



SAN LEANDRO

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City of San Leandro Business Incentive Craft Brewery Program

Microbrewery Program Overview

The San Leandro Craft Brewery Incentive Program is designed to attract the small breweries to the San Leandro industrial zoning districts based on the priority areas outlined in the Next Generation Workplace District Study. The Program is intended to support the ongoing development of the San Leandro Craft Beer cluster and the revitalization of the industrial areas more generally.

For approved projects, the program offers up to \$25,000 in matching funds which may be used for fees, tenant improvements and exterior façade or infrastructure improvements. Funds are awarded as a 5 year forgivable loan secured through an Owner Participation Agreement. If the terms of the Agreement are met by the business, the balance of the loan amount is forgiven at the end of the term and no repayment is required. Nonpermanent or movable equipment used for business operations may not be eligible.

Application and Intake Process

Projects will be accepted on a “first come, first serve” basis; however, priority will be given to those projects that are within the top priority industrial zones pursuant to the Next Generation Workplace District Study (see attached map).

Upon receipt of a complete application, staff will perform a preliminary project evaluation. During this process the participant may be asked to meet with staff to answer questions and provide additional information. Once a project is selected to receive funding, the applicant will be required to enter into an Owner Participation Agreement and possibly a Deed of Trust. Decisions on whether or not to participate in a project are solely at the discretion of the City.

Eligibility

This program is designed to support Craft Breweries that are new to the City of San Leandro. Applicants must own the commercial property to be improved, be tenants of the commercial property or hold a master lease for the commercial property. The property must be located within the City of San Leandro and particularly within the priority industrial zones outlined in the Next Generation Workplace District Study.

Tenants must include a copy of the lease agreement and an affidavit from the property owner allowing them to make the proposed building and site modifications. The tenant will be required to verify that they have at least a five-year lease on the property. If the tenant has less than a five-year lease, the property owner is required to co-sign the Owner Participation Agreement.

Financing

Loans are designed to reimburse the participant for completed improvements. The City will reimburse the Applicant for the agreed upon list of improvements upon written request specifying the amount and providing copies of bills and invoices for the completed work. Completion of the approved work will be verified through the City. Loans are structured as an interest bearing, forgivable five year loan. The Project is evaluated annually by City staff to determine if it continues to meet the terms of the Agreement. If no default occurs within the five year term of the Agreement, the loan is forgiven. If a default occurs as defined in the Agreement, the loan becomes due and payable immediately. City staff has the discretion to work with the Participant to cure the default and structure a repayment schedule.

Upon notice of a change in ownership during the term of the Agreement, the loan may be assigned to the new participant at the sole discretion of City staff.

Prevailing Wage: To the extent applicable to the project, all contractors and agents hired by the Participant shall comply with California Labor Code Section 1720 *et seq.* (“Prevailing Wage Laws”) and shall be responsible for carrying out the requirements of the law. Participants in the ICG Program are solely responsible for determining whether Prevailing Wage Laws apply to the project.

For more information, contact Justin Proffitt in the City of San Leandro’s Office of Business Development at (510) 577-3327 or jproffitt@sanleandro.org.



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**City of San Leandro
Craft Brewery Program**

Applicant/Business Name (Borrower): _____

Property Owner Name: _____

Site Address: _____ San Leandro, CA 94577

Mailing Address (if different): _____

APN #: _____ **Daytime Phone:** _____

E-mail: _____ **Business Tax ID#:** _____

Description of project, business plan or description; (attach additional sheet if necessary):

Estimated total project cost: _____

Requested City loan amount*: _____

** Cannot exceed half of exterior improvement's total cost*

Applicant Statement: I have read this application and I understand the program guidelines.

Borrower Signature: _____ **Date:** _____

Print Borrower Name: _____

Property owner signature: _____ **Date:** _____

(If applicant is a business tenant, the property owner must sign to authorize the application)

Print Owner Name: _____

Please attach the following before submitting application:

- Insurance certificates and endorsements per the loan agreement requirements.
- Interior and Exterior Building photo(s).
- Drawing/ sketches of improvements.
- Paint color samples, if applicable.

Return complete applications to the Office of Business Development, City Hall, 835 E. 14th Street, San Leandro, CA 94577. Call 510-577-3327 with any questions about completing the application or the program in general. Good luck with your project!