



Neighborhood Reinvestment Program Application Checklist

Step 1: Resident picks up Neighborhood Reinvestment application.

Step 2: Resident completes application. At this time, resident decides whether or not improvements will be completed by the applicant or contractor chosen by the applicant.

A complete application consists of the following documents:

- ⇒ Completed Application
- ⇒ Three estimates from licensed contractors (if property owner chooses to have the work completed by a contractor) or three estimates for materials (if property owner chooses to complete the work)
- ⇒ Photographs of property “as is”
- ⇒ Photos, samples, paint colors or drawings of proposed improvements
- ⇒ Annual gross income verification, i.e. income tax return

Step 3: Economic Development Department will review application. Staff will notify applicant of approval/denial by letter.

Applicants are reminded:

- ⇒ Reimbursement will not be made for work done prior to approval notification.
- ⇒ Reimbursement will only be done for items approved by the City and outlined in the notification letter.
- ⇒ Reimbursement is not made for property owner’s labor.
- ⇒ Improvements must be completed within **90 days**, unless an extension is granted by the Economic Development Department in writing.

Step 4: Applicant submits invoices/receipts for completed work. Economic Development will review improvements and invoices/receipts.

Step 5: Upon satisfactory completion of project (as determined by staff), reimbursement check released to applicant for costs incurred.

| Income Limits by Household Size | | | | | | | | |
|---------------------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|
| Category | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% of Median | \$44,350 | \$50,700 | \$57,050 | \$63,350 | \$68,450 | \$73,500 | \$78,600 | \$83,650 |
| Maximum Income | \$66,550 | \$76,050 | \$85,550 | \$95,050 | \$102,650 | \$110,250 | \$117,850 | \$125,450 |

Please submit completed applications and supporting documentation to:

Neighborhood Reinvestment Program; Attn: Alysa Majer, Management Analyst, 701 Civic Center Blvd., Suisun City, California 94585
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