

## ***Home Security Rebate Program Guidelines – Updated 7/1/19*** **Windom Park Citizens in Action**

*Windom Park Citizens in Action will use Neighborhood Revitalization Program (NRP) funds from Social Environment Strategy D2 (Neighborhood Action Plan, page 26) to provide funds for a Home Security Rebate Program with the following guidelines and procedures:*

- **Eligible Properties:** Residential units within the boundaries of the Windom Park neighborhood, owner-occupied or rental, are eligible. Proof of ownership must be provided upon application via a copy of the current property tax statement. Renters must additionally provide written permission from property owner or authorized designee.
- **Eligible Projects:** Funds will be awarded on a reimbursement basis only. Eligible for reimbursement under this program are new security enhancements to the property, such as exterior security lighting and accompanying wiring and electrical work; exterior motion detectors (including solar); exterior steel security doors on homes or garages; deadbolt locks on exterior doors; glass block windows; security bars on garage windows, basement windows, or non-basement home windows that do not face the street; home security systems; licensed contractor labor; and required permits.
- **Not eligible:** Tools and rental charges; monthly monitoring fees or fines related to home security systems; reimbursement for do-it-yourself labor or non-licensed contractor labor; pre-existing work.
- **Pre-existing Work or Projects:** No rebates will be provided for pre-existing security enhancements, devices or work. Rebates will be awarded on a first come/first served basis for eligible work done between July 1, 2019, and until funding is gone. To be eligible, applicant must provide WPCiA with clearly legible, dated receipt or other written proof of work done during the eligible time period and must complete application form provided by WPCiA.
- **Verification of Work:** Completed work/project installation will be verified by a representative of WPCiA, such as a board member, staff or volunteer, once the eligible applicant submits completed application to the WPCiA office in writing and states that the project is complete. WPCiA will provide application forms to those requesting them, both on paper and on its Web site.
- **Payments:** Rebate checks will be mailed within 30 days of the date that the WPCiA representative signs off on the completed project and submits a written approval notice to the WPCiA office.
- **One rebate per housing unit** may be submitted per year, running from July 1 through June 30.
- **Rebate Amounts:** Rebates will be provided for the full cost of a single eligible project but will not exceed \$200 annually. One application allowed per year, July 1-June 30. Original receipts must be included with application. WPCiA has no liability for expenses incurred outside of this program and/or not in compliance with this program.
- **Appeals:** WPCiA's Board of Directors will review any appeals of rejected applications. The board may also vote to extend the program deadline and/or add additional funding if available. The board reserves the right to reject any application that does not meet these guidelines.
- **Notifications and Advertising:** The neighborhood will be notified of this new program in occasional WPCiA mailings, on the WPCiA web site, through the WPCiA e-mail list, and at WPCiA meetings.



Windom Park Citizens in Action  
**APPLICATION FORM**  
Home Security Rebate Program

*To get your rebate, here's what you need to do:*

1. Read the attached program guidelines and make sure that you are eligible.
2. Once you have completed your eligible project, fill out this form. **PLEASE PRINT CLEARLY.**
3. Return this form to the Windom Park Citizens in Action office, 1845 Stinson Parkway, #201/203, Minneapolis, MN 55418 with:
  - Receipt(s) dated between July 11, 2019, and now (until funding is depleted), from the project for which you are requesting a rebate. (This is the amount you will be reimbursed for, not to exceed \$200.)
  - If labor is not done by property owner, written proof that work was done by licensed contractor if you are seeking reimbursement for this portion of project.
  - A copy of the current property tax statement or other current document indicating name of property owner.
  - If you are a renter or non-owner, written statement from owner or authorized designee that this project was done with their approval. WPCiA will then contact you to verify work and send you a check!

*Questions? Call (612) 788-2192*

\*\*\*\*\*

**A) Your name:** \_\_\_\_\_

**B) Address of Rebate Program project or work:**  
\_\_\_\_\_

**C) Your phone number:** \_\_\_\_\_

**D) Name, address and phone number of owner, if different from above:**  
\_\_\_\_\_

**E) Description of work for which you are seeking rebate:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F) Rebate amount you are requesting: \$**\_\_\_\_\_