

NOW
BAKING.

BUSINESS INCENTIVE PROGRAM GUIDE

CITY OF SAN LEANDRO ECONOMIC DEVELOPMENT DIVISION

835 EAST 14TH STREET, SAN LEANDRO, CA 94577 | (510)577-3323 |
DWOODWORTH@SANLEANDRO.ORG



INTRODUCTION

The City of San Leandro (City) Business Incentive Program is designed to make aesthetic improvements to existing commercial buildings. The Business Incentive Program serves to stimulate investment and improve the appearance of businesses in order to make commercial districts more attractive.

The Business Incentive Program is a matching forgivable loan program offered to commercial buildings and business owners to assist with the cost of interior and exterior construction and renovations.

There are three different program types under the Business Incentive Program: the Commercial Incentive Program (CIP), the Restaurant Incentive Program (RIP), and the Craft Beverage Incentive Program (CBIP).

Improvement projects may be reimbursed for 50% of eligible costs to a maximum of \$45,000.

Commercial Incentive Program (CIP)

The Commercial Incentive Program is designed to support aesthetic improvements to existing commercial buildings. Eligible buildings may receive up to \$45,000 for exterior and interior improvements.

Restaurant Incentive Program (RIP)

The Restaurant Improvement Program is designed to attract and support new restaurants. The maximum matched funding amount is \$45,000 per restaurant.

Craft Beverage Incentive Program (CBIP)

The Craft Beverage Incentive Program is designed to attract new breweris and other craft beverage manufacturers. The maximum matched funding amount is \$45,000.

CRITERIA

The applicant must be the owner or tenant of the property within the City of San Leandro.

Eligibility Questions	Yes
Is the building located where it is highly visible and where it will be a sign of positive change within a particular business district?	
Are there other signs of positive change in the immediate area of the building or storefront that will be reinforced by the project?	
Does the existing building represent a reasonable utilization of the development potential of the site?	
Is the business innovative or creative? Does it have either the potential to attract new business energy or set a new direction for the particular business district?	
Are improvements of a high quality? Do they compliment the architectural character of the building and neighborhood? Do the improvements use quality materials and create a "made to last" feel?	

APPLICATION PACKAGE

The following list identifies all the documentation and information necessary to submit a complete application. If you have questions regarding any of these items please contact: Dhez Woodworth,, dwoodworth@sanleandro.org, (510)577-3323.

1	APPLICATION FORM	Submit a completed application form.
2	COPY OF LEASE AGREEMENT	<p>Tenants must include an affidavit from the property owner, permitting the proposed building and site modifications.</p> <p>Tenant will be required to verify that they have at least a five-year lease on the property.</p> <p>If the tenant has less than a five-year lease, the property owner is required to co-sign the loan agreement.</p>
3	INSURANCE	<p>Property Insurance with endorsement: -City named as loss-payee</p> <p>General Liability Insurance with endorsements: -Primary/ Non-contributory endorsement -City listed as additional insured -Waiver of subrogation</p> <p>Workers Compensation with endorsements: -Waiver of subrogation</p> <p>Commercial Auto Liability with endorsements: -Primary/ Non-contributory endorsement -City listed as additional insured -Waiver of subrogation</p> <p>Tenant Improvement & Betterments</p>
4	PROJECT DESIGN	Project plans and drawings of sufficient detail for a Building permit.
5	ITEMIZED CONTRACTOR BID	Contractor's bid, with an itemized list of all improvements that applicant is proposing be covered under the loan agreement.

NOTE: *To be eligible for reimbursement, do not start work until a loan agreement has been fully executed.*

APPLICATION REVIEW

Once you have completed the application package (items 1-5), please contact the program manager, (Dhez Woodworth, mdwoodworth@sanleandro.org, (510)577-3323) to arrange a pre-application meeting. You will then meet with the program manager to discuss the program and your completed application in order to determine whether your project is a good fit.

LOAN AGREEMENT DETAILS

Loans are structured as an interest-bearing forgivable one to seven-year loan depending on the loan amount. The Project is evaluated annually by City staff to determine if it continues to meet the terms of the Loan Agreement. If no default occurs within the term of the agreement, the loan is forgiven. If a default occurs as defined in the agreement, the loan becomes due and payable immediately. At its discretion, City staff may work with the applicant to address the default and structure a repayment schedule.

Construction

Work must be completed within 12 months of the Loan Agreement effective date.

Maintenance and Participation Requirements

Upon notice of a change in ownership during the term of the Agreement, the loan may be assigned to the new applicant at the sole discretion of City staff.

Prevailing Wage

To the extent applicable to the project, all contractors and agents hired by the Participant shall comply with California Labor Code Section 1720 et seq. ("Prevailing Wage Laws") and shall be responsible for carrying out the requirements of the law. Applicant in the ICG Program are solely responsible for determining whether Prevailing Wage Laws apply to the project.

REIMBURSEMENT PROCESS

The City shall reimburse the applicant for the approved list of improvements upon written request specifying the amount and providing copies of proof of payment for the completed work. Completion of the approved work will be verified by City staff. The applicant shall submit requests for reimbursement of funds to the City not more than once per month during the term of the Loan Agreement.

Contact Us

Contact us to ask further questions about the program, discuss your project or to submit your application.

Call us: [\(510\)577-3323](tel:5105773323)

Email us: dwoodworth@sanleandro.org

City staff can assist with:

- Application assistance
- Step-by-step guidance
- Language translation



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Date

COMMERCIAL IMPROVEMENT PROGRAM APPLICATION

Applicant/Business Name			
Property Owner Name			
Site Address			
Mailing Address (if different)			
APN #		Daytime Phone	
Email		Business Tax ID #	

Commercial Improvement Type

Commercial (\$45,000 max)

Restaurant (\$45,000 max)

Craft Beverage (\$45,000 max)

PROJECT DESCRIPTION:

Estimated Total Project Cost

Requested City Loan Amount*

*Cannot exceed fifty percent of the estimated total project cost.

Applicant Statement: I have read this application and I understand the program guidelines.

Borrower Signature

Print Borrower Name

Date

Property Owner Signature

Print Property Owner Name

Date

Please attach the remaining application package items before submitting this application.

Staff Comments: