



Neighborhood Reinvestment Program Application Checklist

Step 1: Resident picks up Neighborhood Reinvestment application or downloads from website.

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. 2-4 months of pay stubs and most recent income tax return. For applicants who receive government subsidies, please submit Social Security Proof of Income Letter, Benefit Verification letter, Pension Distribution Statement (1099), or unemployment benefits. For applicant who are self-employed, please submit 1099.

Step 3: Development Services 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 Development Services Department in writing.

Step 4: Applicant submits invoices/receipts for completed work. Development Services 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 Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
Low Income	\$46,900	\$53,600	\$60,300	\$66,950	\$72,350	\$77,700	\$83,050	\$88,400
Maximum Income	\$70,300	\$80,350	\$90,400	\$100,450	\$108,500	\$116,500	\$124,550	\$132,600

Please submit completed applications and supporting documentation to:

Neighborhood Reinvestment Program; Attn: Joann Martinez 701 Civic Center Blvd., Suisun City, California 94585

Phone: 707-421-7307; Fax: 707-429-3758; E-mail: jmmartinez@suisun.com



Neighborhood Reinvestment Program Grant Application Form

APPLICANT INFORMATION *(Please print or type the following information)*

Name of Applicant:		
Property Address:		
Mailing Address (if different than above):		
City:	State:	Zip:
Email Address:		
Home Phone:	Alternative Phone:	
Annual Gross Income:	# of People in Household:	
Work To Be Done By:	Property Owner	Contractor

DESCRIPTION OF PROPOSED IMPROVEMENTS *(Attach additional pages if necessary)*

ESTIMATED COST OF IMPROVEMENTS *(Attach at least three estimates)*

Estimate #1: \$	Company:
Estimate #2: \$	Company:
Estimate #3: \$	Company:

Grant Funds Requested (Not to Exceed \$2,500):	Property Owner Match:
---	------------------------------

SIGNATURE *By signing below, the property owner, under penalty of perjury, assures that any funds received as a result of this application will be used only for the purpose set forth herein. The property owner also permits the City to verify the applicant's annual gross income by necessary means. The property owner agrees and authorizes the City, its agents and contractors to inspect the property and work performed, if applicable. The property owner agrees and understands the City does not warranty the work performed. The property owner agrees and understands that if the application is approved, the grant is for reimbursement of costs incurred and there is no compensation for work performed by the property owner. The property owner agrees and understands that there is no reimbursement for work performed prior to grant approval by the City. Furthermore, the Executive Director reserves the right to withhold reimbursement for any reason. In consideration for being permitted to participate in the program and by signing below, you hereby waive, release and discharge the City of Suisun City ("City"), including its elected and appointed officials, employees, officers, volunteers and agents ("City Parties") from any and all claims for liability and damage to you or any other person in connection with your participation in the program and you agree to waive all rights to make any such claims through a lawsuit or otherwise against the City or the City Parties.*

Print Name: _____

Signature: _____ Date: _____

ATTACHMENTS *(Please attach the following items)*

- Annual Gross Income Verification
- Photographs or samples of proposed improvements
- Photographs of property "as is"
- Three Cost Estimates

Please submit completed applications and supporting documentation to:
Neighborhood Reinvestment Program; Attn: Joann Martinez 701 Civic Center Blvd., Suisun City, California 94585
Phone: 707-421-7307; Fax: 707-429-3758; E-mail: jmmartinez@suisun.com