

# REECE ENDEAVOR TENANT INITIATIVE PROJECT REQUEST FORM

This Tenant Initiative Project (TIP) is an opportunity for tenants and their support to accomplish a home improvement project of their choosing. The Reece Endeavor is making funds available to tenants up to \$200 in 2012.

## **PROCESS**

- 👉 Tenant need to request in writing a home improvement project by using the TIP form.
- 👉 Projects must be approved in advance by the Reece Endeavor.
- 👉 Project requests can be submitted at any time.
- 👉 This amount can be used for one project or for several projects up to \$200 per house.
- 👉 The Reece Endeavor will notify Tenant of their decision.
- 👉 Tenant will purchase the materials or pay a licensed contractor for the materials/labor.
- 👉 Tenants will be reimbursed by the Reece Endeavor for materials used or for materials and labor provided by a licensed contractor. Proof of completion and receipts are required to receive up to \$200 of project expenses.
- 👉 Tenants with outstanding financial obligations to the Reece Endeavor will not be eligible until those debts are settled.
- 👉 Tenants who have a concern about their financial ability to purchase supplies should contact the Reece Endeavor.
- 👉 Tenants who would like assistance to plan and manage a project can contact their CMHCM Case Manager or the Arc.
- 👉 Projects completed in 2011 by other tenants include:
  - Paint
  - Flowers for yard
  - Programmable thermostats
  - Programmable locks
  - Ceiling Lights
  - Handrails
  - Grass seed, grub control for yard
  - Door bells
  - New outside motion detector lights

# REECE ENDEAVOR TENANT INITIATIVE PROJECT REQUEST FORM

Consumer Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Request: (please include as much detail as possible such as-what is the project?  
who will do the work? what materials will be purchased?. etc.)

---

---

---

---

---

---

---

---

---

---

Expected Cost: \_\_\_\_\_  
Remember you will only be reimbursed up to \$200.

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Person(s) providing assistance \_\_\_\_\_  
(If you need someone to assist you to plan and manage a project, you can  
contact your CMHCM Case Manager or the Arc.)

Requested by \_\_\_\_\_ Phone \_\_\_\_\_

Please attach estimate and copy of the contractor's license if you are planning to  
use TIP funds to pay a contractor. Contractors are required by law to carry a  
copy of their license.

---