



# BUILDING BLOCKS



## PROGRAM GUIDELINES

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- Funding available for exterior home improvement projects that enhance the curb appeal and increase the overall property value
- The Building Blocks program will provide direct matching funding for qualifying projects up to \$5,000 maximum.
- Funding is limited to program participants residing within the Borough of North East's boundaries.
- The program funds require that an applicant is the owner of the subject property and it is their primary residence.
- Program funds may be used to cover the costs of home improvement materials, contractor costs, landscaper costs and hardscape or landscape materials and plantings.
- Program funds may **NOT** be used to pay for sweat equity, in-kind services, existing or ongoing payments to a mortgage or line of credit, non-insured contractors/ professional services, or expenses incurred prior to application date.
- Projects utilizing the Building Blocks funding must be completed within ninety (90) days of contract signing.
- Additional time may be added to contracts for extenuating circumstances associated with the availability of services, scheduling and/or weather related delays.



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- Borough representatives will track project progress throughout project timeline. Upon project completion and once matching funds have been verified and noted as paid in full, a check for matching funds will be issued either to the homeowner or contractor directly.
- Program participants must be willing to participate in program assessment and analysis to measure the program's effectiveness and impact. Additionally, program participants must display a program sign in their front yard during and immediately after program participation.
- Applications are available at Borough Hall; 31 West Main Street; North East PA 16428 (814) 725-8611 or by emailing [patrick.gehrlein@northeastborough.com](mailto:patrick.gehrlein@northeastborough.com)
- Applications are also available online at the North East Borough's website [www.northeastborough.com](http://www.northeastborough.com)



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## GENERAL INFORMATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Employer (Name and Address): \_\_\_\_\_ Work Phone: \_\_\_\_\_

## PROPERTY INFORMATION

Date Purchased: \_\_\_\_\_ Estimated Value: \_\_\_\_\_

Taxes paid to date (Yes/No): \_\_\_\_\_ Homeowners policy attached (Yes/No): \_\_\_\_\_

## PROJECT INFORMATION

Contractor Name/ Address: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Contractor Email: \_\_\_\_\_ Work estimate attached(Yes/No): \_\_\_\_\_

Contractor Insurance attached (Yes/No): \_\_\_\_\_

Estimated project cost: \_\_\_\_\_ Amount of Grant Requested: \_\_\_\_\_

Amount of Matching Funds: \_\_\_\_\_ Source of Matching Funds: \_\_\_\_\_



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## PROJECT INFORMATION (Continued)

Project Narrative: *Please describe your planned home improvements*

*I certify that the information provided is true and correct to the best of my ability. I understand that funding for this program is limited and the completion of a program application does not guarantee receipt of funding. Proof of matching funds is mandatory before issuance of program funds.*

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
North East Borough      Date

Application Status: \_\_\_\_\_