

City of Oakland

Façade & Tenant Improvement Programs

PROGRAM DESCRIPTION

The Façade and Tenant Improvement Programs (FTIP) are designed to support investment for commercial retail buildings with storefront businesses. The goal is to encourage economic development and reduce blight by enhancing the physical appearance and commercial viability of storefront businesses.

The **Façade Improvement Program (FIP)** is an incentive program that offers property and business owners matching grants on a dollar for dollar basis for improvements to the façades of commercial buildings located in several target areas.

The **Tenant Improvement Program (TIP)** is an incentive program that offers business owners matching grants on a dollar for dollar basis for improvements to the interiors of commercial buildings that have been vacant for at least six months located in several target areas.

Unlike the FIP, the TIP is meant for business owners who are tenants only. Property owners with commercial tenants may encourage their tenants to apply. On a case-by-case basis, property owners who are opening a new business in their formerly vacant property may also be considered for eligibility.

A program applicant becomes a grantee after all parties have signed the Reimbursement Agreement. Prior to that, a basic requirement for both the FIP and TIP is that business owner applicants have a minimum of 3 years remaining on their lease and that they provide a letter of approval from their property owner. More details pertaining to the letter of approval, the Reimbursement Agreement, and the entirety of the FTIP's requirements and phases can be found in the Program Requirements and Program Procedures sections.

PROGRAM FUNDING LIMITATIONS

- Applicants are permitted to receive funds for 1 FIP project and 1 TIP project per calendar year.
- Grantees that have received program funds totaling \$150,000 within a 3 year period will be ineligible to apply for additional grants for the duration of a 3 year period that begins on the date that the first qualifying reimbursement was provided.
- Please note that awarded grant money is taxable income.

PROGRAM GOALS

Grants will be awarded to projects that City of Oakland staff determines best fulfill the following goals:

- Spread funds throughout a variety of areas
- Support the City's broader economic development goals
- Improve the retail climate of the surrounding commercial district
- Enhance the appearance of retail corridors and preserve/restore valuable historical features

ELIGIBLE PROJECT AREAS

Broadway/MacArthur/San Pablo (BMSP)

The BMSP Project Area comprises two distinct areas in North Oakland. The larger of the two is referred to as the Broadway/MacArthur Sub-Area and other is referred to as the San Pablo Sub-Area.

The Broadway/MacArthur Sub-Area includes Broadway, Telegraph Avenue, and everything in between the two from 27th Street to 42nd Street. West of Telegraph Avenue, it is bounded by the Grove Shafter Freeway from 27th Street up until MacArthur Boulevard where it widens to include M.L.K. Jr Way up until 40th Street.

The San Pablo Sub-Area is defined primarily by San Pablo Avenue, its only major commercial corridor, and it is bounded by the Emeryville border to both the south and the west and the Berkeley border to the north.

Central City East (CCE)

The general boundaries of the CCE Project Area are the San Leandro border to the southeast; MacArthur Boulevard, Foothill Boulevard, East 27th Street, and East 20th Street to the northeast; 1st Avenue and Fallon Street to the northwest; and International Boulevard (after 21st Avenue) to the southwest.

Commercial corridors within CCE are found primarily along East 12th Street, 5th Avenue, 14th Avenue, 23rd Avenue, Foothill Boulevard, Fruitvale Avenue, High St, Bancroft Avenue, Seminary Avenue, 73rd Avenue, and MacArthur Boulevard.

Central District

The Central District Project Area includes the Downtown, Uptown, Chinatown, Old Oakland and Jack London neighborhoods. Its general boundaries include Embarcadero West to the south; Brush Street to the west (south of 880); Castro Street to the west (north of 880); 21st Street to the north (between San Pablo Avenue and Telegraph Avenue); 28th Street to the north (between Telegraph Avenue and Broadway); 27th Street to the north (east of Broadway); and Lake Merritt and Laney College to the east (apart from a small area excluded around the Kaiser Building).

Coliseum

The general boundaries of the Coliseum Project Area are the San Leandro border to the southeast; International Boulevard to the northeast; 22nd Avenue to the northwest; and the Oakland Estuary, San Leandro Bay, and Oakland International Airport to the southwest.

Commercial corridors within Coliseum are found primarily along East 12th Street, International Boulevard, Fruitvale Avenue, San Leandro Street, High Street, Seminary Avenue, Hegenberger Road, and 98th Avenue.

To verify if your property or business is located in an eligible area, please email Brandon Wolinsky at bwolinsky@oaklandca.gov.

ELIGIBLE PROJECT EXPENSES

Please note that the FTIP will not consider awarding grants to businesses that have already started or completed construction. Applicants must be in a contract with the City prior to the start of construction. **Do not submit applications if you have already begun construction.**

The primary difference between the types of expenses eligible for reimbursement for FIP and TIP projects are that all work approved for a FIP project must be visible from the public right-of-way and TIP project work is limited to the interiors of commercial buildings.

The City may require additional work for FIP and TIP projects in addition to any proposed work to align projects with the City of Oakland Small Project Design Guidelines by the applicant in order to qualify for grant funds. Please review the guidelines prior to submitting applications.

Reimbursable FIP project work may include the following:	Reimbursable TIP project work may include the following:
<ul style="list-style-type: none">• Paint• Signage• Landscaping• Exterior lighting• Security systems• Awnings/canopies• Windows, doors, and safety grilles• Restoration of historical façade features• Compliance with the Americans with Disability Act (ADA)	<ul style="list-style-type: none">• Interior design, paint, and décor• Demolition and shell reconstruction• Restoration of interior historical features• Mechanical, electrical, plumbing, and HVAC• Hazardous materials abatement (e.g. asbestos removal)• Compliance with the Americans with Disability Act (ADA)

Also, permit fees associated with construction are eligible for reimbursement for all FTIP projects.

PROGRAM FUNDING GUIDELINES

Program funds are distributed as matching grant reimbursements. They are reimbursements in that it is only once construction has been completed, the contractor has been paid in full, and all terms of the Reimbursement Agreement have been met that the grantee may then request to be reimbursed by filling out the final program document, the Application and Certificate for Payment. They are matching grants in that the City will match the investment of the grantee, covering up to 50% of the project costs up to a predetermined cap.

The cap for TIP projects is \$45,000, and the cap for FIP projects is based on façade length up to a maximum amount of \$30,000, the lesser of the two. To determine the total amount of funding your FIP project might be eligible for, please review the table below:

Façade Length	Reimbursement Cap
25' or less	\$10,000
26' to 35'	\$12,500
36' to 45'	\$15,000
46' to 55'	\$17,500
56' to 65'	\$20,000
66' to 75'	\$22,500
76' to 85'	\$25,000
86' to 95'	\$27,500
96' or greater	\$30,000

Preference for grant award allocation will be given to first-time applicants, and the City reserves the right to approve or reject any application for funding at its sole discretion.

PROGRAM REQUIREMENTS

The following requirements must be met to participate in the FTIP:

1. Applicant properties must have no pending code violations.
2. Applicant properties must be located in one of the eligible project areas.
3. Applicants must provide a copy of their current Oakland Business License. All applicants must also register as a vendor through the City of Oakland's iSupplier portal.
4. The TIP is meant for tenants only, but property owners may support participation by encouraging their tenants to apply. On a limited basis, property owners who are opening a new business in their formerly vacant property will also be considered. In either case, the business must be opening in a space that has been vacant for at least 6 months.
5. All TIP applicants and those FIP applicants who are not property owners must provide a letter from their property owner stating (1) their knowledge of the program, (2) their consent for the

improvements to the property, and (3) their confirmation that their tenant has a lease with a minimum of 3 years remaining from the date of the submission of the application.

6. Grantees are only permitted to have 1 FIP project and 1 TIP project funded per calendar year.
7. Grantees that have received program funds totaling \$150,000 within a three year period will be ineligible to apply for additional grants for the duration of a three year period that begins on the date that the first qualifying reimbursement was provided.
8. All projects must comply with the standards set in the *Oakland Small Project Design Guidelines* (<http://www2.oaklandnet.com/oakca1/groups/ceda/documents/webcontent/oak035212.pdf>) and be approved by City staff before the Reimbursement Agreement is signed. After the Reimbursement Agreement is signed, no design changes can be made without staff approval.
9. All projects must also comply with the City's current Zoning Regulations and Green Building Ordinance. If the project is in a location or contains an element that requires Small Project Design Review (determined by zoning), the applicant or contractor will need to submit the plans to the planning department. Staff will inform applicants if their project requires this.
10. Documented bids from three contractors are required for all FTIP work to be approved for reimbursement. Different parts of the project work, such as signage, awnings, or paint, can be separated for bidding and contracting, provided the applicant is committed to coordinating the contractors' work. Once the contractor(s) is/are selected, said work must then be outlined in the Scope of Work and Budget document (**Attachment A**). The FTIP will not consider awarding grants to businesses based on work that has already started or been completed. Applicants must be in a contract with the City prior to the start of construction.
11. All contractors hired by FTIP grantees are required to be licensed contractors and the grantee must provide proof of this in the Contractor Requirements document (**Attachment B**). The grantee (or their contractor) will also be required to show proof of minimum insurance requirements, including listing the City as an additional insured party, as described in the Schedule Q (**Attachment D**).
12. Applicants must ensure that all required permits will be obtained for all improvements that are part of the FIP or TIP project.
13. As per the Maintenance Standards document (**Attachment C**), grantees will be required to continuously maintain, at their expense, the improvements made as a result of their FTIP participation for a period of no less than 5 years from the date on which the Reimbursement Agreement was signed.

PROGRAM PROCEDURES

The standard procedures for the FTIP are as follows:

Application Phase

1. Applicants complete an application and return it to that project area's designated staff member.
2. City staff screens the application to determine that all the necessary information has been provided, including photos of existing conditions, a letter from the property owner, and a copy of the applicant's business license. City staff then checks records to confirm that the property is in an eligible project area and that there are no pending code violations.

Design Phase

An architect under contract with the City of Oakland is currently available for the Central City East and Coliseum project areas!

Applicants without architects or designers may access up to \$7,500 in design services through the City. Please note that using the City-contracted architect is optional. Applicants who choose to provide their own architectural/design services **are not eligible** to use the \$7,500 towards design fees and expenses.

3. City staff will meet with the applicant at the site to discuss the improvements desired and to reach a consensus on budget.
4. The architect will complete a design proposal for the project. For a FIP project, this would include scale drawings of both the existing and proposed elevations. These will typically include measurements of significant features of the existing and proposed elevations, construction details, specifications for materials and hardware, and specific colors and finishes. The drawings do not constitute construction documents, but in some cases may be sufficient to obtain permits. Additional information may be required to obtain building and any other required permits, all of which are the responsibility of the applicant.
5. City staff will arrange a second meeting with the applicant and the project architect to review the drawings of the suggested improvements and eventually finalize and agree upon the scope of the improvements. One or more alternative designs may be presented at this time, depending on staff recommendation and the type of project. Following this meeting, a finalized design will need to be agreed upon between the applicant and the City staff project manager.
6. If City staff determines that the project is in a location or contains an element that requires Small Project Design Review, the applicant or contractor will need to submit the final design plans to the planning department for approval before moving forward.

Bidding Phase

7. Using the final design plans prepared by the project architect, the applicant gets estimates for work from at least 3 licensed contractors. Different parts of the project work, such as signage, awnings, or paint, can be separated for bidding and contracting, provided the applicant is committed to coordinating the contractors' work. Once the contractor(s) is/are selected, said work must then be outlined in the Scope of Work and Budget document (**Attachment A**).
8. City staff reviews the 3 bids received from the applicant for compliance with the design plans, ensuring no improper substitutions have been made.

Agreement Phase

9. Once the applicant is ready to select the contractor(s), they can begin satisfying the prerequisite requirements of the Reimbursement Agreement outlined by the following documents:
 - (1) Scope of Work and Budget (**Attachment A**) lists all reimbursable work to be completed with itemized costs
 - (2) Contractor Requirements (**Attachment B**) ensures that the contractors are licensed to work in the City of Oakland
 - (3) Maintenance Standards (**Attachment C**) holds the grantee to 5 years of maintaining all improvements funded by the program
 - (4) Schedule Q (**Attachment D**) describes the Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability insurance requirements
 - (5) Schedule O (**Attachment E**) ensures and prohibits grantees from making campaign contributions during the period specified in the Oakland Campaign Reform Act

****Applicants must sign a Reimbursement Agreement and become a grantee prior to starting work.***
The FTIP will not reimburse work that has started or been completed before the City, the applicant, and the property owner (if they are distinct parties) have all signed the Reimbursement Agreement.

Construction & Project Completion Phase

10. The applicant, now grantee, will hire the contractor(s) and coordinate construction activities with them. City staff will not coordinate contractor work. The grantee will have 30 days to authorize the contractor to begin construction from the date the City signs the Reimbursement Agreement. If the grantee has not authorized the contractor to begin construction within 30 days, the City has the right to terminate the contract and utilize the reserved grants funds for other applicants who are ready to proceed.
11. Grantees and their contractors must obtain all appropriate permits (building, sign, mechanical, electrical, plumbing, encroachment, etc.) in accordance with the City's zoning and building codes prior to construction. Grantees will be responsible for permit fees (other than those related to Small Project Design Review), but those permit fees are eligible for reimbursement.

12. City staff will monitor the work completed by the contractor to ensure that it is done according to the agreed upon final design drawings and specifications. Logistically, this could include a preconstruction meeting and 1-2 field inspections, depending on the size of the project
13. Once all work is completed, City staff will conduct a final site visit to view the completed improvements to ensure that the agreed upon design has been executed correctly.
14. Once this is done, the grantee and the grantee's contractor will sign the Application and Certificate for Payment and send it, along with copies of paid invoices, cashed checks, and related bank statements, in order to receive reimbursement.

Maintenance Phase

15. As per the Maintenance Standards document (**Attachment C**), grantees will continuously maintain, at their expense, the improvements made as a result of their FTIP participation for a period of no less than 5 years from the date on which the Reimbursement Agreement was signed.

CONTACT INFORMATION

If you have any questions on whether your project qualifies or if you wish to request an application, please contact the respective program manager for the Project Area that your property is located in.

BMSP & Central District

Brian Kendall

bkendall@oaklandca.gov (510) 238-7403

CCE & Coliseum

Brandon Wolinsky

bwolinsky@oaklandca.gov (510) 238-3250