



Fridley Housing & Redevelopment Authority Front Door Grant Application

Intent of Program

The intent of this program is to encourage Fridley homeowners to increase the “curb appeal” of their home (and the City) by making improvements on the street side of their home. To be eligible for this program, homeowners must invest a minimum of \$4,000 in projects from the “Beautification Projects” list below.

Applicant Information

Name of Owner(s): _____

Address: _____

Daytime Phone: _____ Email: _____

Signature(s): _____

For All Persons Listed As An Owner of This Property – Certifying All Information Provided On This Application Is True And Accurate.

Housing Type:

-Single Family House -Duplex

Eligibility Requirements (ALL conditions must be met to be eligible):

<input type="checkbox"/>	I own and live in the home to be remodeled. The home is located in Fridley.
<input type="checkbox"/>	Home has “Homestead” status and taxes are current, according to Anoka County records.
<input type="checkbox"/>	My home has an assessed value of \$400,000 or less.
<input type="checkbox"/>	Work has not yet started on my home improvement project.
<input type="checkbox"/>	Project is visible from the street in front of the home.
<input type="checkbox"/>	Project includes at least one item from “Beautification Projects List” (below).
<input type="checkbox"/>	None of the projects are covered, or will be covered, by an insurance claim.
<input type="checkbox"/>	None of these projects will be part of a Fridley Foundations grants.
<input type="checkbox"/>	Applicant was not a Front Door Grant recipient within the past year.

*****Projects started prior to submitting this application to the City, and receiving approval, will NOT be eligible for program funding.**

Eligible Improvement Projects:

Only the improvement projects listed below are eligible for this program. At least \$4,000 worth of the "Beautification Projects" **MUST** be in your scope of work:

	Beautification Projects (25% Grant)	Basic Projects (15% Grant)
	Front door, storm door and/or garage door	Roof
	Sidelight windows by front door	Siding
	Columns at front door	Painting
	Covered front porch	Soffit
	Adding brick, stone or shakes	Facia
	Alter roofline on front of home	Trim
	Driveway / Sidewalk (repair or replace)	Gutters
	Window boxes, shutters (add or replace)	Window
	Screening of utility boxes, garbage cans	Chimney repair, tuck pointing, repointing
	Decorative fence (add, repair or replace)	Deck – front or side yard – visible from front home (repair or replace)
	Permanent landscaping (inc. tree trimming, removal & replacement of overgrown or dead items, & new plantings) \$250 minimum.	Porch – front or side yard – visible from front of home (repair or replace)
		Retaining wall (repair or replace)

Project Funding:

This grant program is funded by the City of Fridley Housing & Redevelopment Authority. The grant amounts range from a minimum of \$1,000 to a maximum of \$5,000. If the scope of work contains qualifying work from both project lists, the grant amount will be determined individually in each category.

Example: Homeowner spends \$4,000 on projects from the beautification list (25%), and \$2,000 from the basic projects list (15%), homeowner is then eligible to receive a grant in the amount of \$1,300 from the City.

All funds will be available on a first come, first served basis. **Funds will be reserved for your project once you sign the Grant Agreement** and will be disbursed to you after the work is completed.

Project Financing:

The grant offered through this program will cover only a portion of your project cost. How do you intend to finance the balance of your total project?

	City of Fridley HRA Low Interest Home Improvement Loan (OPTIONAL).
	Loan or line of credit from your bank or credit union
	Savings
	Refinancing existing mortgage
	Other:

****Please submit only pages 1 & 2 to the City – keep the following pages for your records****

Step by Step Application Process Checklist:

___ - **Step 1: Schedule a FREE Remodeling Advisor Visit.**

If you are seeking advice about the projects you are considering, this is a FREE opportunity to meet with a construction specialist at your home. You will receive un-biased advice, an idea of potential costs and help prioritizing your projects. To schedule your Remodeling Advisor Visit, please call CEE at 612-244-2470.

___ - **Step 2: Submit Application to the City (pages 1&2 of this document).**

The City needs to verify that you and your property are eligible to proceed in the program. A confirmation email will be sent once the City receives your application.

___ - **Step 3: Determine your final project list**

A written list of your project wants & needs will allow you to provide contractors with a clear vision of your project so they can provide you with an accurate bid/estimate.

___ - **Step 4: Collect bids from contractors (or material lists for DIY projects).**

It's always a good idea to solicit bids from 2 or 3 contractors, as pricing will vary. If you are doing the work yourself, you must obtain a materials list showing the items, quantities, and prices for the materials you will buy for your project. Tools are not eligible for reimbursement.

___ - **Step 5: Apply for and secure your project financing.**

If you need financing for your project, you should get pre-approved to know you can finance the improvements. You are NOT required to obtain financing through the City's loan program, but you may want to explore the options available through the City's partnership with the Center for Energy & Environment, including a 2% loan with no income limits. Contact CEE at 612-335-5884, loaninfo@mncee.org, or www.mncee.org/fridley.

___ - **Step 6: Select contractor and submit copies of selected bids to the City.**

You can select any contractor licensed by the State of Minnesota and the City of Fridley. The City will review all submitted contractor bids and/or material lists (for DIY projects) for eligibility and verify project value.

___ - **Step 7: Apply for permits.**

If a contractor is doing your project, they should complete this step. Please allow up to two weeks for plan review and permit issuance. Please contact Building Inspections at 763-572-3604 with any questions regarding permits or plan review. **ALL permits for your project (building, plumbing, electrical & mechanical) must be issued before proceeding to Step 8.**

___ - **Step 8: Sign Grant Participation Agreement with the City**

Once taxpayer information and bids have been submitted and ALL permits issued, you must schedule a time to come into City Hall and sign your Grant Agreement. After the Grant Agreement has been signed, funds will be reserved for your project. Your maximum grant amount will be determined at this time and cannot be increased.

___ - **Step 9: Submit Taxpayer information on Form W9**

These grant funds are considered income. The Fridley HRA must report the grant payment to the Internal Revenue Service. As part of the grantmaking process, you will need to submit a Form W9 including your Taxpayer Identification Number to the HRA, and the HRA will issue a Form 1099-G to the grant recipient(s) by January 31 of the following year.

Grant recipients are responsible for including information concerning these funds on their personal income tax statement. If you have questions about how this will affect your personal taxes or your income-based or disability benefits, please seek advice from a tax expert.

___ - **Step 10: Schedule with your contractor to begin work & display yard sign.**

As part of the program, grant recipients will place a *Front Door Grant Program* yard sign in their front yard during the duration of the project. All work must be completed within 180 days of signing the Grant Agreement.

___ - **Step 11: Complete work and have all permitted work inspected and approved.**

Call Building Inspections at 763-572-3604 to schedule inspections.

___ - **Step 12: Schedule a final site visit with HRA Staff (separate from Inspections).**

Site visit will verify that the work completed meets the requirements of the program and did not substantially change from the plan originally submitted and approved.

___ - **Step 12: Grant will be disbursed to you.**

Once you have submitted final paid invoices, lien waivers and a construction statement from contractors or receipts from suppliers, verifying project amounts, your grant request will be processed. A check will be made payable to you and mailed directly to you. The HRA will also mail a Form 1099-G to the grant recipient(s) by January 31 of the following year.

___ - **Step 13: Consider showcasing your project.**

The City of Fridley would like to showcase some of these exceptional remodeling projects to help promote this program and encourage your neighbors to make similar improvements. Staff may contact you in the future about photographing your project for a City Newsletter, City Website or potentially a Home Remodeling Tour. You are not obligated to participate in any of these activities.

Questions? Please contact Paul at 763-572-3591