



# Façade Assistance Program Application 2015-16

City of Alameda Economic Development Division  
2263 Santa Clara Ave, Room 120, Alameda, CA 94501  
Program Contact: Lois Butler (510) 747-6894  
Email: [lbutler@ci.alameda.ca.us](mailto:lbutler@ci.alameda.ca.us)

- Owner                       Tenant  
 Corporation               Partnership                       Sole Proprietor  
 Downtown Alameda Business District  
 Webster St. Business District  
 Historic Train Stations  
 Gateways

### Applicant:

Business Name

### Grant Payable to:

Name

Street Address

City Code                      State                      Zip

<b>Property Address:</b>		
Street Address		
City	State	Zip Code

Email

Business Phone                      Mobile Phone

### APPLICATION PROCESS – See “Summary of Steps” Sheet attached.

- Step One:** Prior to formally submitting an application, an applicant should meet with Economic Development Division (EDD) staff and/or your Business Association representative to discuss the project.
- Step Two:** Present a fully detailed project description along with an application. This description should include the Scope of Work, photos of the existing and surrounding storefronts, schematic level drawings detailing the work to be completed, a color scheme and material choices. For awnings and signage, final drawings from the signage company are required. Your application must be complete to be accepted into the program. Submit **complete** application and detailed project description to Lois Butler, Economic Development Division, Room 120, 2263 Santa Clara Ave., Alameda, CA 94501.
- Step Three:** A committee consisting of the Executive Directors of the Downtown, West and Greater Alameda Business Associations, and city staff from EDD and Planning Divisions will review the application. The Boards of the respective organizations can choose to appoint a substitute if there is no Executive Director. The committee may: 1) approve, 2) disapprove or 3) approve with conditions.

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Applicant Name

Property Street Address

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4. **Step Four:** An Award, granting the funding along with a Scope of Work, is issued by the EDD. Façade Grantee agrees to carry out the work as described in the Scope of Work, provides the federal identification number or social security number(s) for the corporation, partnership or sole proprietor on the acceptance form, signs two copies, retains one copy for its record and delivers one copy to City of Alameda, 2263 Santa Clara Ave, Room 120, Alameda, CA 94501, attention Lois Butler.
5. **Step Five:** SECURE ALL PLANNING AND BUILDING DIVISION PERMITS PRIOR TO THE START OF ANY WORK.
6. **Step Six:** Carry out the work set forth in the approved Scope of Work and file for reimbursement at the conclusion of the project.

## GRANT AMOUNTS:

- **Level One:** 50% of eligible costs up to \$5,000 for non-architectural items such as paint, signs, awnings.
- **Level Two:** 50% of eligible costs up to \$12,500 for any and all items from Level One and additionally, the restoration of architectural elements such as transom windows, storefronts, and other architectural details.

Eligible costs include actual construction work, architect, designer or colorist's fees and City Design Review and permits fees.

**PAYMENTS:** Payments are reimbursable only and not made in advance. After work is complete in accordance with the approved Scope of Work, paid invoices and lien releases should be submitted to the Façade Grant Program. **All City-related fees and permits must be final before payment is made.** The Façade Grantee must leave funded improvements unchanged and in place for three years unless written permission from the City is received. Failure to do so will obligate the applicant to submit a refund to the City for the grant amount.

**PROJECT DESCRIPTION:** Attach a complete description of your proposed project. Sketches, photos, paint colors, awning fabric, etc. are necessary to fully explain what you propose so that the Façade Review Committee can understand your project. Your application is not considered complete without a full project description.

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Applicant

Date

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Applicant Signature

Date

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Property Owner Signature (if applicant is not also owner)

Date

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Applicant Name \_\_\_\_\_

Property Street Address \_\_\_\_\_



APPLICANT: STOP HERE. RETURN THE APPLICATION. THE REMAINDER OF THE APPLICATION WILL BE FILLED OUT AFTER THE GRANT IS AWARDED.

**Application accepted as completed:**

\_\_\_\_\_  
City Staff Person's Signature

**Façade Assistance Program Committee:**

Approval  Disapproval

This \_\_\_\_\_ day of \_\_\_\_\_ 2016.

For a grant equaling 50% of eligible project costs up to

\$ \_\_\_\_\_

Total grant funds (Spell out the amount)

Encumber Funds:

\_\_\_\_\_  
Façade Program Staff Person

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

**City participates in project costs at the following rates:**

	<b>Maximum Grant Amount</b>	<b>% of Total</b>	<b>Grantee must spend:</b>
Level One	\$ 5,000	50%	\$ 10,000
Level Two	\$ 12,500	50%	\$ 25,000

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Property Street Address \_\_\_\_\_

## AWARD TERMS & CONDITIONS:

- **I will have all City Permits prior to the start of work. Consult with City of Alameda Planning and Building Divisions, Permit Center, Room 190, City Hall, 2263 Santa Clara Avenue, Alameda, CA (510.747.6800) to determine permit requirements. Initial: \_\_\_\_\_**
- The grant is **reimbursable, not paid in advance**. Submit paid invoices for reimbursement. Initial: \_\_\_\_\_
- Bills for reimbursement must be “reasonable” and within a range considered typical for the type of work carried out. Grantee agrees to seek multiple bids to the extent possible. Initial: \_\_\_\_\_
- Eligible project costs include work to accomplish the attached Scope of Work and City of Alameda Permit fees. Initial: \_\_\_\_\_
- Comply with all applicable codes and regulations. If you get new signage with grant funds, you must remove your current signage unless an exception is made at the beginning of the grant application process. Initial: \_\_\_\_\_
- Complete your project in keeping with the attached Scope of Work. Failure to do so could jeopardize your reimbursement. Initial: \_\_\_\_\_
- Complete your project and request reimbursement within 180 days of your signing the acceptance of terms and conditions. Initial: \_\_\_\_\_
- Display the City of Alameda’s Façade Assistance Program Poster prominently during your construction phase. Initial: \_\_\_\_\_

I accept the terms and conditions listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your grant expires:

\_\_\_\_\_  
Date

Federal Tax Employer I.D. No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Reimbursement check should be payable to:

\_\_\_\_\_

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Applicant Name \_\_\_\_\_

Property Street Address \_\_\_\_\_

- \_\_\_\_ Certificate of Approval<sup>1</sup>
- \_\_\_\_ Design Review
- \_\_\_\_ Building

- \_\_\_\_ Sign Permit
- \_\_\_\_ Encroachment
- \_\_\_\_ Other:

**IF YOU HAVE ANY QUESTIONS OR NEED HELP, CONTACT Lois Butler  
AT (510) 747-6894 OR [lbutler@alamedaca.gov](mailto:lbutler@alamedaca.gov).**



**1. Application/description of project:** Consult with either city staff or your Business Association about your project. Present a fully detailed project description along with an application. This description should include the Scope of Work, photos of the existing and surrounding storefronts, schematic level drawings detailing the work to be completed, a color scheme and material choices. For awnings and signage, final drawings from the signage company are required. Your application must be **complete** to be accepted into the program.



**2. Review by Façade Assistance Program Committee:** Your project will be evaluated by the Committee. The Committee can accept, accept with modifications or deny your application.



**3. Grant award:** Funding is committed to your project when you sign off on the Terms and Conditions section of your application and accept the Scope of Work approved by the Committee.



**4. Clock starts:** You have three months to show substantial project progress or you may lose your funding. **Make sure you have all required city permits from the Planning & Building Divisions.** If you require help during the process, call the Economic Development staff person.



**5. File for reimbursement:** After your project is complete, file all your paid invoices with City staff at Economic Development. You will be reimbursed up to 50% of your costs. Payment generally comes within two weeks of submitting all final invoices.

*We appreciate your participation in this program.*

<sup>1</sup> Contributing Structures in Downtown Alameda District

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Notes: