

RETAIL ATTRACTION PROGRAM

Application Instructions

Attached is the package of information that you must provide for approval of your Tenant Improvement Loan.

1. Tenant Improvement Loan Application:

Applications can be submitted by Business Owners and/or Property Owners. If both the business owner and property owners are sharing costs then both should complete the application and provide the information requested.

Part I. General Information: please complete the information and provide the "Attachments" requested in Part this part of the Application. The information provided in Part I. will be summarized and provided to the Loan Committee for review. This information is subject to Public Records and Brown Acts.

Part II. Proprietary Information: The information provided in this part of the Application is not subject to Public Records and will remain confidential. General information will be provided to the Loan Committee. Please provide all attachments as requested. Please provide signatures of all business owners as requested in both parts of the application.

Part III: Business Operation Standards: As part of the Retail Attraction Program and to ensure that Downtown becomes a vibrant and attractive place for businesses and produces the maximum return to business owners, the Redevelopment Agency is requiring Business Owners to adopt Business Operating Standards. We are also requesting that the Property Owner include the same provisions as an attachment to their Lease Agreement.

2. Scope of Work & Budget: please complete to the best of your knowledge. The scope is include all work proposed by the contractor for the improvement to be include in the loan amount requested. Try to choose just one contractor If there is no contractor and you are doing the work yourself then list the work and its estimated costs.

3. Contractor Requirements: If you have multiple contractors working on the project try to pick the main one to fill out this form. Attach to the form the following:

- a. Photocopy of state contractors pocket license.
- b. Photocopy of Hayward Business License
- c. Their insurance company submits a CG 20 10. (See attached instructions)
- d. Copy of Certificate of Liability Insurance* (See attached instructions)

"The City of Hayward and the Redevelopment Agency and their members, officers, employees and agents".

4. Application and Certificate for Payment: Fill this out when the project is complete. Have the contractor sign this.

5. W-9: Please fill out for tax purposes

TENANT IMPROVEMENT LOANS

Application Process.

Step 1: Enter into a “Letter of Intent” or Signed Lease with Building Owner.

Confirm that the building is in the “Retail Attraction Area Boundaries” and that the retail goods being offered are on the list of “Approved Retail Targets”. The lease agreement should include an attachment that includes “Business Operating Standards” defined by the Redevelopment Agency.

Step 2: Complete the Tenant Improvement Loan Application.

Complete the information and provide the “Attachments” requested. If both the Business Owner and Property Owner are applying jointly for funds both should submit separate applications. In order to assess the amount of loan required please submit a preliminary estimate of costs tied to the “Scope of Work” requested.

Step 3: Staff & Loan Committee Review, Preliminary Approval or Denial of Loan Application.

Based on review of the Loan Application Package, the Redevelopment Agency will issue a preliminary loan approval. A final determination of the loan amount will be issued made on submission of a final Scope of Work and Budget.

Step 4: Business and/or Property Owners and Contractor Submits Final Scope of Work & Budget for Final Loan Approval.

Based on the Scope of Work, drawings, and budget, and matching funds the Agency will approve the loan amount to be reimbursed to the owner.

Step 6: Business Owner Pays for and Completes Tenant Improvements

The Tenant Improvement Loan will reimburse the Business Owner’s costs upon completion of the work, and the business is opened.

Step 7: Business and/or Property Owner submit “Request for Reimbursement”

Based on staff approval of the Request for Reimbursement and documentation that the Business is opened and operating, security documents will be recorded and costs reimbursed.

For more information call Gloria Ortega, Project Manager (510) 583-4262

