



Fridley Civic Campus

7071 University Ave N.E. Fridley, MN 55432
763-571-3450 | FAX: 763-571-1287 | FridleyMN.gov

August 2, 2021

Dear Property Owner,

Fridley's Housing & Redevelopment Authority Staff received your application for the Front Door Grant Program. Congratulations! Based on the information provided, your proposed project meets the program's guidelines and is ready for the next steps.

All grant funds are available on a first come, first served basis. Funds will not be reserved for your project until you have provided all the information needed for the City's HRA to sign the Grant Participation Agreement. The information you need to provide to the City is spelled out below:

___ - **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 unbiased advice, an idea of potential costs and help prioritizing your projects. To schedule your Remodeling Advisor Visit, please contact CEE, the Center for Energy & Environment, at 612-244-2470.

___ - **Step 2: 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 3: 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.

___ - **Step 4: Select contractor and submit copies of selected bids to the City.**

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

___ - **Step 5: 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 6.

___ - **Step 6: Sign Grant Participation Agreement with the City**

Once bids have been submitted and ALL permits issued, you must contact City Staff. Staff will email a copy of the Grant Participation Agreement. You may sign the agreement electronically and email it to staff, or print, sign, and return the document to City Hall. **Once the Grant Participation 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 7: 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.

Grant funds will not be released until after the project is completed. Staff members will visit your property for a final program inspection and to photograph the improvements. All projects must be completed within 180 days from the date of the signed participation agreement.

If you have any questions, please feel free to contact Paul Bolin at 763-572-3591 or paul.bolin@fridleymn.gov or Nancy Abts at nancy.abts@fridleymn.gov or 763-572-3593.

Sincerely,

Paul Bolin

Assistant Executive Director
Housing & Redevelopment Authority
Direct: 763-572-3591
Paul.Bolin@FridleyMN.gov

Nancy S. Abts

Associate Planner
Community Development Department
Direct: 763-572-3593
Nancy.Abts@FridleyMN.gov