

City of Pasadena Business Enhancement Program Application

Date of Application: _____ Date Received (for office use only): _____

Checklist of Attachments

Completed Grant Application

Plan for the project:

- Concept for façade, showing design (use photos of similar concepts, material samples, etc.)
- Detailed scope of work and/or architectural drawings and/or rendering of the improvements, reflecting placement, materials, colors

Color photographs of the existing exterior conditions of the building.

A copy of current property tax bill or deed to confirm ownership of property.

Documentation that all taxes are current.

For lessees, a legally valid and binding lease for a period of time, at a minimum, does not expire prior to anticipated project completion date

Documentation of commitment of funds for the project (bank statement and/or commitment letters from lending institutions)

If the applicant is a lessee, Property Owner Declaration and Consent Form

Pasadena Economic Development Corporation has the right to request additional information, if necessary, during the review process.

City of Pasadena Business Enhancement Program Application

Date of Application: _____ Date Received (for office use only): _____

Applicant Information

| | |
|---------------------------|--|
| Applicant Name | |
| Applicant Address | |
| Applicant City, State Zip | |
| Applicant Phone Number | |
| Applicant Email | |

Business Information

| | |
|---|--|
| Name of Business | |
| Physical Address of the Business | |
| Mailing Address (if different than above) | |
| Identify type of business: Convenience Retail, Grocery/Specialty Food, Personal Services (dry cleaner, laundry, barber, salon, Professional Services (doctor, lawyer, accountant, design), Restaurant/Cafe, Soft Goods Retail (clothes, home goods, shoes, books, novelties) | |
| Is the business new or existing? | |
| Number of years in operation (if existing) | |
| Is the business open to the general public? | |
| Is this the sole location of the business? | |
| If not the sole location, how many locations are there and where are they? | |
| Is the Business Structured as a: | |
| If Partnership, General Partner Legal Name: | |
| General Partner is structured as a: | |
| Federal Tax ID | |
| Is this business locally Owned? | |

Business Ownership Breakdown

| | | | |
|---------------------|---|---------------------|---|
| Name: | | Name: | |
| Title | | Title | |
| Ownership: | % | Ownership | % |
| Years with Company: | | Years with Company: | |
| | | | |

Real Estate Information

| | |
|--|--|
| Project Address | |
| City, State, Zip | |
| Is the building a corner lot? | |
| Is the building part of a strip mall? | |
| Do you own or lease the building? | |
| If lessee, current landlord? | |
| Landlord's Email | |
| If lessee, length & expiration of lease? | |
| How many square feet is the building? | |

Employment Summary

| | |
|---|------------|
| Total Currently Employed at Business | P/T F/T |
| Number of employees that reside in Pasadena | |
| Project Construction Jobs (if any) | |

Project Description

| |
|---|
| <p>Please provide a description of the proposed project below. In the description, please identify as much information as you can about the proposed project and the intended results. As a minimum, the project description should provide details on the scope of the façade improvement, minor code compliance issues to be corrected, planned hardscape improvements and any structural improvements for which grant assistance is required. (Attach additional sheet if necessary)</p> |
| |

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| |
| Discuss the impact of your project. Please explain how your improvements will benefit both your business and the surrounding community. (Attach additional sheet if necessary) |
| |

Anticipated Project Time Line

Project Start Date: _____ Project Completion Date: _____



Declarations

If you answer "yes" to any of the questions below, please detail on a separate sheet and attach to this application.

Are there any outstanding tax liens or judgments filed against you, your business, any principals, subsidiaries or affiliates of any of those entities, any other owner in your business, or guarantor?

Have you, your business, any other owner in your business, or guarantor been involved in default, bankruptcy or insolvency proceedings within the last ten (10) years?

Have you, your business, any other owner in your business, or guarantor had property foreclosed upon or given title or deed in lieu?

Are you, your business, any other owner in your business, or guarantor involved in any pending lawsuits?

If you are a lessee for the property, have you failed to pay rent on time during the last 36 months?

If you are the owner of the property, are there any code violations against the building?

If you are the owner of the property, are there mechanics or other liens? In REM or other foreclosures, encumbrances, judicial, administrative, or other proceedings against, or defaults affecting the property?

Describe any recent (i.e. past ten years) improvements which have been made to the building, indicating item, year, completed, and approximate cost below:

Project Budget

Provide a detailed budget below that includes a breakdown of the total estimated project costs. Include in this budget an itemization of all materials and supplies costs and labor (do not include in-kind labor)

| Use of Funds | Source of Funds | | | Total Costs |
|--------------|------------------------------------|----------------|-------------------|-------------|
| | Business Improvement Grant Request | Applicant Cash | Bank/Other Source | |
| | | | | |
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| | | | | |
| Total | | | | |

Certification and Disclosure

By submitting this grant application, the undersigned hereby certifies to Pasadena Economic Development Corporation that he/she is authorized to sign on behalf of the applicant entity, has read the program guidelines and supplemental program materials, understands the terms and conditions of the grant, and agrees to abide by the program rules and requirements, if awarded funds from the program. The applicant further certifies that the grant application and supporting documents are true, complete, and accurate in all respects as of the stated date. The applicant understands that the application will not be accepted unless deemed appropriate by staff. The applicant agrees that the acceptance of this grant application does not commit Pasadena Economic Development Corporation to enter into an agreement to pay any costs incurred in its preparation or to participate in subsequent negotiations. Further, the acceptance of this grant application does not constitute an agreement by Pasadena Economic Development Corporation that any grant will actually be approved. Pasadena Economic Development Corporation expressly reserves the right to reject any or all grant applications for any or no reason, or to request more information from the applicant. Additionally, the applicant certifies that he/she understands that the following will be conditions of the grant, upon award:

- Grantees will be required to execute a grant agreement and other security documents, as determined by Pasadena Economic Development Corporation in its discretion, including but not limited to some or all of the following: a promissory note (forgivable on meeting all grant requirements), personal guaranty for the note (if the applicant is an entity), mortgage (subordinated to certain other mortgages in Pasadena Economic Development Corporation's discretion), and lien filings.[Legal Council Review]
- Grantee must commit to remain in the location and maintain the facade improvements for at least two (2) years.
- The approved project must be in compliance with all federal, state, and local laws.
- The undersigned hereby waives any claim against Pasadena Economic Development Corporation and the City of Pasadena arising out of the use of said grant funds for the purposes set forth in the Application. Additionally, the undersigned agrees to indemnify, defend, and hold Pasadena Economic Development Corporation the City of Pasadena, and their officers, directors, employees, and agents harmless from any charges, damages, claims or liens related in any way to or arising out of the applicant's participation in the grant program.
- Pasadena Economic Development Corporation has the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location, and the grantee owns and/or for which the grantee has the authority to grant such permission, and to use the grantee's name in connection therewith if it so chooses.
- The applicant will notify Pasadena Economic Development Corporation of any public announcements or events in relation to the approved facade improvement project, and Pasadena Economic Development Corporation will have the right to participate in and/or

publicize the event in coordination with the grantee, if Pasadena Economic Development Corporation so chooses.

- The grantee will consent to display signage at the project location indicating participation in the City of Pasadena Business Enhancement Program (Pasadena Economic Development Corporation to provide sign specifications).

Authorized Signatory Name (print): _____

Signatory Title: _____

Signature: _____ Date: _____

If the applicant does not own the property, the below Property Owner Declaration and Consent Form must be completed by the property owner and submitted with the application.

PROPERTY OWNER DECLARATION AND CONSENT FORM

The undersigned owner of the existing building located at: _____ (Address) certifies that _____ (Applicant) operates or intends to operate a business at the above location.

The undersigned agrees to permit the applicant and his contractors or agents to operate a business and implement the improvements listed on the Pasadena Economic Development Corporation's (PEDC) Business Enhancement Grant program application ("the application") dated _____.

The undersigned hereby waives any and all claims against Pasadena Economic Development Corporation the City of Pasadena (the City), their officers, directors, employees and agents arising out of, or related to, the use of the grant funds by Applicant.

The undersigned shall not hold the PEDC or the City responsible for any matter, nor shall join the PEDC or the City in any action, related to the lease between Applicant and the undersigned.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners, if a LLC or LLP, by its Members/Managers, etc. the day and year first above written.

Declarations:

- Are there any code violations against the building? Yes / No
- Are there mechanics or other liens? In REM or other foreclosures, encumbrances, judicial, administrative, or other proceedings against, or defaults affecting the property? Yes / No
- Are there any current real estate property tax abatements on the property? Yes / No

The property owner further certifies that the above statements and any supplemental explanations are true, complete, and accurate in all respects as of the stated date.

Company Name (leave Blank if the Owner is an individual):

Signature: _____ Signature: _____

Name: _____ Name: _____

Title: _____ Title: _____