



300 1st Street – Woodland, CA - 95695

Parklet Program Grant Guidelines

To support the backbone of our local economy, the City of Woodland will award funding to qualifying Woodland for-profit small business-to-consumer restaurant / café (“food”) establishments with a maximum of 20 full-time employees that wish to build parklets in the public right-of-way through the **Parklet Program** (“the Program”).

Funds are limited, and not every eligible business is guaranteed assistance. See “Selection Process” below for more information.

Grant Funding

Small businesses may apply for a maximum of \$20,000 per parklet structure, regardless of how many businesses it serves, to assist in Parklet (re)construction and enhancements for a maximum of two City-owned parking spaces, as stipulated in the *Parklet Program Permit Application* and its companion document, *Appendix – Rules & Regulations for Parklet Program Permit*. **Applicants encroaching on 2 or fewer parking spaces shall have until October 1, 2022, while applicants encroaching on 3 or fewer parking spaces or applicants building new parklets shall have until November 1 to be in compliance of the Parklet Program’s stipulations and submit necessary invoices and receipts, totaling to at least the award amount.**

A total of roughly \$125,000 is available for allocation. The City hopes to support all qualifying applicants, but funds may be subject to award by criteria depending on the amount of applications (see “Selection Process”).

Overview

The following topics are covered in this document:

- Eligible applicants
- Eligible uses of funds
- Application timeline
- Required application materials
- Selection
- Technical notes and definitions



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Eligibility

Eligible Applicants

- Applicant must be a for-profit small business restaurant, café, or other business-to-consumer food establishment that operates in the city of Woodland with at least one full-time employee (can include the owner) and no more than 20 full-time employees.
- Applicant must have limited, or no outdoor privately-owned seating, and be seeking to encroach onto City parking spaces.
- Applicant must currently hold the Parklet Program Permit, or have submitted an application for consideration.
- Applicants' total calendar year 2021 revenue must be less than \$2 million.

The following businesses are ineligible for this program:

- Businesses that are not business-to-consumer food establishments
- Businesses that have ample privately-owned outdoor seating, per the discretion of the City
- Businesses out of operation
- National franchises and fast-food chains, unless locally owned
- Non-profit entities

Eligible Uses

Program funds must be used on the following (in order of priority):

- (Re)construct the Parklet to either one or two publicly owned spaces, per discretion of the City.
- Installation of wooden, weather-proof, and ADA compliant decking.
- ADA compliant tables and seating.
- Roofing/weather coverings per approval by the City
- Greenery / plants
- Heaters, misters
- Lighting
- Signage and other aesthetic enhancements

Written requests must be submitted to the City for consideration of funding allocation to uses absent from the above list.

Application Process



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Application Timeline

Eligible small businesses can submit completed applications beginning May 18, 2022 and ending on July 31, 2022 at 5:00 PM.

The City will issue notice of award of funds on a rolling basis, as applications are received, and until funds are exhausted.

Required Application Materials

- W-9 form
- City of Woodland business license
- Payroll / employment records as of January 1, 2022

Selection Process

The City hopes to fund all qualifying applicants, but priority will be given to businesses currently encroaching on public right-of-way.

City staff will make all final decisions on program eligibility and any related interpretations necessary to make a decision.

Technical Notes

Applicants must verify the business has experienced hardship due to COVID-19 (see "Required Application Materials").

Full-time employees (FTE) are defined as an employee who works at least an average of 30 hours per week.

Part-time employees can be considered an FTE employee for the purposes of this program (for example, two part-time employees that regularly work 15 hours per week can be identified as one FTE in the program application).

A business is defined as a sole proprietorship, a partnership, a corporation, a limited liability company, or other lawful business entities engaged in for-profit operations.

Applicants must operate out of a physical location within the boundaries of the City of Woodland, which have limited, or no private outdoor use space.

Per discretion of the City, no parklet may exceed two parking spaces in a row, regardless of the businesses it serves.



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Applicant must have an active City of Woodland Business License and must be in good standing with the City and Yolo County in accordance with the following:

- Complies with all applicable zoning, permit, and municipal or County code requirements.
- Not currently involved in litigation with the City or the County.
- Not subject to any liens or judgments by a city or the County related to the business.
- Applicants must be in compliance with all City, County, State, and Federal laws and regulations related to the operation of the business.

If an awardee has an outstanding City utility bill, the City will require that the grant award must **first** cover all outstanding City utility payments and that the business enroll in a utility payment plan.

Applicants who are involved or have been involved in any of the following legal or financial issues are not eligible:

- Applicant has been convicted of a criminal offense relating to the business.
- Applicant or the business is presently involved in bankruptcy or insolvency proceedings relating to the business.
- Applicant or the business is delinquent on any federal taxes, direct or guaranteed federal loans, federal contracts or federal grants relating to the business.
- Applicant or the business is currently suspended or debarred from contracting with the federal government for receiving federal grants or loans.