



CITY OF SANTA CRUZ
SECURITY CAMERA GRANT PROGRAM CHECKLIST AND RESOURCE GUIDE

All of these documents are required for a complete application for NEW projects:

- Photo of the security camera units to be purchased and of the building clearly showing where security camera(s) will be located
- Estimate from a licensed contractor for purchase/installation
- Details about the camera specifications
- Itemized budget listing items to be completed for reimbursement
- Property Owner's written authorization approving the project (Signature page available in Appendix A)
- Copy of lease, land contract, or deed (must have minimum three (3) years* remaining in lease from date of application)
 - *Exceptions can be made in cases where the term of lease is less than three years, applicant should consult with Economic Development Staff.
- City official walk-through review/approval of camera specifications in accordance with police department requirements
- W9 Form

All of these documents are required for a complete application for EXISTING (within one year) projects:

- Photo of building clearly showing where security camera(s) were installed
- Photos of visual areas captured by each camera for reimbursement
- Itemized budget listing items completed for reimbursement
- Proofs of payment for the requested reimbursement. Two (2) proofs per each payment preferred for reimbursement (i.e. invoice marked "PAID" or receipt, plus bank/credit card statement or copy of check)
- Copy of lease, land contract, or deed (must have minimum three (3) years* remaining in lease from date of application)
 - *Exceptions can be made in cases where the term of lease is less than three years, applicant should consult with Economic Development Staff.
- City official walk-through review/approval of camera specifications in accordance with police department requirements
- W9 form



APPENDIX A – SIGNATURE PAGE

**CITY OF SANTA CRUZ
STOREFRONT BEAUTIFICATION GRANT PROGRAM APPLICATION CONFIRMATION**

By signing below, I/we understand that:

- I/we have read and understood the program guidelines and accept the qualifications and conditions. I/we certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Santa Cruz Economic Development Officer in this program.
- I/we are familiar with the responsibilities of each party and understand that:
 - This is a program implemented by the City of Santa Cruz Economic Development Office, to be paid to the applicant as a reimbursement of paid invoices to third party contractor(s);
 - All services to be performed by third party contractor(s) shall be the subject of agreement between the applicant and the contractor(s);
 - The City shall not assume any liability for such agreements, except as specifically authorized by the program.
- I/we certify that there are no current code enforcement activities pending against this property. If there are outstanding violations, I/we certify that they will be addressed prior to the awarding of this project.
- I/we have attached a copy of all current leases.
- I/we have attached relevant photos to be covered by the award.
- The City of Santa Cruz Economic Development Office shall not assume any liability for such agreements.

BUSINESS OWNER:

BUILDING/PROPERTY OWNER:

By: _____
(Print Name)

By: _____
(Print Name)

By: _____
(Signature)

By: _____
(Signature)

Date: _____

Date: _____

This form should be completed and uploaded as part of the application package.

