



City of Calimesa

908 Park Avenue • Calimesa, California 92320

Phone (909) 795-9801 • Fax (909) 795-6187

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CALIMESA BOULEVARD CORRIDOR FAÇADE IMPROVEMENT PROGRAM FREQUENTLY ASKED QUESTIONS

What is the Calimesa Boulevard Corridor Façade Improvement Program?

The Calimesa Boulevard Corridor Façade Improvement Program (“Program”) is funded by the Calimesa Redevelopment Agency to provide assistance to property owners and businesses along the Calimesa Boulevard Corridor to improve the appearance of their properties.

Who is eligible for the Program?

Owners of existing property along or substantially visible from Calimesa Boulevard between Sandalwood Drive and County Line Road can apply for funding. Business owners wishing to participate will need authorization from the property owner to represent them in the Program. The improvement of new construction is not eligible for this program.

How much money can I get?

This is a matching fund Program. For every dollar you put into improvements, the Program will match it with a dollar. So if your project will cost \$9,000, you will need to contribute \$4,500 and the Program will contribute \$4,500.

The maximum amount of Program assistance depends on the size of your property and the type of improvements you will be making.

You can get a grant up to \$15,000 per 50 lineal feet of building façade being substantially improved through the Program.

If you are only making site improvements, which can include signage, the maximum grant is \$15,000.

If you are only improving signage, the maximum grant is \$7,500.

If you dedicate needed right-of-way to the City, include public improvements in your project, or remove nonconforming signage, you can receive a bonus grant of \$10,000 with no matching funds required for your project.

Do I need to pay the money back?

The money from the Program is a grant, not a loan. However, if the property is sold within three years of being improved, the grant must be repaid in full.

What do I need to do to apply?

Step 1 is to plan the improvements to your property. We encourage you to hire an architect or other professional to help you. This cost can be included in the cost of your project for purposes of the Program. However, the person you use must be pre-approved by the City.

Step 2 is to review your improvement plans with the City. Shannon Andrews is acting as Program Coordinator. Include a photograph of the existing building, a drawing or rendering showing the improvements, and samples of the materials and colors you are proposing to use. Photos and drawings should be submitted for each façade being improved. A non-refundable fee of \$45 will be charged.

Step 3 is to complete and submit a full Application for Funding after the City has reviewed and commented on your plans.

The City will review your application, determine whether it is eligible for funding, and decide whether to fund the project based on a set of criteria included in the full Program Description.

If you are approved for funding, the property owner will need to sign a Grant Agreement and you will need to hire a contractor that must be pre-approved by the City. You will also need to obtain whatever permits are required by the City, including a building permit, and any money owed the City will need to be paid. The City will retain 25 percent of the grant funds until the job is done to help ensure that the improvements are completed to everyone's satisfaction. A Minor Development Plan Review fee will be charged depending on the scope of work (see attached Fee Schedule).

The information in this summary is not intended to substitute for the complete Program Description. Please contact Shannon Andrews at 909-795-9801, Extension 222, or visit our website at www.cityofcalimesa.net for more information.

Thank you for partnering with the City of Calimesa in the improvement of the Calimesa Corridor!



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CALIMESA BOULEVARD CORRIDOR FAÇADE IMPROVEMENT PROGRAM DESCRIPTION

The City of Calimesa Redevelopment Agency hereby creates *The Calimesa Boulevard Corridor Façade Improvement Program*.

RECITALS

The *Calimesa Boulevard Corridor Façade Improvement Program* (the “Program”) is intended to be the primary means of administering the use of certain bond funds received by the Redevelopment Agency, as defined herein, and as a means of implementing the cooperative efforts of the City and the Redevelopment Agency to improve the appearance of the Project Area. For purposes of this Program only, the Calimesa Boulevard Corridor is defined as that portion of Calimesa Boulevard between County Line Road and Sandalwood Avenue. Eligible properties must either front on or be significantly visible from Calimesa Boulevard to be eligible for funding. Newly-constructed buildings are not eligible for this program.

FUNDING

The available funding is \$250,000, which is made possible through the issuance of bonds from the Calimesa Redevelopment Agency. Applications will be processed on a first-come basis until the available funding has been expended.

PROGRAM GUIDELINES

The purpose of the Program is to provide Facade Matching Grants to eligible property owners and business owners (“Owner”) for use in cleaning up, beautifying, improving and maintaining the exterior appearance of their property or building façades within the Calimesa Boulevard Corridor Project Area in the City of Calimesa in accordance with the Program Guidelines. Each Facade Matching Grant will match the contribution of the Owner in an amount not to exceed \$15,000 per 50 lineal feet of substantially improved façade. The amount may be increased up to \$25,000 for the first 50 lineal feet if Staff agrees that the benefit of the increased amount will result in one or more of the following improvements:

- Dedication of additional right-of-way by the applicant (where there is a determined need as indicated by the City Engineer and Public Works Director).

- Installation of public improvements by the applicant, including curb & gutter, sidewalk or other street improvements if the site is lacking such (where there is a determined need as indicated by the City Engineer and Public Works Director).
- Substantial conformance to City Code for nonconforming uses and structures.

The maximum Façade Matching Grant for projects limited to site improvements shall be equal to the maximum for 50 lineal feet of substantial façade improvement, i.e. \$15,000 or \$25,000 per the discussion above. The maximum Façade Matching Grant for projects limited to signage shall be \$7,500.

All requests for Facade Matching Grants shall be processed, approved and administered as provided for in these Program Guidelines. This Program does not create the right of any resident, property owner, or business owner to receive a Facade Matching Grant. The Facade Matching Grants are intended to be used for the following types of work:

- a) Exterior rehabilitation of blighted building facades within the Calimesa Boulevard Corridor in compliance with any adopted or pending Design Guidelines or future updates.
- b) Exterior painting, stucco applications, and other architectural treatments that improve the aesthetics and visual appeal of blighted building facades within Calimesa Boulevard Corridor.
- c) Correction of violations of the Municipal Code or other public nuisances visible from, or that otherwise detract from, any streetscape within Calimesa Boulevard Corridor.
- d) Correction of exterior Building or Fire Code violations or deficiencies – must be funded by Owner’s matching funds.
- e) Improvement of existing inadequate landscaping or installation of new landscaping to building frontage or areas visible from Calimesa Boulevard that serves to improve the visual appeal of Calimesa Boulevard streetscape.
- f) Correction or replacement of non-conforming or inadequate signage along Calimesa Boulevard Corridor Project Area.
- g) Other exterior improvements that are consistent with any of the City’s Design Guidelines or aesthetic goals as outlined in the General Plan for the Calimesa Boulevard Corridor.

City Responsibilities

The City shall be responsible for administering and implementing the Program in a manner consistent with the Grant Agreement. City’s responsibilities shall include: (i) working cooperatively with the applicants, (ii) approving award of Facade Matching Grants to eligible applicants; (iii) disbursing individual Facade Matching Grants to grant

recipients; (iv) preparing Grant Agreements for grant recipients; (v) inspection of approved improvements to ensure completion; (vi) review of costs submitted by grant recipients for reimbursement; (vii) auditing use of Facade Matching Grants by grant recipients; (viii) maintaining the reports and records required under the Grant Agreement; and (ix) enforcing the terms of Grant Agreements.

Owner Eligibility and Selection

1. Eligibility. In order to be eligible for an award of a Facade Matching Grant an applicant must meet all three criteria set forth below:
 - a) Own or lease real property located on or significantly visible from the Calimesa Boulevard Corridor. If the applicant is a tenant, the applicant must have obtained written consent from the property owner to act as the owner's representative in the Program and to lien the property. If approved, the property owner will subsequently need to execute the Grant Agreement.
AND
 - b) Submit an application to the City meeting the requirements of the Program Guidelines. Applications must specify the improvements to be made to the exterior façade or other exterior work on the property and be consistent with the Program Guidelines.
AND
 - c) Demonstrate that the applicant can match the amount of grant funds being requested. Facade Matching Grants are intended to supplement funds contributed by the applicant to the project. While the amount that an applicant may contribute to their project is not limited, unless otherwise stated, the maximum amount of any Facade Matching Grant will be limited by the size of the property being improved and the type of improvements being made.
2. Application. Any owner may apply to the City for a Facade Matching Grant using the form provided by the City. The application must include the following:
 - a) A color diagram or rendering of proposed improvements.
 - b) A color photo of the existing building.
 - c) Material samples including paint color chips and samples of stucco, brick, stone, and so forth in the colors proposed for the project. Include cut sheets for windows and doors.
 - d) A site plan if site improvements such as landscaping are proposed as part of the project.

- e) A construction budget with itemized cost estimates for labor and materials based on bids from contractors.
- f) A proposed work schedule with specified commencement and completion dates.

All applications should be directed to:

Community Development Director
City of Calimesa
908 Park Avenue
Calimesa, California 92320

3. Determination. Once the City has received an application to the Community Development Director for a Facade Matching Grant, it will forward a copy of the application and all attachments to the Redevelopment Manager and the City Manager for comment. The Community Development Director will arrange for the appropriate staff to meet and review the application, and designate a staff member to process the application. The City will review individual applications on a first-come basis until the available funds have been expended or the Program is otherwise terminated. The City shall determine which applications are eligible in its sole discretion and judgment. The City may interview applicants and/or request supplemental information to assist with the selection process.

Since the amount of Program funds is limited, the City will determine which, if any, of the eligible applications are to be awarded Facade Matching Grants in its sole and absolute discretion. Applications will be judged based on:

- a) Conformance with the Program Guidelines.
- b) Cost effectiveness of the project and accuracy of project budget.
- c) Extent and scope of proposed private and public improvements.
- d) Extent of the beneficial impact on the appearance of Calimesa Boulevard Corridor.
- e) Architectural and aesthetic qualities of the project, including compliance with any of the City's adopted Design Guidelines and the Calimesa Boulevard Corridor Project Area Streetscape Plan.
- f) Ability to demonstrate that the project will result in substantial public improvements, including the dedication of street right-of-way where deemed necessary by the City Engineer and Public Works Director, and the remedy existing Municipal Code violations or public nuisances.
- g) The likelihood that the property will be not redeveloped in the foreseeable future, as it is the intent of the Program to improve the appearance of properties that are consistent with future plans for the Calimesa Boulevard Corridor.

The City may prioritize the award of Facade Matching Grants based on which proposed projects are determined to address the most serious problems and/or those which will have the most visual impact.

4. Award. Once the City has determined to award a Facade Matching Grant to an eligible applicant, the applicant will receive written notice of the award. The award shall be contingent upon the property owner executing a Grant Agreement in the form provided by the City and compliance with all of the terms and provisions of the Program Guidelines and Grant Agreement.

Program Administration

The Program will be administered and implemented in accordance with the following:

- 1) Grant Amount. The maximum amount of each Facade Matching Grant shall be \$15,000 per 50 lineal feet of substantially improved facade, unless otherwise specified per the terms of this document. In addition, no Facade Matching Grant will exceed one hundred percent (100%) of the matching funds provided by the grant recipient. No Owner shall be eligible to receive more than one Facade Matching Grant within a one-year period.
- 2) Grant Agreement. The affected property owner shall execute a Grant Agreement with the City as a condition of receiving any disbursement of grant funds.
- 3) Possible Repayment Upon Sale of Property. The purpose of this Program is to improve the property along and enhance the appearance of the Calimesa Boulevard Corridor to stimulate the economic vitality of the Corridor. Grant funds are not to be used to make improvements to enhance the value of the real property for resale. Therefore, if the real property improved through the Program is sold within three years and six months of the date of the Grant Agreement, the grant funds are to be repaid at the time of the sale unless the Redevelopment Agency agrees to release the property without payment.
- 4) Disbursement of Funds. Grant funds will only be disbursed by the City to pay for eligible costs indicated on the project budget attached to the application that are actually incurred by the grant recipient on the approved project. The grant recipient may periodically submit requests for disbursement of the grant funds in installments as reimbursement for ongoing expenses or may submit a request for a lump sum disbursement upon completion of the project. Each request for disbursement shall be accompanied by invoices from the contractor and any subcontractors detailing the work that has been performed, the cost for the completed work, and a statement that prevailing wages have been paid for all work invoiced; a statement that the costs are an eligible expense per the approved budget; and proof of payment to the contractor and any subcontractors for the invoiced work. The City may require that an inspection be made to determine that improvements have been installed or performed pursuant to the approved plans, have been properly made, and are in place. In order to ensure completion of the project, the final 25 percent of the grant funds will not be

disbursed until completion of the project and submission of labor and material lien releases from the contractor and all subcontractors.

- 5) Eligible Costs. Costs eligible for reimbursement with Facade Matching Grant funds are those costs for work identified above in these Program Guidelines that also meet the following criteria:
 - a) The fee of any City permit required for the project.
 - b) Costs for design, architecture, and planning services by licensed professionals that have been previously approved by the City of Calimesa.
 - c) Costs for approved property improvements billed by licensed contractors on the "Eligible Contractors List" or otherwise pre-approved.
 - d) Other costs indicated on the project budget and approved by the City.

All costs must be consistent with the application and approved budget to be eligible for reimbursement. In no case shall the amount of reimbursement for pre-construction costs (permit fees, design work, and so forth) exceed ten percent of the total approved Façade Matching Grant.

- 6) Correction of Code Violations. Existing code violations and deficiencies must be addressed in the scope of work for the project. However, the cost of correction must be equal to or less than the amount of the grant recipient's matching funds. Any code enforcement fines must be paid prior to consideration of the grant application.
- 7) Permits. Applicants are solely responsible for obtaining all required approvals and permits for the project, including the payment of all required fees or deposits to the City and other governmental entities having jurisdiction over the project. Applicant is responsible for submitting and processing project plans through all applicable City required procedures.
- 8) Pre-submittal Meeting Required. Applicants shall be required to meet with the City's Community Development Department prior to application submittal to determine what level of review the project will require, as well as the type of submittals and applications necessary to process the approval for the project.
- 9) Submittal of Plans. Only the Owner or Owner's representative may submit plans for review under this Program. Owner's representative must have written authorization from the Owner prior to submittal of the project plans.
- 10) Licensed Contractors. All construction work for which the grant recipient seeks reimbursement out of grant funds shall be from licensed contractors on the City's pre-qualified contractor's list established under this program or otherwise approved by the City prior to commencement of work on the project. All contractors must be licensed and bonded by California to perform the requested services.

- 11) Hiring of Contractor. Grant recipient shall have the sole responsibility, once the plans have been approved, of hiring a contractor to perform the agreed upon work. To the extent possible, all of the labor, materials and supervisory services devoted to this project under this Program shall be procured from a list of suppliers and contractors themselves doing business from premises within the City of Calimesa.
- 12) Prevailing Wage Compliance. Compliance with SB 975 (Prevailing Wage Legislation) is required for those who work on the façade improvements (see application for further detail).
- 13) Work Completion. Grant recipient shall be solely responsible for completion of all work and for obtaining a certificate of occupancy, if required, from the City.
- 14) Requirements. Grant recipient agrees to install all improvements and complete all work as specified in the approved application, stamp-approved plans, and City recommendations. All work will conform to any approved Design Guidelines and Streetscape Plans that are, or may be, established for the Program. Applicant may be required to submit additional drawings or other submittals that further illustrate the improvements as proposed. Applicant agrees to complete all required Program work pursuant to and consistent with the agreed upon deadlines.

The above requirements are designed to assist the applicant in understanding the nature of the Program. Their purpose is to assure that the project is completed in a timely and expeditious manner.



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CALIMESA BOULEVARD CORRIDOR FAÇADE IMPROVEMENT PROGRAM REQUIREMENTS AND APPLICATION

The following documents must accompany this application:

- a) A color diagram(s) or rendering(s) of proposed improvements (either a hard copy or electronic copy).
- b) A color photo(s) of existing building.
- c) Material samples including paint color chips and samples of stucco, brick, stone, and so forth in the colors proposed for the project. Include cut sheets for windows and doors.
- d) A site plan if site improvements such as landscaping are proposed as part of the project.
- e) A construction budget with itemized cost estimates for labor and materials based on bids from a contractor paying prevailing wage.
- f) A proposed work schedule with specified commencement and completion dates.
- g) Proof of ownership or written authorization from the property owner to alter, modify, or otherwise make changes to the property or exterior façade of the building and to lien the property.

Plans are to be reviewed by the City prior to submitting this application to assure compliance of the Calimesa Corridor Design Guidelines and to advise the applicant of the City permits that will be required. If the grant application is approved, the applicant must then process the plans through all applicable City permit procedures (Development Plan Review, Minor Development Plan Review, Conditional Use Permit, et al). City Staff will provide assistance as and if necessary. Please note that permit fees are eligible expenses.

Any and all money owed to the City, whether for code violations, deposits for planning services, or other reasons, must be paid prior to acceptance of the grant application. In

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addition, all occupants of the real property must have business licenses if required by City Code, as must all contractors and subcontractors completing work on the façade/site improvements.

Applications will not be accepted unless complete.

See next page for important information on SB 975: Prevailing Wage Legislation

SB 975: Prevailing Wage Legislation

In the past few years, the California Department of Industrial Relations ("DIR") has issued a number of new determinations of prevailing wage applicability in various publicly assisted projects. In almost all of those determinations, the DIR found that public agency assistance to the projects triggered prevailing wage requirements. The prevailing wage requirements were changed even further by the Legislature's adoption of SB 975, which dramatically expanded the coverage of prevailing wage requirements to projects involving almost any sort of public subsidy. Under current law, prevailing wages are required to be paid on any public works project in excess of \$1,000 (Labor Code Sections 1770 – 1774). A public works project is defined as a work of "construction, alteration, demolition or repair work done under contract and paid for in whole or in part out of public funds" (Labor Code Section 1720). Therefore, project costs funded under this program will be subject to prevailing wages.



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COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION

I hereby express my interest to participate in the façade improvement program and submit the following information:

1. Name of Owner: _____ Telephone: _____
2. Home Address: _____
3. Name of Business: _____
4. Address of Business (Property to be Improved): _____
5. My present type of business is: _____

The business activities at this location include the following:

6. Please explain in detail the type of project you wish to complete:

- Exterior Rehabilitation Exterior Painting/Stucco
- Landscaping Improvements Correction of non-conforming signage
- Correction of code violations:

7. Have you met with the Planning Department regarding this project? Yes No
8. If yes, have you completed a Development Plan Review application in conjunction with this application? Yes No

9. Please describe your background and experience, as it pertains to your request (you may include further information on this page or attach additional sheets).

10. Please make sure to attach each of the following:

- A color diagram(s) or rendering(s) of proposed improvements (either a hard copy or electronic copy).
- A color photo(s) of existing building.
- Material samples including paint color chips and samples of stucco, brick, stone, and so forth in the colors proposed for the project. Include cut sheets for windows and doors.
- A site plan if site improvements such as landscaping are proposed as part of the project.
- A construction budget with itemized cost estimates for labor and materials based on bids from a contractor paying prevailing wage.
- A proposed work schedule with specified commencement and completion dates.
- Proof of ownership or written authorization from the property owner to alter, modify, or otherwise make changes to the property or exterior façade of the building and to lien the property.

11. I understand that submission of this Statement of Interest does not in any way obligate me to participate in the Façade Improvement Program. I have read the attached guidelines and I understand what will be required if selected.

Signed: _____

Print Name: _____

Title (if applicable): _____

Date: _____



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CALIMESA BOULEVARD CORRIDOR FAÇADE IMPROVEMENT PROGRAM 2009-2010 FEE SCHEDULE

Initial Processing Fee Due With Application

\$45.00 Non-refundable and not an eligible program cost

Minor Development Plan Review Fee

\$ 500 Grants up to \$15,000

\$1,000 Grants from \$15,001 to \$30,000

\$1,500 Grants from \$30,001 to \$45,000

Fee continues to increase \$500 for every \$15,000 increment of grant

Bonus grants awarded for right-of-way dedication, public improvements, or removal of non-conforming signage do not increase the fee amount.

The fixed fees above are in lieu of the City's normal process of taking a deposit and direct billing for actual costs including staff time.