



Property Enhancement Program (PEP) Grant

Application Package 2011

General Program Information

- ❖ PEP is available to owner occupied properties within the city of Thompson
- ❖ Maximum program funding grant for a single family unit is \$2,500.00.
- ❖ All income brackets qualify, and if your total household income is over \$46,379.00 you will be required to contribute 50% of the requested grant.
- ❖ For owners of rental properties the allowable grant amount will be \$1,000 per unit to a maximum of \$5,000 per building, and \$250 per room to a maximum of \$2,500 for rooming houses. Landlords are required to match 100% of the allowable grant amount.

Late or incomplete applications will not be accepted. Please return completed applications to:

Nina Cordell
101-55 Selkirk Ave
Thompson, MB R8N 0M5

Application Requirements

- ❖ **Verification of Income**
 - Total family income will be determined from the application. This will include requesting the current income tax for all household members, a verification of income for any household member that has changed employment in the last 12 months, or financially assisted member.
- ❖ **Picture of Home**
 - Please provide a picture of the damaged area/s that you are planning to repair.
- ❖ **Estimate of Cost**

For those completing the painting themselves, provide a written estimate on paint and/or materials. These estimates must reflect the material costs as accurately as possible. For those hiring a contractor to complete the required work, provide two written estimates on the project cost.



Application Process

- ❖ Submit all applications and supporting documentation to the TNRC no later than Monday June 27, 2011.
- ❖ Completed applications are then reviewed by the TNRC Housing Committee
- ❖ All applicants will be notified by telephone or mail whether their application is successful or not.
- ❖ All approved work must be completed by September 30, 2011.
- ❖ Pictures of all completed work must be submitted before funds are released. These pictures maybe used for future promotional purposes.

Guidelines for Evaluation

1. Priority will be given to the following:
 - ❖ Dwellings that are in dire need of exterior paintwork and repairs
 - ❖ Dwellings that are in the priority neighbourhoods, however each submission will be decided based on need.
 - ❖ Dwellings that are in dire need of assistance due to safety reasons
 - ❖ Unique projects that initiate environmental improvements.
2. Materials purchased prior to approval are not eligible for the program.
3. Work done prior to approval is not eligible for the program.
4. The program is not intended to repair any interior repairs.
5. Safety related interior housing repairs, should be addressed by RRAP or other programs (e.g. mould).
6. Prior written approval must be obtained from the housing coordinator before any material changes are made.
7. Abuse of staff will not be tolerated and could result in the cancellation of an application.
8. Upon approval, applicants must attend an informational PEP grant Workshop.

Reporting Requirements

Once the work is complete, the following reporting criteria must be submitted before funds will be released:

1. A written report outlining the work that was completed.
2. 'After' pictures showing the work that was completed.
3. All receipts related to the project.



Application Checklist

The following forms and supporting documentation shall be included in all application packages submitted to the TNRC.

Application:

- Front and Paint Application
- Description of Request
- Most recent copy of income tax return or income verification form by current employer
- Photos defining the need for repair
- Two separate contractor quotes or estimate of paint and materials

Project Explanation Worksheet

Please list the items that you are planning to accomplish with estimated costs. Please remember this program only covers minimal cosmetic repairs to the exterior of your home. Estimates must be legible and show contactors name and signature.

Item	Lowest Estimated Cost	Approved(For office use only)



A – General Information

Which language do you prefer for correspondence? English French Cree

Are you, or any member of the household of Aboriginal Descent (Metis, Inuit, Status or Non-Status) Yes
No

B- Applicant Information

Applicant Name(s) _____

Address _____

Phone Number/s _____

Date of Birth _____

C - Property Information

What is the age of the house? _____

Approximate value of the house? _____ Source of estimate? _____

House Type Single Detached Semi-Detached Duplex Trailer Apartment

Has the house received government-funded assistance for repairs before? Yes No

If yes, please specify : Source _____

Date _____ Amount Received _____

D – Declaration

I/We **are** **are not** Canadian Citizen(s) or that I/We have Landed Immigrant status.

I/We hereby grant permission to the Thompson Neighbourhood Renewal Corporation to carry out any necessary inquires for the purposes of determining my/our income, assets, liabilities and other credit information as may be required.

I/We hereby acknowledge that any work and materials purchased, carried out or started prior to receiving written confirmation of the PEP Grant loan approval will be deemed **not eligible** for funding assistance.

I/We hereby certify and declare that all the information contained in this application is true and complete in every respect.

Applicant Signature _____

Date _____

Co-Applicant Signature _____

Date _____



Release of Liability

The undersigned hereby finally, irrevocably and unconditionally release the Thompson Neighbourhood Renewal Corporation, including its Board and staff, from any and all liability regarding damages, loss or injury sustaining in the carrying out of activities associated with the Property Enhancement Program (PEP) Grant administered by the Thompson Neighbourhood Renewal Corporation.

It is further understood and agreed that nothing in this release is to be construed as an admission of liability on the part of the Thompson Neighbourhood Renewal Corporation in connection with any matter for which this release is given.

This day of , 2011

Signed and Executed in the presence of:

Witness

Applicant

Witness

TNRC Executive Director

