FRIDLEY HRA HOUSING GRANTS & REBATES

HOW TO APPLY ONLINE: Follow the links at fridleymn.gov/homeprograms

Welcome to our Online CitizenServe Portal

If you do not already have an account, you will first need to register. Once registered, you can APPLY FOR A GRANT online, upload additional documents, and send messages to HRA staff.

Register your account

- Select a Registration Type. "Citizen" is a good option.
- Provide your
    - Email
    - Name
    - Address
    - Mailing Address
    - A phone number
    - User name
    - Password

Log in to your account.

- Once logged in, you can follow this link to apply for a Grant or Rebate.
- Or, navigate to: Services→Development Projects→Apply Online→[Project Type Drop-down:] HRA Grant Application

REGISTER

Home / My Account / Register

PASSWORDS MUST BE 30 CHARACTERS OR LESS

indicates a required field

Registration Type:	Citizen
Email:	
Confirm Email:	
First Name:	
Last Name:	
Home Address:	
City, State, Zip:	
Business Name:	
Mailing Address:	
City, State, Zip:	

at least one phone number is required

Home Phone:	
Cell Phone:	
Work Phone:	
Fax:	
User Name:	
Password:	
Confirm Password:	

Provide information relating to your grant or rebate application.

- Project Description
    - A brief explanation of what project(s) you are planning
- Address or Parcel ID
    - If inputting an address, you must include the street number *at least one character from the street name* in order to find an address.

- Please read through & check each of the Eligibility Requirements. These items are required and your application cannot be processed with unmarked requirements.
- Follow the prompts on the screen, answering required questions and uploading documents as needed.
  - Photographs of bids, receipts, and similar documents are acceptable uploads. Scanned PDFs can also be uploaded to support your application.
- Please provide Additional Information, if applicable.
  - A picture of the area of proposed work. This information is helpful but not required.
  - Other documents to further explain your application.
  - Information about how you learned about the program
- Complete the Verification section & provide your electronic signature.
  - Tapping the "Sign Here" button will open a signature window. On a computer, you can use your mouse to "write" your signature on the screen. On a tablet or touch screen, you can use your finger to sign.
- Read and consent to the Minnesota Data Privacy Notice.
  - Use the "Sign Here" button to provide another signature confirming that you have read and understand the information provided regarding the Minnesota Data Practices Act.
- Once all the information for your application has been provided, please select "**Submit**".
  - There is no way for our staff to view or access information that you have "Save[d] For Later".

Receive confirmation of your request.

- **A confirmation email should arrive within a few minutes of successfully submitting your application.** Please check your spam/other folders if you do not receive this email.
- Our staff will also be notified that you have submitted a grant application.
- Applicants who have applied for the Front Door Grant by March 7, 2022, will be notified of their grant status via email the following week. This email will be sent to the address you used to register for the portal. Please do not contact the City to inquire about your grant status for the Front Door Grant Program prior to March 15, 2022.
  - If applications exceed available funds, eligible projects will be selected by random drawing. Priority will be given to those who did not receive a grant in 2021.
  - A second round of applications may be accepted in late spring if funds remain.
- Applicants who have applied for a Paint Rebate or Insulation Rebate will be contacted by staff within 7 days of submitting their application.

Questions about City of Fridley Housing Programs: (763) 572-3593 or email HRADivision@fridleymn.gov

REVIEWING + UPDATING YOUR APPLICATION

Log in to your account at https://citizenserve.com/fridley

- Once logged in, select the "My Account" tab
- Follow the "View My Requests" option
- Click the blue hyperlink to the application you want to update
  - If you have submitted multiple types of requests through CitizenServe, you may need to select a different option from the drop-down menu.

- Use the tabs to check the review status for your projects
- Use the options upload documents, leave a message for the review team, or make a payment.
  - Not all application types require payment. The "Make a payment" option will not appear if payment is not required.