



# Sonoma Community Development Agency

No. 1 the Plaza  
Sonoma, CA 95476

# Business Improvement Matching Funds Loan Program: APPLICATION

The Business Improvement Matching Funds Loan Program provides dollar-for-dollar matching funds to businesses and commercial property owners for improvements to buildings located in the redevelopment project area. There are five categories of eligible expenditures: *Façade Improvements*, *Accessibility Improvements*, *Building Rehabilitation Improvements*, *Historic Building Improvements*, and *Energy Efficiency Improvements*. Details on eligible expenditures within each category are provided in the **Program Guidelines**. Applicants may be eligible for up to \$5,000 in matching funds for qualifying expenditures in any single category, and up to \$10,000 in total matching funds for the property in a five year period. It is strongly recommended that applicants obtain at least two bids for the planned work. Funds will be disbursed in two parts: 50% when all permits have been issued and 50% after all work is completed. Please refer to the **Program Guidelines** for additional requirements.

Applicant Name:  Applicant is: Business Owner [ ] Property Owner [ ]	Address of Property:
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Name of Business Located at Property:  Business License Number: Check here if currently vacant [ ]	Applicant Mailing Address:
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Email Address:	Phone Number:
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Description of the improvement project:

Total Estimated Cost of Project: _____  Please attach cost estimate. Cost for permits and/or planning fees may be included.  Please also attach: Drawings or diagrams depicting the nature and scope of work to be performed, and photo(s) of the relevant portion(s) of the building as it currently exists. If applying for energy efficiency matching funds, attach a copy of the energy assessment that was completed for the property.	Amount of Matching Funds Requested by category:  Façade _____  Accessibility _____  Building Rehab _____  Historic Building _____  Energy Efficiency _____
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By signing this application, I certify that:

- I am the property owner of record; OR I have obtained written consent of the property owner to make the improvements described above
- I understand that design review and/or certain permits may be required for my project, and that any applicable permits and approvals must be received prior to making the improvements
- I have read and understand the Program Guidelines, including but not limited to the prevailing wage requirement for any project that receives more than \$1,000 in CDA assistance
- There are no current code enforcement actions pending against this property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For staff use only:** Date received: \_\_\_\_\_ Location verified as eligible: \_\_\_\_\_ Copy to Planning: \_\_\_\_\_

Submit completed application to the Carol Giovanatto, Sonoma Community Development Agency (CDA), No. 1 The Plaza, Sonoma, CA 95476. Applications are reviewed for conformance with program guidelines and requirements, and are subject to funding availability.