

NEIGHBORHOOD FIX-UP GRANT PROGRAM PROCEDURES

1. City Staff announces the lottery and application deadline in the “Report to the People” publication.
2. Applicant submits a completed and signed Program Application along with the following documentation:
 - Copy of Drivers License, California ID or school ID for all members of the household;
 - Income Tax Return (1040 Form) for all members of household 18 and older;
 - The last 3 paycheck stubs, SSI or Pension Statements for all members of household 18 and over (last 3 bank statements if direct deposit);
 - “No-Income Certification” form must be submitted for all unemployed members of household 18 and over (if applicable);
 - Copy of current gas, water or electric bill.
3. Grant Application is reviewed for residency and program eligibility.
4. Qualified applicants will be selected by a lottery system.
5. Applicants who qualify for the lottery are sent letters notifying them of the date and time lottery will take place along with their ID number for the drawing.
6. Staff conducts lottery drawing which is televised on Commerce local channel.
7. For applicants who were not selected in the lottery, staff will send a letter to notify them that they were not selected but will be entered into future drawings for up to one year from their application date.
8. For applicants who are selected in the lottery, staff will take pictures of the residence before the start of project. Staff will then send grant recipients approval letters to let them know they can begin their project.
9. If Applicant is a tenant, then property owner’s consent is necessary for any project.
10. Applicants secure all necessary building permits from City’s Building and Safety Division (if needed).
11. Applicant notifies the Public Works and Development Services Department staff when the work is completed and submits receipts for the materials purchased for up to \$2,000. Applicant must submit receipts for reimbursement no later than six months after Award Approval Letter has been issued.

- 12.** Post improvement inspection and photographs are taken by the Public Works and Development Services staff and kept in Applicant's file.
- 13.** Receipts are submitted to the Finance Department requesting a reimbursement check for the Applicant.
- 14.** Finance Department mails check to Applicant when reimbursement process is completed. Checks may take from 4 to 6 weeks to be issued.