



## **City of Burlingame Restarting Business Assistance Program (RBAP)**

This guide is provided as a reference for Burlingame property owners and commercial businesses interested in applying for funding through the City of Burlingame Restarting Business Assistance Program.

To apply, please email the Economic Development Division at [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org), or visit the City's website at [www.burlingame.org](http://www.burlingame.org).

Check with the City's Economic Development Division before proceeding with the completion of the packet to confirm that you are eligible. If determined eligible, please complete the packet and email to Joseph Sanfilippo at [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org), or mail to:

City of Burlingame Community Development Department  
Economic Development Division  
501 Primrose Road  
Burlingame, CA 94010

Your application will be reviewed for completeness and eligibility. Please contact Joseph Sanfilippo at [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org) or 650.558.7264 if you have any questions regarding this program or the application process.



## Program Guidelines

### Overview

The City of Burlingame Restarting Business Assistance Program (RBAP) is a reimbursement program for property owners and commercial tenants with businesses located in commercial-zoned areas. Eligible property owners and commercial tenants can receive City financial assistance to undertake health and safety measures to comply with local, County, State and federal health guidelines for reopening businesses. The program is funded by the City's General Fund. During the program application phase, only currently-occupied commercial buildings will be eligible to receive funding. Applications open on [date] and close on [date].

### Program Goals

This program provides financial assistance to assist in the implementation of health and safety measures to comply with local, County, State and federal health regulations. This program provides a way for business owners to implement some of these measures, or receive reimbursement for already completed sanitation improvements.

### Program Area

Although the City of Burlingame is dedicated to serving businesses of all types, this program is only available to businesses which engage with the public and have street-facing commercial frontage. The intent is to help restore consumer confidence areas as businesses reopen.

### Eligibility

- Eligible expenses include Personal Protective Equipment (PPE) or other sanitation improvements that are required to reopen businesses to the public. Examples include (but are not limited to): face coverings, gloves, partitions, sneeze guards, disposable menus, contactless payment systems, and hand sanitization stations.
  - Reimbursement is available for previously purchased PPE or sanitation improvements. The applicant must provide all receipts and invoices and have completed these purchases on/after May 15, 2020.
  - Should you have purchased PPE or sanitation improvements prior to May 15, 2020, please provide all dated receipts and invoices, as well as an explanation of the purchase (e.g. "in preparation to reopen when allowed", etc.). Funding for these requests is not guaranteed and is subject to available remaining funds.
  - **If your business previously received funds from the Burlingame Back in Business Program, you are not eligible for the RBAP.** The intent is to offer funds to businesses that have not received assistance previously.
  - If there are physical modifications to the building, they may subject the project to City building permit or planning requirements. Any permitting expenses and fees should be included in the budgeting section of the application.
  - The City of Burlingame strongly encourages that distributed funds be used for purchasing from Burlingame vendors, to the extent possible.
- NOTE: This program is eligible for both new purchases and previously completed purchases.**

**Funding Available**

The City has set aside up to \$60,000 for this program; approved projects will receive a maximum of 80% of the improvement costs, or \$3,000 (whichever is less) in grant funding. There will be an initial two-month application period; applications will be reviewed, and awards made, on a first-come, first-served basis. Should additional funds be available after the first round of grantees has been selected, additional applications shall be reviewed as they are submitted.

# Program Process

## **APPLICATION PROCESS**

1. Email [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org) to obtain an application, or visit the City website [www.burlingame.org](http://www.burlingame.org) to download a copy of the application. You may also call the Economic Development Division at 650.558.7264, but note that response times will be delayed due to the City Hall closure.
2. Please prepare your necessary documentation. This includes, but is not limited to: invoices, receipts, completed payment forms, etc.
3. The City will review the application and either approve or deny the grant proposal, or request additional information.

## **CONTRACT PHASE**

1. To finalize the contract process, the City and the applicant shall review the funding amount and intended expenses one last time to ensure everyone is in agreement. Any expenses not approved by the City will not be covered by the grant. The applicant will only be reimbursed up to the agreed amount regardless of changes to the project.
2. The City and the applicant should ensure copies of all contracts match and are available for future review if needed.

## **REIMBURSEMENT PHASE**

1. Once the expenses or improvements have been completed and signed off by City staff, the applicant has 45 days to submit the reimbursement documents to the City, including all paid invoices and receipts and W-9 forms.
2. For physical installations such as partitions and sneeze guards, prior to final reimbursement the City will conduct an on-site inspection to confirm all improvements are complete.

## **Contact Information**

City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010

## **Economic Development**

Phone: 650.558.7264  
Fax: 650.696.3790  
Email: [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org)

## **Planning Division**

Phone: 650.558.7250  
Fax: 650.696.3790

## **Building Division**

Phone: 650.558.7260  
Fax: 650.696.7208

## **Engineering Division**

Phone: 650.558.7230  
Fax: 650.685.9310

## Application Instructions and Checklist

Applicants should fill out the Application, Supporting Information, and Landlord Consent form, as applicable. If the tenant's lease agreement authorizes a tenant to make modifications to the interior or exterior of the building without landlord confirmation needed, tenants may check the "in lieu of" box on the bottom of the Landlord Consent Form instead of including the landlord's signature.

In addition, applicants should include paid invoices, receipts, W-9 forms and other payment confirmations if applying for a previously completed purchase. Preference will be given to property owners and business tenants who have not yet received this grant before.

Applications are reviewed and awarded on a first-come, first-served basis. If an applicant satisfies all conditions as stated herein this application packet, they will receive the requested funding amount, or an inquiry for additional information.

### CHECKLIST:

Please make sure to complete each segment of the application, and ensure that all information requested is included. Incomplete applications will not be considered, and applicants may receive a list of requested items. If you need clarification on what is needed to complete the application, you can contact the Economic Development & Housing Specialist at [jsanfilippo@burlingame.org](mailto:jsanfilippo@burlingame.org)

*Have you included:*

- ☐ Application
- ☐ Supporting Information
- ☐ Landlord Consent Form, as applicable

## Application

Prior to meeting with City staff, complete this application to the best of your knowledge.

### Applicant Information

Business Name:

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Business Address:

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Applicant Name:

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Applicant Mailing Address:

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Applicant Telephone:

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Applicant Email:

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Are you the owner or tenant of the building? \_\_Owner \_\_Tenant

Note: If you are a tenant, you may need to obtain written consent from your landlord prior to starting any improvement projects. You are responsible for complying with any applicable terms of your lease. Please have your landlord complete the Landlord Consent Form and submit this with your application. Please review the criteria on page 1 to make sure you are eligible to apply.

### Application Confirmation

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I understand that this is a grant agreement with the City and that I will meet my obligations according to the plan agreed upon between the City and me. I further agree to comply with all City ordinances and the design requirements and recommendations of the City.

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Applicant Signature

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Date

## **Supporting Information**

Please attach a page (or pages) with responses to the following items:

**1. Use of Funds**

Please write a paragraph describing the proposed use of funds. The description should include what improvements or purchases you wish to make and how the purchases support public health in the reopening process. The description should include the actions you would take if you received a grant. Actions can include, but are not limited to, purchase of PPE, installation of sanitization stations, partitions, contactless payment systems, etc.

**2. Work Plan**

Summarize in a paragraph how you plan to implement the improvements. Provide a timeline for the project from purchase to implementation, and include paid invoices or receipts.

**3. Budget**

Please include a summary that itemizes the costs of materials and supplies for this purchase or installation. Please note that the grant will cover up to a maximum of 80% of the improvement costs, or \$3,000 (whichever is lesser).

## Landlord Consent Form

### Consent

I, the undersigned owner of the existing building located at \_\_\_\_\_ (address) certify that \_\_\_\_\_ (business name) operates or intends to operate a business at this location. The undersigned agrees to permit the applicant and his/her contractors to implement improvements listed on the City of Burlingame Restarting Business Assistance Program. Application dated: \_\_\_\_\_. The undersigned agrees to hold the City of Burlingame harmless for any charges, damages, claims, or liens arising out of the applicant's participation in the Restarting Business Assistance Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- ☐ In lieu of landlord signature, see attached lease agreement that authorizes tenant to make modification to façade or building exterior.
- ☐ No modifications will be made to the façade or building exterior.



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City of Burlingame

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