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. income tax return

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.

<table>
<thead>
<tr>
<th>Income Category</th>
<th>Number of Persons in Household</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Low Income</td>
<td>$46,900</td>
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<tr>
<td>Maximum Income</td>
<td>$70,300</td>
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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