



SMALL BUSINESS SECURITY ASSISTANCE PROGRAM GUIDE

CITY OF SAN LEANDRO ECONOMIC DEVELOPMENT DIVISION

835 EAST 14TH STREET, SAN LEANDRO, CA 94577 | (510) 577-3311 | LHALLE@SANLEANDRO.ORG



INTRODUCTION

The Small Business Security Assistance Program encompasses three parts: a Crime Prevention Seminar, a Property Security Assessment, and a Security Grant.

None of the parts listed to the right are prerequisites to qualify for any of these services. You may apply for an assessment and/or grant without having completed any prior part of the program.

Eligible businesses may apply to receive an in-depth physical assessment of their commercial property by a professional crime prevention company, contracted by the City. This assessment is at no cost to the business and will culminate in a comprehensive report of property weaknesses and opportunities for improvements.

The Security Grant (up to \$5,000 per business) is designed to help eligible small businesses pay for security upgrades. The grant does not require repayment.

These services are part of a larger initiative to promote aesthetic, accessibility, or security improvements to existing commercial buildings in San Leandro.

Security Workshop - Part 1

- Wednesday, November 29, 2023 - 9:00-10:30 AM
- Surlene Grant Community Meeting Room
- 999 E. 14th Street
- Attend and learn about the Security Assessment Program
- Learn how you can protect yourself against the most common security challenges in the area

Security Assessment - Part 2

- Apply for a Security Assessment
- A professional contractor will conduct a thorough assessment of your commercial property
- The contractor will generate a report of vulnerabilities and corresponding safeguards
- The report will also include recommendations on permanent crime prevention strategies

Security Grant - Part 3

- Apply for a Security Grant
- Provide detailed plan of improvements, including cost (can be Security Assessment)
- Provide other required documentation, for tax reporting purposes and the City's records

Implementation - Part 4

- Choose your strategy and make improvements to your property

ELIGIBILITY CRITERIA

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

Eligibility Requirements	Yes
Is your business located in incorporated San Leandro?	
Does your business have a current, active Business License with the City of San Leandro?	
Do you own, or are you otherwise authorized to sign agreements on behalf of the business/property?	
Do you own the property, or if leasing, will the landlord co-sign for any structural improvements?	
Will the business maintain insurance to meet program requirements?	
Has your business fallen victim to, or is your property in close proximity to neighboring businesses who have fallen victim to crime, such as property theft, vandalism, burglary, forced entry, vagrancy, etc.?	

PART II - SECURITY ASSESSMENT REQUEST

The following list identifies the documentation and information necessary to submit a request for a Security Assessment. If you have questions regarding any of these items please contact: Lars Halle, lhalle@sanleandro.org, (510)577-3311.

1	APPLICATION FORM	Submit a completed and signed application form.
2	APPLICATION DUE DATE	January 5, 2024 - Submit application to Lars Halle (lhalle@sanleandro.org) (510)-577-3311. You may also mail to or drop off at 835 East 14th Street, San Leandro, CA

PART III - SECURITY GRANT APPLICATION

The following list identifies the documentation and information necessary to submit an application for the Security Grant. If you have questions regarding any of these items please contact: Lars Halle, lhalle@sanleandro.org, (510)577-3311.

NOTE: To maximize benefit, do not start implementation work until the grant is approved.

1	APPLICATION FORM	Submit a completed and signed application form.
2	APPLICATION DUE DATE	January 19, 2024 - Submit application to Lars Halle (lhalle@sanleandro.org) (510)-577-3311. You may also mail to or drop off at 835 East 14th Street, San Leandro, CA
3	ADDITIONAL DOCUMENTS	<ul style="list-style-type: none"> • Contractor's bid, and/or product sheet, with an itemized list of all proposed improvements (incl. cost), OR the Security Assessment resulting from Part II of this program. • Permits (project details will define permit requirements) <ul style="list-style-type: none"> • Planning • Building • Engineering and Transportation

APPLICATION REVIEW

Once you have completed an application, please email it to, Lars Halle (lhalle@sanleandro.org, (510)577-3311) for review. If emailing is not possible, you may also mail it to, or drop off at: 835 E. 14th Street, San Leandro, CA 94577.

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MORE DETAILS

The Security Assessment and Grant share some elements.

Indemnification

Grantees will indemnify, defend, and hold harmless the City and its officials, employees, and agents from and against any and all liability, loss, damage, claims, expenses, and costs of every nature arising out of or in connection with the program.

Prevailing Wage (Grant only)

All workers employed on Facilities Grant-funded construction projects of \$1,000 or more must be paid the prevailing wage determined by the Director of the Department of Industrial Relations. 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 are solely responsible for determining whether Prevailing Wage Laws apply to the project and for complying with all applicable requirements of the Labor Code. More information about prevailing wages can be found at www.dir.ca.gov/Public-Works/Prevailing-Wage.html.

Tax Implications of Grant Award (Grant only)

Any and all federal, state, and/or local taxes resulting from participation in this program are the responsibility of the grantee and shall not be paid by the City. The City will issue a form 1099 for the Grant Funds.

Grant Participation Requirements (Grant only)

Projects using grant funds must be completed in full, or in part, so long as grantee can produce documents that support proper expenditure of grant funds. Upon notice of a change in ownership during the term of the Agreement, the grant may be assigned to a new applicant at the sole discretion of City staff.

Building Permits (Grant only)

In the event that property improvements require building permits, grantee must obtain proper permits prior to corresponding work being done.



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SMALL BUSINESS SECURITY ASSESSMENT APPLICATION

Date

Due Date: January 5, 2024

Applicant/Business Name		# Employees	
Site Address		Business Licence #	
Mailing Address (if different)			
Email		Phone	
Property Owner Name			
Primary Security Concerns	(For example: broken windows, theft, property damage)		
Estimated Cost/Loss	(Estimate dollar amount of repair cost and/or property loss since 2020)		

Initial	I attest that:
	The business has been, or is in close proximity to businesses that have been a victim of property crime, such as burglary, vandalism, property theft, vagrancy, etc.
	The business is operating but cannot prioritize security improvements because of financial impacts of the pandemic.
	The business has general liability insurance.
	I own or am otherwise authorized to sign agreements on behalf of the business.
	The business will indemnify, defend, and hold harmless the City and its officials, employees and agents from and against any and all liability, loss, damage, claims, expenses, and costs of every nature arising out of or in connection with the program.
	I have discussed the program with the property owner or landlord and they agree that the assessment can be done.
	The business will adhere to all applicable federal, state, and local laws as well as State of California and Alameda County COVID-19 regulations and guidelines.

Applicant Statement: I have read this application, understand the program guidelines, qualify for the program, and agree to the above requirements.

Applicant Signature

Print Applicant Name

Date



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SMALL BUSINESS SECURITY GRANT APPLICATION |

Due date: January 19, 2024

Date

Applicant/Business Name		# Employees	
Site Address		Business Licence #	
Mailing Address (if different)			
Email		Phone	
Property Owner Name			
Improvement Description & Cost			

Initial	I attest that:
	The business has been, or is in close proximity to businesses that have been a victim of property crime, such as burglary, vandalism, property theft, vagrancy, etc.
	I understand that I will be required to provide the following information to receive a grant: <ul style="list-style-type: none"> Form W-9 (Request for Taxpayer Identification Number) Cost estimate from professional contractor(s) OR Security Assessment Recommendations via the Security Assessment Program NOTE: Structural construction, including fixtures, will require a building permit prior to work being done
	The business is operating but cannot prioritize security improvements because of financial impacts of the pandemic.
	The business, as well as the contractor(s), have general liability insurance.
	I own or am otherwise authorized to sign agreements on behalf of the business.
	The business will indemnify, defend, and hold harmless the City and its officials, employees and agents from and against any and all liability, loss, damage, claims, expenses, and costs of every nature arising out of or in connection with the program.
	I have discussed the program with the property owner or landlord and they agree that the assessment can be done.
	The business will adhere to all applicable federal, state, and local laws as well as State of California and Alameda County COVID-19 regulations and guidelines.
	I understand that the City will issue a Form 1099 for the grant funds and that any and all federal, state, and/or local taxes resulting from my participation in this program are my responsibility and shall not be paid by the City.

Applicant Statement: I have read this application, understand the program guidelines, qualify for the program, and agree to the above requirements.

Applicant Signature

Print Applicant Name

Date

Property Owner Signature
(if different)

Print Property Owner Name

Date