

**Department of Economic and Workforce Development
Business Development Division
510-238-3853**

**City of Oakland
Façade and Tenant Improvement Program
Grant Document Checklist**

Thank you for your interest in the **Façade and Tenant Improvement Program**. You may apply online through the interactive application form at www.oaklandca.gov/FTIP, or if you prefer, you may send documents to FTIP@oaklandca.gov or by mail to the address above. The documentation required depends on the grant. Business or property owners may apply for:

- A Façade Improvement Program (FIP) grant for improvements to the exterior of a commercial building
- A Tenant Improvement Program (TIP) grant for improvements to the interior of a commercial building
- A FIP grant and a TIP grant
- A grant for emergency window repair due to vandalism

FIP and/or TIP grant applications require:

- Current City of Oakland Business License (you may alternately print/pdf proof of license from <https://ltss.oaklandnet.com/Search/Index/BusinessLicense>)
- Description of the façade improvements and/or tenant improvements you wish to fund.
- Lease agreement for Business, with at least three years remaining, or proof of property ownership.

Emergency window repair grant applications require:

- Current City of Oakland Business License (you may alternately print/pdf proof of license from <https://ltss.oaklandnet.com/Search/Index/BusinessLicense>)
- Photos of the window damage due to vandalism
- Copy of a police report documenting the window damage due to vandalism