



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: Joseph Knopp, 701 Civic Center Blvd., Suisun City, California 94585
Phone: 707-421-7312; Fax: 707-429-3758; E-mail: jknopp@suisun.com