



CITY OF NEW HOPE ECONOMIC DEVELOPMENT AUTHORITY

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127

• newhopemn.gov • newhopeinspections@newhopemn.gov

CURBSIDE APPEAL REIMBURSEMENT APPLICATION

PROGRAM OVERVIEW

The intent of the Curbside Appeal Reimbursement Program is to encourage homeowners to make improvements to the exterior of their homes and garages in areas that are located within a front yard or side yard abutting a street (as defined by city code). The city will reimburse a portion of the costs for projects that meet eligibility requirements. There are no income limits or restrictions to participate in the program.

Property owners must invest a minimum of \$4,000 in eligible projects listed below to qualify for a reimbursement.

INCLUDE THE FOLLOWING WITH APPLICATION:

- ✓ Description of work (page 2) include any drawings, diagrams and/or descriptions of improvements
- ✓ Itemized list showing breakdown of costs
- ✓ Photograph of area(s) that will be improved (before and after photos may be shared via the city's media platforms)
- ✓ Permit application(s) for work requiring construction permits (include site plans and survey as needed)

PROPERTY INFORMATION

Property Address: _____

☐ Single Family Home ☐ Twinhome ☐ Duplex

PROPERTY OWNER(S) INFORMATION

Name: _____ Name: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Signature: _____ Signature: _____

All persons listed as an owner of this property certify all information provided on this application is true and accurate.

ELIGIBILITY REQUIREMENTS (ALL CONDITIONS MUST BE MET TO QUALIFY)

Property is located in New Hope: ☐ Yes ☐ No

Owner currently resides in the home with "homestead" status according to Hennepin County records: ☐ Yes ☐ No

Property taxes are current: ☐ Yes ☐ No

Property is current on utility bills with no outstanding citations: ☐ Yes ☐ No

Scope of work includes at least one item from the eligible project list and costs a minimum of \$4,000: ☐ Yes ☐ No

Project takes place in the front yard or side yard abutting a street (as defined by city code): ☐ Yes ☐ No

Work has not started on the proposed project(s): ☐ Yes ☐ No

Work is not covered or will not be covered by an insurance claim: ☐ Yes ☐ No

Applicant has not received reimbursement from this program within the last five years: ☐ Yes ☐ No

Projects started before the issuance of a Reimbursement Award Certificate will not be eligible for program funding.



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ELIGIBLE IMPROVEMENT PROJECTS

Projects listed below are eligible for reimbursement and count towards the minimum cost of \$4,000. Projects not listed do not qualify for reimbursement and do not count towards the minimum cost of \$4,000.

Check all that apply:

- ☐ Alteration to roofline
- ☐ Addition of covered front porch
- ☐ Installation of new front door with window(s)
- ☐ Installation of new storm door with window(s)
- ☐ Installation of new garage door that:
 - ☐ Includes windows and/or
 - Is comprised of solid, stained wood or composite wood
- ☐ Addition of windows above and/or on side(s) of front door (sidelight and transom windows)
- ☐ Installation of column(s)
- ☐ Addition of brick or stone façade/accents
- ☐ Incorporation of address numbers into stone façade
- ☐ Installation of shutters, shakes and/or board and batten siding
- ☐ Enlargement of window openings by at least 25% (calculated per individual window) or addition of window(s) to area that did not previously have a window

Describe Work: _____

Value of Work: \$_____ (Provide an itemized list showing breakdown of costs.)

Tools, labor provided by homeowners, and insurance claims are not covered by the reimbursement.

PROJECT FUNDING

This program is funded by New Hope's Economic Development Authority (EDA). Reimbursement amounts range from a minimum of \$1,000 to a maximum of \$5,000. Applicants are responsible for 75% of project costs up to \$20,000 and 100% of costs beyond \$20,000.

Example: If a homeowner spends \$8,000 on eligible improvement projects, the city will reimburse \$2,000.

All funds are available on a first come, first served basis. Funds are reserved for a project when a Program Agreement is signed. Funds are disbursed after work is completed, permits have been closed, and a final site visit with EDA staff is completed.

Project must be completed within 180 days from when a Reimbursement Award Certificate was issued.

PROJECT FINANCING

The reimbursement offered through this program will only pay a portion of the overall project cost. The city also offers residents a variety of loans and grants through the Center for Energy and Environment and Hennepin County. Visit the Residential Assistance Programs page at newhopemn.gov to learn more.



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STEP BY STEP APPLICATION CHECKLIST

Please submit only pages 1 & 2 of this application for the city to review.

☐ **STEP 1: Determine Project List**

Ensure you have a clear vision and scope of work for the project(s) you wish to complete. Compile a list of the project(s) wants and needs for contractors to understand your plan(s). This will allow them to provide an accurate bid/estimate for the work.

☐ **STEP 2: Collect Bids from Contractors (or a material list for DIY projects)**

If hiring a contractor for the work, it is always good to get at least 2 or 3 bids from contractors as pricing will vary. For work you are completing yourself, provide a materials list detailing the items being used, quantities, and costs. Labor completed by the property owner (yourself) or family and friends is not eligible for reimbursement, nor is the purchase of tools and equipment.

☐ **STEP 3: Apply for and Secure Project Financing (if needed)**

Before beginning any work, confirm if additional financing is needed and get pre-approved to ensure your project costs will be covered. The city offers residents a variety of loans and grants through the Center for Energy and Environment (CEE) and Hennepin County. Visit the Residential Assistance Programs page at newhopemn.gov to learn more or contact the CEE at 612-335-5884 or loaninfo@mncee.org.

☐ **STEP 4: Select Contractor**

When selecting a contractor, ensure they are licensed by the State of Minnesota.

☐ **STEP 5: Submit Curbside Appeal Reimbursement Program Application to the City**

Submit the Curbside Appeal Reimbursement Program application (pages 1 and 2 of this document) and the selected contractor bid and/or material lists (for DIY projects). The city will review for eligibility and verify project value. Taxpayer information (step 6) and permits (step 7) should be submitted at the same time.

☐ **STEP 6: Submit Taxpayer Information on W-9 Form**

These reimbursements funds are considered income. The New Hope EDA must report the reimbursement payment to the Internal Revenue Service. As part of the reimbursement process, applicants must submit W-9 forms, including their Taxpayer Identification Number. The EDA will issue a 1099-G Form to the reimbursement recipient(s) by January 31 of the following year.

Reimbursement 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 taxes or income-based or disability benefits, please seek advice from a tax expert.

☐ **STEP 7: Apply for Permit(s)**

Building, electrical, mechanical, and plumbing permit applications can be accessed at newhopemn.gov/permits. If a contractor is hired for the project(s) they should complete this step. Allow up to one week for plan review and permit approval. Contact the New Hope Inspections Department at 763.531.5127 or newhopeinspections@newhopemn.gov with any questions regarding permits or plan review. All permits must be issued before proceeding to the next step.



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- ☐ **STEP 8: Schedule Pre-Construction Visit and Sign Curbside Appeal Program Agreement with the City**
Once steps 5-7 are completed and all permits are issued, schedule a pre-construction visit with EDA staff at 763.531.5127 or 763.531.5114 prior to beginning work. After the pre-construction visit has been completed the Program Agreement must be signed by all property owners and city staff. After the Program Agreement has been signed, funds will be reserved for projects completed within 180 days. All work must be completed within 180 days, or the reimbursement will be forfeited.
- ☐ **STEP 9: Display Yard Sign**
As part of the program, reimbursement recipients will be asked to place a Curbside Appeal Reimbursement Program yard sign in their front yard during construction.
- ☐ **STEP 10: Complete Work**
Coordinate construction work with your contractor to ensure all work is completed within 180 days of signing the Program Agreement. Contact the New Hope Inspection Department to schedule any required progress inspections at 763.531.5127.
- ☐ **STEP 11: Have All Permitted Work Inspected and Approved**
Upon completion of the project(s), contact the New Hope Inspection Department to schedule a final inspection at 763.531.5127.
- ☐ **STEP 12: Schedule Post-Construction Visit with EDA Staff (Separate from Permit Inspections)**
A final visit from EDA staff will verify that the completed work meets the requirements of the program and did not substantially change from the plan originally submitted and approved. Staff will take photographs of the project. Schedule with EDA staff by calling 763.531.5127 or 763.531.5114.
- ☐ **STEP 13: Reimbursement is Disbursed**
Once final paid invoices, lien waivers and a construction statement from the contractor(s) or receipts from supplier(s), verifying project amounts, the reimbursement request is processed. A check will be made payable and directly mailed to you. The EDA will also mail a 1099-G Form to the reimbursement recipient(s) by January 31 of the following year.
- ☐ **STEP 14: Showcase the Project**
The City of New Hope 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 showcasing your project for a city newsletter, website, or other media outlet.