

**City OF Hayward**  
**Tenant Improvement Loan Program**

**PROJECT BUDGET AND SCOPE OF WORK**

**Project Budget:** attach a Project Budget which shows all project costs including but not limited to the costs of: tenant improvements; equipment, inventory, start-up costs and reserves. Your budget should also show your sources of capital to pay for these costs.

**Scope of Work:** you can submit your contractor's and sub-contractors contract agreements and/or bids, otherwise itemized the cost of tenant improvements below, which can include building and façade improvements.

<b><u>ITEM DESCRIPTION</u></b>	<b><u>CONTRACTOR/SUPPLIER</u></b>	<b><u>BID</u></b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

TOTAL PROJECT BUDGET: \_\_\_\_\_

Budget Submitted by:

\_\_\_\_\_  
Owner/Contractor