



Alameda Vacant Building Improvement Program

Fiscal Year 2025-2026

City of Alameda

Base Reuse and Economic Development Department
Economic Development Division
950 West Mall Square, Suite 205
Alameda, CA 94501

Questions?

Contact city staff at 510-747-6857 or facadegrant@alamedaca.gov



Vacant Building Improvement Program Application (FY 25-26)

APPLICATION PROCESS: STEP BY STEP

1. **Step One: Review the Vacant Building Improvement Program Guidelines**

The Alameda Vacant Building Improvement Program Guidelines provide an overview of the grant program, including eligibility, evaluation criteria, and other guidelines. This document can be found online at <https://www.alamedaca.gov/BUSINESS/Programs-and-Information/Facade-Grant-Program>

2. **Step Two: Meet with Economic Development Staff**

Prior to formally submitting an application, an applicant **must** meet with a member of the Economic Development Division staff to discuss the project.

3. **Step Three: Submit Completed Application**

Applications must include all of the components listed in the **Application Checklist** on page 3 of this document. Submit completed applications to Alameda Vacant Building Improvement Program staff, Base Reuse and Economic Development Division, Suite 205, 950 West Mall Square, Alameda, CA 94501 or at facadegrant@alamedaca.gov.

Applications will be accepted on a rolling basis while program funds are available. Incomplete applications will not be accepted. The incomplete application must be completed and resubmitted the following application deadline. It is highly recommended that you work closely with Economic Development staff to ensure your application is complete prior to submittal.

4. **Step Four: Committee Review**

A committee consisting of the representatives of the Downtown and West Business Associations, the Chamber of Commerce and city staff from Economic Development and Planning Divisions will review the application. The Committee may:

- Approve,
- Disapprove
- Approve with conditions. If approved with conditions, the Committee may request that the grantee make specific changes to the proposed improvements.

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5. Step Five: Grant Awarded

An Award granting the funding, along with a final Scope of Work, is issued by the Economic Development Division. Once the grant is awarded, the grantee must sign an acceptance form agreeing to carry out the work as described in the final Scope of Work and provide a W-9 form including the federal identification number or social security number(s) for the corporation, partnership or sole proprietorship.

6. Step Six: Secure Planning and Building Permits

All necessary planning, building, encroachment and other permits must be secured before construction is initiated. Permits can be obtained from the City of Alameda Permit Center, which can be accessed virtually at www.alamedaca.gov/permitcenter. The physical Permit Center on the 1st floor at City Hall (2263 Santa Clara Avenue) will be available for a limited number of daily appointments for information only. To make an appointment or to process an application, please visit www.alamedaca.gov/permitcenter.

7. Step Seven: Complete Work and Submit for Reimbursement

Carry out the work set forth in the final Scope of Work and file for reimbursement at the conclusion of the project. Proof of payment, invoices and lien releases are required for reimbursement. All permits must have completed final inspections prior to reimbursement.

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APPLICATION CHECKLIST

The application must include the following components.

☐ **Completed Project Information and Signature Page**

Must include property owner signature. A hard copy of all signatures, or DocuSign document, is required. (Page 4 of this application)

☐ **Scope of Work**

A complete scope of work for the proposed improvements. The scope of work must include:

- An itemized list of all proposed improvements
- A description of all proposed improvements.
 - Must include material choices.
- Estimated cost for each proposed improvement.

Please use the Scope of Work template included on page 6 of this application. See page 7 for an example scope of work.

☐ **Vendor Estimate**

A written estimate from a vendor for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs. Should grantee choose to complete the work themselves, the cost for materials is only eligible for reimbursement and the cost of labor is not an eligible reimbursement expense.

☐ **Graphic representation of proposed changes**

This should illustrate the proposed building improvement. Acceptable formats include: conceptual sketch, schematic drawings, photo representation, and/or graphic mock-up.

☐ **Samples of proposed materials (if needed)**

This may include samples or photographs of materials or fixtures to be used in the improvements.

Submit completed applications to:

Alameda Vacant Building Improvement Program Staff
City of Alameda, Base Reuse and Economic Development Department, Suite 205
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PROJECT INFORMATION AND SIGNATURE PAGE

Applicant Information

Name

Business Name

Mailing Address

City, State and Zip

Email

Business Phone

Mobile Phone

Grant Information

Grant Amount

Façade Grant Property Address

City, State and Zip

Applicant and Property Owner Signatures

Print Applicant Name

Date

Applicant Signature

Date

Print Property Owner Name
(if applicant is not also owner)

Date

Property Owner Signature
(if applicant is not also owner)

Date

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SCOPE OF WORK TEMPLATE

Vacant Building Improvement Property Address:

Business or Property Owner Name:

Business Name (if applicable):

Improvement	Description	Estimated Cost
EXTERIOR WORK		
Total Exterior Cost		
INTERIOR WORK		
Total Interior Cost		
Total Combined Cost		

Visit www.alamedaca.gov/BUSINESS/Programs-and-Information/Facade-Grant-Program
to download an electronic version of this template

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EXAMPLE SCOPE OF WORK

Vacant Storefront Property Address: 1234 Any Street, Alameda, CA
 Business or Property Owner Name: ABC Restaurant
 Business Name (if applicable): Jane Smith

Improvement	Description	Estimated Cost
EXTERIOR WORK		
Updated Signage	Replaced old signage with new hanging sign, window signs, and channel sign.	\$15,000
New Awning	Added two retractable striped awnings on exterior facade.	\$2,000
Repaint Exterior	Full exterior repaint with two colors to exterior facade.	\$7,000
Total Exterior Cost		\$24,000
INTERIOR WORK		
AC Unit	MRCOOL DIY 5th Gen 18K BTU 22.5 SEER2 1.5-Ton Mini-Split Heat Pump Complete System-25 ft. Pre-Charged Line Set-230-Volt-R454B Includes cost of installation	\$4,500
Electrical Rewire	Replace electrical wiring in the kitchen.	\$6,000
Commercial Range Hood	HoodMart Restaurant Hood System w/ Makeup-Air Includes cost of installation	\$6,000
Demo of kitchen wall	Demolition of non-load bearing wall to open up serving station. Includes cost of patching up dry wall and installing metal serving station.	\$8,000
Total Interior Cost		\$24,500
Total Combined Cost		\$48,500

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