



PARTICIPATION AGREEMENT

Homeowner(s): _____

Property Address: _____

_____ Fridley, MN _____

Total Project Cost: \$ _____

Maximum Grant Amount*: \$ _____

This agreement is for grant funds for the Fridley Front Door Grant Program and is between the City of Fridley (City) Housing & Redevelopment Authority (HRA) and the Homeowner(s).

Program Administration

The HRA serves as the program administrator of this grant program and will monitor compliance with this agreement. While the HRA oversees the grant process, the City and other City staff may be involved in various aspects of your project:

- Building inspections and permits will be administered by City building officials
- Other City departments may review and approve specific components as required by City ordinances
- Final grant disbursement will be processed by the HRA upon completion of all requirements

Written correspondence and documentation may be uploaded to the grant application portal, emailed to HRADivision@FridleyMN.gov, or delivered to Fridley City Hall.

Project Funding

The grant amounts funded by the HRA range from a minimum of \$1,000 to a maximum of \$5,000. If the scope of work contains qualifying work from both Eligible Improvement Projects lists, the grant amount will be determined individually in each category.

The grant amount awarded cannot be increased after the signing date of this Participation Agreement. If the final project amount ends up being less than submitted bids, the grant amount awarded will be lowered accordingly (grant = 15% or 25% of Eligible Improvement Project costs).

The homeowner(s) will receive a grant as specified below, pending compliance with the guidelines of the program as described in this Participation Agreement and the Program Grant Application. Professional labor can qualify as an eligible expense; however, sweat equity/homeowner labor is not an eligible expense. Final determination of expense eligibility rests with the HRA.



Eligible Improvement Projects

Only the improvement projects listed below are eligible for this program. At least two "Beautification Projects" worth at least \$4,000 **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
	Front porch		Soffit
	Adding brick, stone or shakes		Fascia
	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
	Permanent landscaping - \$250 min. (inc. tree trimming, removal & replacement of overgrown and/or dead items, planting new trees / shrubs / plants / flowers)		Porch (repair or replace)
			Retaining wall (repair or replace)
			Eligible interior upgrades, including but not limited to major remodeling

Other Provisions and Requirements:

1. The homeowner(s) certifies:
 - The property is owner-occupied with homestead status (including contract holders of a filed contract for deed)
 - Has a property value less than \$425,000
 - Has no outstanding property taxes, utility charges, fines or other outstanding financial obligations regarding any matter owed to Anoka County or the City of Fridley
2. The homeowner(s) understands that only work not yet completed at the time this agreement is signed will be considered eligible for funding through this program.
3. The homeowner(s) agrees to place the *Front Door Grant Program* yard sign in their front yard from the signing date of this document until the grant period is ended or the improvement projects funded through this program are complete. The yard sign will be collected by the HRA representative during the final program inspection after work is complete.



4. Work performed at the property shall be as stated in the homeowner's application and the contractor(s) bid(s) or the owner's materials list submitted for plan review . Any changes to this scope of work must be in writing to the HRA. Grant amounts may not be increased, but may be lowered, as a result of changes.
5. Any contractor performing work through this program must meet City of Fridley and State of Minnesota licensing, permit, zoning, and building code requirements.
6. If the homeowner(s) is performing any work themselves, then the homeowner(s) understands that upon completion all work must meet City permit and code requirements. Some projects may not be allowed by State Building Code to be completed by the homeowner(s).
7. All projects must be completed within 180 days from the date of this signed agreement.
8. The grant funds will be held in escrow until completion of the work. The funds will be disbursed to the homeowner(s) after all permits have been fully inspected and closed out and a final program inspection/ walk through (separate from permit inspections) has been performed to ensure projects completed meet program eligibility requirements. As applicable, the homeowner(s) must submit the following items to the HRA upon completion of the work:
 - A final invoice from the contractor(s) showing the total cost for the project and all payments made to the contractor from the homeowner.
 - Detailed receipts from the building materials supplier for any work done by the homeowner.
 - A Certificate of Completion, provided by the HRA and filled in and signed by the homeowner(s).
 - A completed Form W9 including taxpayer identification number for the homeowner(s).
9. The HRA will verify that all work requiring permits has been fully inspected and closed out. All work not requiring a permit will be inspected during the final program inspection (indicated in #8 above).
10. The HRA will process all grant and rebate requests and disburse funds to the homeowner(s) within 30 days. Homeowners can request to pick up their check at City Hall; otherwise all other checks will be disbursed to the homeowner(s) by mail. A Form 1099-G will be mailed to the homeowner(s) by January 31 of the following year.
11. The homeowner(s) acknowledges they might be contacted in the future by City or HRA staff to discuss further documenting or showcasing their remodeling project, and will allow a City or HRA representative to take before and after photos of the exterior of the home.



12. The homeowner(s) agrees to release and hold harmless the City of Fridley together with its Council and employees, and the City of Fridley Housing and Redevelopment Authority together with its members and employees, from and against any and all claims, demands, injuries, damages, cost and expenses, including reasonable attorney's fees, arising out of or relating to the Fridley Front Door Grant Program.

This Participation Agreement is signed by the Homeowner(s) on the dates noted.

HOMEOWNER: _____ DATE: _____

HOMEOWNER: _____ DATE: _____

Approval of Grant

The Fridley Front Door Grant is approved and the Participation Agreement by the Fridley Housing and Redevelopment Authority on the date noted.

HRA: _____ DATE: _____

