



## CITY OF STOCKTON

Thank you for your interest in the City of Stockton's Stocked Full of Produce Grant Program. The City's Stocked Full of Produce Grant Program addresses food insecurity by offering retail stores with grant funding to assist with needed infrastructure retrofits and upgrades to existing structures to promote the sale and storage of healthier fresh food options. Grants shall only be used for interior upgrades such as shelving or cold storage refrigeration; cosmetic enhancements which improve the layout of the store and encourage customers to purchase healthier food options; infrastructure improvements to the building; purchase of eligible equipment such as cold storage units; and labor for installation of improvements.

Outlined are some important facts regarding the program. *Please read carefully.*

1. The program will offer grants awards up to \$10,000 per project/property.
2. Grants are available for commercial retail properties such as convenience stores and corner stores located within census tracts identified as *Food Deserts* by USDA definition AND fall within Stockton City Limits. (See Attachment A for a map of the program boundary)
3. Projects must conform to City of Stockton building and zoning codes and be performed by a licensed general contractor or subcontractor. The grant awardee is responsible for any and all building permits or other permits that may be necessary.
4. Contractors must bid the job according to City guidelines. All required permits are the responsibility of the property owner. For permit-related questions, call the Building Division at (209) 937-8562.
5. Federal and/or local funds are used for this program. Whenever such funds are used, either in whole or in part, Davis-Bacon and/or State prevailing wages (whichever is higher) must be paid for all onsite labor relating to the project. For more information, log onto: [www.beta.SAM.gov](http://www.beta.SAM.gov) (Davis-Bacon/Federal) or [www.dir.ca.gov](http://www.dir.ca.gov) (State).
6. Grants cannot be approved for work begun prior to environmental review and formal grant approval. No agreement to grant funds is made or implied by the City until the application is formally approved. Only the City Council and/or City Manager (or designee) can formally approve the grant application.

**If you have any questions regarding the Stockton Full of Produce grant program, please call (209) 937-8539 or e-mail [economic.development@stocktonca.gov](mailto:economic.development@stocktonca.gov)**

Federal funds are used under the Community Development Block Grant (CDBG) Program for use in the City. In order to be eligible for CDBG funding, each activity must qualify as meeting one or more of the three National Objectives of the CDBG program, as set forth by the U.S. Department of Housing and Urban Development (HUD) in 24 CFR Part 570.208. National Objectives of the CDBG are:

- Low/Moderate Income Benefit
- Aid in the Prevention or Elimination of Slums and Blight
- Meet an Urgent Need

This program is called the Stocked Full of Produce Grant Program for commercial retail properties. The process is as follows:

1. Completed application signed by property or business owner and submitted to the City.
2. Preliminary project description reviewed for eligibility and discussed with applicant. City staff conducts a site visit and photographs site.
3. Applicant must complete consultative session with Refresh San Joaquin to ensure the applicant has a solid understanding of the technical, practical and safety requirements of stocking and selling fresh produce.
4. All projects must be approved by City of Stockton's Economic Development Department. Staff will consult with map shown in Attachment A to ensure property falls within designated Food Desert Census Tract.
5. Bids and all appropriate documentation should be submitted together for review by the City. Bids must state prevailing wages to be paid for all onsite work of \$2,000 or more. In most cases, the low bidder will be selected.
6. Once environmental clearance is complete and all bids have been submitted, the grant approval paperwork is routed to the City Manager (or designee) for approval.
7. Grant documents are drawn up and signed by the Property/Business Owner and the City. Applicants will be required to enter into an agreement with the City committing to selling fresh produce and other healthy food options for a period of one-year or the grant funds must be repaid to the City.
8. A pre-construction meeting is held with the property owner and all contractors and sub-contractors to discuss U.S. Department of Housing and Urban Development (HUD) and State prevailing wage requirements, as well as to distribute and explain the required forms and certified payroll documentation, if applicable
9. A Notice to Proceed is issued allowing contractor(s) to begin work. All required permits are the responsibility of the property/business owner. For building permit questions, call (209) 937-8561.
10. City (or its designee) makes site visits to ensure required postings are up and to conduct field interviews with workers, as applicable.
11. Invoices are paid by the City to contractor(s) and/or applicant when all required documentation is received and verified that the work has been completed and cold storage units have been installed.
12. Property/business owner must maintain the property, keeping it free of graffiti and blight.

**STOCKED FULL OF PRODUCE GRANT APPLICATION FORM**

PLEASE NOTE: The information requested below will be used to process your application under the terms and conditions of the City's Stocked Full of Produce Grant Program. It is important to complete the entire application; incomplete forms will be returned to the applicant.

**I. APPLICANT INFORMATION – PLEASE PRINT CLEARLY**

1. Applicant Name: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

3. Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Applicant phone number Day: (\_\_\_\_\_) \_\_\_\_\_

5. Applicant email address: \_\_\_\_\_

6. Length of ownership of Property/Business: \_\_\_\_\_ Year Purchased/Established: \_\_\_\_\_

7. Federal Tax ID or Social Security Number: \_\_\_\_\_

8. City of Stockton Business License Number: \_\_\_\_\_

9. DUNS (Data Universal Numbering System) Number: \_\_\_\_\_

*(See attached DUNS Number Guide Government Vendors form on how to obtain a number. All businesses assisted with federal funds are required by HUD to provide a DUNS Number.)*

10. Status of applicant (please check one):

\_\_\_\_ Property owner with tenant business

\_\_\_\_ Property owner/operator of existing business on property

\_\_\_\_ Business owner with property owner's consent

11. Owner of Property/Business owner is a/an (please check one):

\_\_\_\_ Individual

\_\_\_\_ Partnership (attach copy of Partnership Agreement)

\_\_\_\_ Corporation/profit (attach copy of Articles of Incorporation)

\_\_\_\_ Corporation/nonprofit (attach list of officers and directors)

\_\_\_\_ Trust (attach copy of Trust Agreement) \_\_\_\_ Other

12. Type of Business: \_\_\_\_\_

**II. PROPERTY INFORMATION**

1. Address of property to be improved:

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2. Year built: \_\_\_\_\_ Square footage: \_\_\_\_\_

3. Is this a Historic National Register building? Yes\_\_\_ No\_\_\_ (check one)

Is this a building of known local significance? Yes\_\_\_ No\_\_\_ (check one)

4. What are the current (or planned) types of businesses occupying the building?

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**III. PROJECT DESCRIPTION**

1. Describe work to be completed.

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2. Please indicate how many full-time (FT) and how many part-time (PT) jobs will be Retained or Created once the project is completed?

Retained FT\_\_\_ Created FT\_\_\_

Retained PT \_\_\_ Created PT \_\_\_

#### IV. CERTIFICATIONS

1. Privacy Act Statement The information that you are providing will be used to determine your eligibility for financial assistance to rehabilitate the subject property, to determine the amount of assistance, to aid in the administration of the program, and to facilitate collection of repayment of grant funding should an applicant be found to be nonconformant to approved grant funding uses. This use of information is authorized under Public Law. It may be disclosed to your employer(s), your mortgagee(s), retail consumer credit grantors, and credit reporting agencies for verification of employment and financial status. It may also be disclosed to financial institutions providing supplemental rehabilitation funds, local processing agencies for monitoring and carrying out the program, GAO for audit purposes, and the Federal National Mortgage Association. It may be disclosed to local agencies, counseling agencies, credit reporting agencies, your employer, and to Federal and non-Federal governmental agencies if a violation of the law is indicated. It is voluntary on your part to furnish the information; however, failure to furnish any of the requested information may delay the processing or may result in the rejection of your application.

2. Grant Repayment Qualifier I (We) understand that this is grant, and that I (we) agree to keep the building free of graffiti and blight and agree to stock and sell fresh produce for a period of at least one year after the completion of the project. I (we) agree that if the applicant fails to meet the terms of the program, applicant could be required to refund grant funds to the City.

3. Certification and Verification of Information I (We) certify that all statements made in this application are true and made for the purpose of obtaining a grant. Under the penalties of perjury, I (we) certify that the information provided is true, correct, and complete. I (We) fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1014. Verification may be obtained from any source named in this application. The original or a copy of this application may be retained by the lender, even if the loan is not granted.

4. Licensed Contractor & Building Permit Requirements I (We) understand that all work on this project must be done by a contractor licensed by the State of California. The contractor must also possess a business license with the City of Stockton. I (we) further understand that all required building permits are the responsibility of the property owner. For building permit questions, call (209) 937-8561.

#### 5. Contractor Requirements

A. Davis-Bacon and/or State Prevailing Wage Rates Under federal law (Davis-Bacon Act), all contractors working on projects using federal funds "either in whole or in part" must pay either Davis-Bacon and/or State prevailing wage rates (whichever is higher) for all onsite labor exceeding \$2,000. Established hourly prevailing wage rates must be paid to all employees performing work at the project site. The current Davis-Bacon prevailing wage rate determinations are available at the Reference Desk of the City of Stockton Public Library, 605

North El Dorado Street, Stockton, CA 95202 or via the U.S. Department of Labor’s website at [www.wdol.gov](http://www.wdol.gov). California State Prevailing Wage Determinations may be obtained at [www.dir.ca.gov](http://www.dir.ca.gov).

I (We) understand that all bids obtained from contractors must contain a statement that the contractor will pay prevailing wage rates, if applicable, and will provide the City with the necessary support documentation as required by federal and state law. I (We) understand that it is my responsibility to ensure such documentation is completed before the City will authorize payment of funds.

B. Equal Employment Opportunity (EEO) I (We) understand that we must comply with the City's Affirmative Action guidelines for bidding this project and shall not discriminate against any contractor because of race, color, religion, sex, or national origin. The contractor shall comply with EEO provisions relative to Executive Order 11246 and related acts rules and regulations. The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

6. Non-Discrimination Clause I (We) understand that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, national origin, or ancestry in the sale, lease, sublease, or transfer, use, occupancy, tenure, or enjoyment of Borrower's property; nor shall borrower or any person claiming under such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sublessees, or vendees in Borrower's property.

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SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE