLACEMENT
- MASONRY
- NEW FRONT DOOR (Energy Star rating)
- NEW WINDOWS (Energy Star rating)
- EAVESTROUGH/SOFFITS/FASCIA
- NEW ROOF
- SAFETY LIGHTING (installed by an Electrical contractor only)
- 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 return the Application Form with copies of the applicable documents to the Housing Coordinator at [housing@westbroadway.mb.ca](mailto:housing@westbroadway.mb.ca)