

**Exterior Loan Applicants must complete the following:**

I, the applicant, \_\_\_\_\_, have read the guidelines for the Commercial Revitalization Program and agree to carry out the work in accordance with these guidelines. I further agree to comply with the design guidelines for the area and the specific design recommendations of Design Review and Agency staff. I understand any changes in the approved plans or specifications must be presented to the Agency for approval.

In addition, I agree to pay the applicable non-refundable fee of \$100 to the Sacramento Housing and Redevelopment Agency to cover administrative costs. This payment is attached to this application.

In order to receive payment, I further understand that I must submit detailed cost documentation, including cancelled checks, bills, copies of Building Permits, all contractor's waivers of lien, and a photograph of the storefront(s) upon completion of the program improvements.

Finally, I understand that I cannot begin work on the improvements until my application has been approved by the Sacramento Housing and Redevelopment Agency and copies of all necessary permits (i.e., building, sign, awning, etc.) have been submitted to the Agency. NOTE: If property is in a City Design Review District, City of Sacramento Design Review/Preservation staff level review and approval is required before a building, sign, awning, or other permit is issued.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed form should be mailed/delivered to:

Sacramento Housing and Redevelopment Agency  
ATTENTION: Commercial and Employment Development Services  
630 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814

# VENDOR INFORMATION CHECKLIST

VENDOR'S BUSINESS NAME \_\_\_\_\_

NEWLY ASSIGNED VENDOR NO. \_\_\_\_\_

ORDERING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE#: ( ) \_\_\_\_\_

FAX#: ( ) \_\_\_\_\_

PAYMENT ADDRESS: \_\_\_\_\_

(If different from ordering address)

PAYMENT TERMS: \_\_\_\_\_

W-9 FORM ATTACHED? Y / N (Fax copy acceptable)

(W-9 Form must be attached prior to issuing vendor number with the exception of books, publications, refunds, deposits, and employee payments.)

## THE VENDOR IS:

- SOLE PROPRIETORSHIP or JOINT VENTURE - Fed Empl ID # or SS# \_\_\_\_\_
- PARTNERSHIP or NON-TAX EXEMPT ASSOC - Fed Empl ID # \_\_\_\_\_ 1099 = Y
- CORPORATIONS or TAX EXEMPT - Fed Empl ID # \_\_\_\_\_ 1099 = N

## MBE/WBE STATUS:

WOMAN/MINORITY OWNER BUSINESS? Y / N

CATEGORY \_\_\_\_\_

(See Below)

CM - Caucasian Male  
MHC - Male Hispanic Certified  
MHN - Male Hispanic Non-Certified  
MOC - Male Other Certified  
WAN - Woman Asian Non-Certified  
WCC - Woman Caucasian Certified  
WHN - Woman Hispanic Non-Certified  
WOC - Woman Other Certified

MAC - Male Asian Certified  
MBC - Male Black Certified  
MNC - Male Native Am. Certified  
MON - Male Other Non-Certified  
WBC - Woman Black Certified  
WCN - Woman Caucasian Non-Cert.  
WNC - Woman Native Am. Certified  
WON - Woman Other Non-Certified

MAN - Male Asian Non-Certified  
MBN - Male Black Non-Certified  
MNN - Male Native Am. Non-Certified  
WAC - Woman Asian Certified  
WBN - Woman Black Non-Certified  
WHC - Woman Hispanic Certified  
WNN - Woman Native Am. Non-Cert.

CITY OF SACRAMENTO CERTIFICATION NUMBER: \_\_\_\_\_

SUPPLIES \_\_\_\_\_ SERVICES \_\_\_\_\_ or OTHER (please indicate) \_\_\_\_\_

SHRA Staff Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do NOT  
 send to the IRS.**

Please print or type

Name (If a joint account or you changed your name, see <b>Specific Instructions</b> on page 2.)	
Business name, if different from above. (See <b>Specific Instructions</b> on page 2.)	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number												
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OR												
Employer identification number												
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List account number(s) here (optional)

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**Part II For Payees Exempt From Backup Withholding** (See the instructions on page 2.)

**Part III Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions.**—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

<b>Sign Here</b>	Signature ▶	Date ▶
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**Purpose of Form.**—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What Is Backup Withholding?**—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

- You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

**Penalties**

**Failure To Furnish TIN.**—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil Penalty for False Information With Respect to Withholding.**—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal Penalty for Falsifying Information.**—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.**—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.**—If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole Proprietor.**—You must enter your individual name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the business name line.

**Other Entities.**—Enter the business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or "doing business as" name on the business name line.

### Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How To Get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How To Get a TIN.**—If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5** from your local Social Security Administration office. Get **Form W-7** to apply for an ITIN or **Form SS-4** to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

**Note:** Writing "Applied For" means that you have already applied for a TIN OR that you intend to apply for one soon.

### Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed **Form W-8**, Certificate of Foreign Status.

### Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts Considered Active During 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, Dividend, Broker, and Barter Exchange Accounts Opened After 1983 and Broker Accounts Considered Inactive During 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real Estate Transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other Payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

**5. Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, Cancellation of Debt, or IRA Contributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends,

and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



# COMMERCIAL REVITALIZATION PROGRAM EXTERIOR REBATE GUIDELINES

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SHRA's Commercial Revitalization Program provides exterior rebates to applicants in designated target areas. The program improves the appearance and function of commercial buildings, and is intended to complement SHRA's overall community development goals. Rebates are offered only to the extent that the SHRA budget has allocated funds to the program. The program is funded with local redevelopment funds (TI)

## **Eligible Applicants**

Owners of commercial property located in eligible areas may apply for the program. Owner-occupied projects are eligible for one tenant grant of up to \$5,000.

## **Commercial Tenants**

Tenants may apply in conjunction with an owner-initiated and approved project for a maximum \$5,000 rebate to be matched dollar for dollar by private, non-Agency funds. Eligible improvements include attached signs, aesthetic exterior improvements and code (including ADA) compliance. Security systems are not eligible for the rebate.

## **Eligible Areas**

Eligible areas are located within commercial revitalization target areas or redevelopment areas as indicated by the address ranges on page 11.

## **Exterior Rebate**

Property owners who undertake eligible improvements costing at least \$10,000 may receive a rebate of 50 percent of the costs up to a maximum per project rebate of \$50,000.

Projects require completion of a maintenance agreement. The applicant is required to provide or borrow matching funds to complete the project.

## **Eligible Expenditures**

The following types of improvements are eligible for rebate:

- Storefront renovation
- Signs, graphic
- Doors
- Windows, shutters, awnings
- Exterior lighting
- Alarm and security systems
- Soft costs including professional, legal, architectural and City/County permit fees

- Roof repair or replacement  
Rebates for roof repair/replacement are allowed if done in conjunction with Storefront improvements. The rebate for roof work cannot exceed 20% of the total rebate amount.
- American with Disabilities Act (ADA) and Title 24 Energy Efficiency Compliance. Ten percent (10%) of the rebate amount can be used for interior and exterior ADA Title 24 compliance.
- Site Improvements  
Site improvements include- parking lot resurfacing, landscaping, lighting, fencing or monument signs.

### **Special Consideration For Historic Properties**

Properties that are considered “historic properties” are eligible for up to a \$75,000 rebate. Historic properties are defined as those buildings that are listed on the National Register of Historic Buildings, are located within a historic district or are listed on the state or local inventory of historic places. The rebate can apply to interior or exterior improvements, which are required to maintain the historic character of the structure.

### **Design/Plan Review**

All improvements must conform to the City and County of Sacramento Building codes and the Design Guidelines adopted for the respective area. Participant's proposals may be subject to review by the applicable neighborhood’s SHRA Advisory Group. Design review (staff level) by the City of Sacramento is necessary for projects in Oak Park, North Sacramento, Del Paso Heights, Alkali Flat, Richards Blvd. (16<sup>th</sup> Street) and Downtown. Historic buildings (over 50 years old) or projects located in designated historic areas are subject to review by the State Office of Historic Preservation.

### **Ineligible Applicants/Projects**

- Big box retailers (larger than 50,000 square feet).
- Liquor stores (defined as a store that has more than half of the shelf inventory devoted to liquor/beer/wine).
- Adult entertainment enterprises.
- Auto dealerships larger than 1 acre in size.
- Updating of national corporate or franchise stores is not eligible unless the renovation is part of a larger project and the building is deteriorated. These businesses **are** eligible if the building is vacant.
- Eligibility determination will be made by Agency staff prior to accepting an application.

### **REBATE PARTNERSHIP PROGRAM**

Farmers and Merchants Bank, California Bank and Trust, and River City Bank offer special loans to provide the private match required by the Agency. These loans are only available to program applicants whose projects have been approved by the Agency.

The Partnership Loans are five-year loans at prime interest rate plus 1% (with a base rate not to go below 6%), with interest only payments for the first year. These loans are fully amortized over the five-year term and there is no prepayment penalty. For more information on the Partnership loan, call us for a brochure.

# **COMMERCIAL REVITALIZATION PROGRAM PROCEDURES** **APPLICATION PROCESS**

## **APPLICATION:**

1. SHRA receives a completed application from the applicant with required fee.

## **BUILDING ANALYSIS:**

2. Program staff will meet with the applicant on site to discuss the application and provide an assessment of the building.

## **ARCHITECTURAL PROCESS (as required):**

3. Following the building analysis, an architect will be notified and assigned to the project.
4. Architect schedules appointment with applicant and designs rendering. (Please note these are not construction drawings). Architect will provide the rendering within 21 working days of request.
5. Applicant approves rendering.
6. Architect submits rendering to staff to process through approved Design Review process. Applicant is responsible for paying all Design Review fees. These fees along with other soft costs can be reimbursed after the project has been approved and the Agency issues a Notice to Proceed.

## **CONSTRUCTION BIDS:**

7. Applicant will be advised as to the necessity of structural and /or construction drawings. All additional required drawings will be provided at the applicant's expense. These fees, along with other soft costs, can be reimbursed after the project has been approved and the Agency issues a Notice to Proceed.
8. Applicant provides to the Agency construction estimates for the project from licensed contractors.
9. Once bids are received, staff will review and validate cost for reasonableness.
10. If an applicant is interested in pursuing a "Partnership Loan", this is the point at which they should submit a completed application to program staff.

## **REVIEW PROCESS:**

11. City of Sacramento Design Review is required in designated areas. In certain redevelopment areas, the neighborhood organization will also review the design of the project. Agency staff will advise the applicant of the meeting date; the applicant is encouraged to attend. If a

building is over 50 years old, or is of historic significance, review may be necessary by the State Office of Historic Preservation (SHPO).

**APPROVAL PROCESS:**

12. Staff prepares a report describing the project, its costs, and its benefits to the corridor. This report also includes the financial analysis necessary for loan approval.
13. Most of the exterior rebate projects require only internal review and approvals. Please allow 15 working days for this approval process.
14. Once a project has been approved, the appropriate staff members will discuss disbursement schedules with the applicant.

**Disbursement Process:**

Rebates are disbursed on a monthly basis, or as the project's need dictates. Rebates will be made after improvements are completed. Payment of the rebate is subject to an inspection by Agency staff and the submission of the following items:

1. a payment request form
2. invoices and/or contracts
3. the applicant's canceled checks or receipts, showing the costs have been paid in full
4. copies of building permits
5. Exterior Rebate Agreement for Tax increment areas
6. A photograph of the building after completion of the storefront improvements.

**CONSTRUCTION CONTRACT CONTENTS**  
*RECOMMENDED (But Not Limited To)*

1. Basic prime contract between parties:
  - Name and address of parties entering into contract agreement
  - Contractor's license number
2. Licensee's statement or contractor's license requirements and state contractor's license board and address
3. Description of work. All phases of work including a detailed description of work and costs pertaining to contracted work.
4. Contract should reference any plans, specifications, or additional information relative to the contracted project.
5. Contract should indicate the dollar amount of the scope of work and the manner in which payments are to be made to contractor.
6. The contract should indicate the start date of the project and the time of completion of all contracted work.
7. The contract should indicate a provision for extra work, detailing how additional work outside of the original scope of work will be administered.
8. Additional information could be included, and might involve the following:
  - a) A delay in project clause
  - b) Insurance against damage clause
  - c) Right to stop work clause
  - d) Attorney's fees for litigation arising out of contract
  - e) Arbitration clause
  - f) Information regarding mechanic lien laws and releases
  - g) Notice to owner statement for claims against the project property

# Address Ranges for the Commercial Revitalization Program

Revised June 4, 2002

## **Alkalai Flat**

300 12<sup>th</sup> Street – 710 12<sup>th</sup> Street  
Property between B and C Streets

## **Del Paso Heights**

3200 Marysville Boulevard – 4020 Marysville Boulevard  
1500 Grand Avenue – 1000 Grand Avenue (west)  
1100 Grand Avenue – 1200 Grand Avenue (west)  
900 Grand Avenue – 700 Grand Avenue (west)  
3300 Rio Linda Boulevard – 3700 Rio Linda Boulevard  
3400 Norwood Avenue – 3500 Norwood Avenue  
3700 Norwood Avenue – 4000 Norwood Avenue  
300 Harris Street east to Altos Avenue  
300 Display Way – 700 Display Way  
3900 Block of Taylor Street

## **Merged Downtown Project Area**

Within a rectangle found by 7<sup>th</sup>, 15<sup>th</sup>, J & L Streets including both sides of each street

## **North Sacramento**

Arden Way from Acoma Street on the west to SP Railroad Tracks on the east  
Del Paso Boulevard from Railroad Drive on south to Eleanor Avenue on the north  
Boxwood from Del Paso Boulevard to El Camino Avenue  
First block of El Camino Avenue east and west of intersection with Del Paso Boulevard

## **Oak Park**

3100 Broadway – 4499 Broadway  
3101 32<sup>nd</sup> Street  
2720, 2735, 2845 35<sup>th</sup> Street  
3833 (010-0385-015) 36<sup>th</sup> Street  
3101 (010-0304-009) 1<sup>st</sup> Avenue  
3300 – 3481, 3501, 3517, 3525, 3537 2<sup>nd</sup> Avenue  
3400, 3408, 3409, 3418, 3456, 3519, 3541, 3561 3<sup>rd</sup> Avenue  
3552, 3540, 3548, 3560, 3619, 3639 4<sup>th</sup> Avenue  
3000 Stockton Boulevard – 3030 (even only) Stockton Boulevard  
3100 Stockton Boulevard – 3899 (even & odd) Stockton Boulevard  
3000 Martin Luther King Jr. Boulevard – 5599 Martin Luther King Jr. Boulevard  
Northeast corner of Broadway/Stockton