



## EXTERIOR HOME REPAIR PROGRAM – GRANT REIMBURSEMENT PROCEDURES

The following information is required to issue grant reimbursement payment. Electronic submissions via email are encouraged but not required. Hard copies may be left at City Hall.

Checks will be issued after ALL documentation is received.

- Summary statement of total eligible project costs incurred (**fill in below**)
  - Grant award amount as identified in contract (\$ amount) \_\_\_\_\_
  - Total project cost incurred (\$ amount)\_\_\_\_\_
  - Owner costs incurred (\$ amount)\_\_\_\_\_
  - Requested matching grant reimbursement (\$ amount)\_\_\_\_\_
  - (Owner Signature) \_\_\_\_\_
  
- For Grant Program: Proof of vendor/contractor payment with following information as **documented in a paid invoice; copy of check; receipt; or other third party documentation (If applicable)**
  - Vendor name, address, phone number
  - Description of materials or services purchased
  - Cost of purchase(s)
  - Date of purchase(s) - show either the invoice date or date received
- Proof of completed work (If required; see Home Repair Permitting Requirements)
  - Final inspection report (issued by City Inspector)
- Signed W-9 form (Homeowner)
  - If homeowner requesting materials reimbursement for self-performance of home repairs
  
- No outstanding taxes or fees owed to City