



# 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 a portion of 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. However, properties north of Avenue L must be occupied at least in part by a restaurant with on-site seating.

Any properties with code violations must be brought to code and all fines paid before an application will be accepted. In addition, all occupants must be legal uses under the new Downtown Business District zoning.

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?**

While most of the money to fund approved projects will be provided by the Redevelopment Agency, the property owner/business must pay for 10 percent of the eligible project costs. For example, if your project will cost \$20,000, the Agency will contribute \$18,000 and you will pay \$2,000.

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 \$22,500 for each 50 lineal feet (or portion thereof) of building façade

being substantially improved through the Program. (Total project cost would be \$25,000 with the owner paying the additional \$2,500.)

If you are only making site improvements, which can include signage, the maximum grant is \$22,500.

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 at least \$10,000 with no matching funds required for your project. A larger bonus will be considered if multiple benefits are included in 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 you 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.

Step 2 is to review your improvement plans with the City. Shannon Andrews is acting as Program Coordinator. Include a photo 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.

Step 3 is to complete and submit a full Application for Funding after the City has reviewed and commented on your plans. A small non-refundable fee will be charged. Applications are due for this funding round no later than 5:00 p.m. on Thursday, September 16, 2010.

The City will review all applications submitted, determine which are eligible for funding, and decide whether to fund any projects 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. The City will retain 10 percent of the grant funds until the job is done to help ensure that the improvements are completed to everyone's satisfaction.

**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](http://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 REVISED MAY 17, 2010

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”) as defined herein is intended to be the primary means of administering the use of certain bond funds received by the Redevelopment Agency in a cooperative effort with the City of Calimesa to improve the appearance and economic vitality of Redevelopment Project Area No. 5. For purposes of this Program only, the Calimesa Boulevard Corridor is defined as 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. In addition, buildings between County Line Road and Avenue L are only eligible for funding if their tenancy includes a business that serves food to the public for consumption on-site. 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 by the Calimesa Redevelopment Agency (“Agency”). Applications for funding will be accepted

between May 18, 2010, and September 16, 2010. Those applications that in staff's opinion best achieve the Program's goals of improving the appearance and the economic vitality of the Calimesa Boulevard Corridor will be funded. The Agency shall determine which applications to fund in its sole discretion and judgment. The Agency may interview applicants and/or request supplemental information to assist with the selection process.

### **PROGRAM GUIDELINES**

The purpose of the Program is to provide Facade Grants with minimal matching funds to eligible property owners ("Owner") for use in beautifying and improving the exterior appearance of their property or building façades within the Calimesa Boulevard Corridor in accordance with the Program Guidelines. All requests for Facade 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 Grant.

## Calculation of Maximum Façade Grant Amounts

Each Façade Grant will pay for 90% of eligible project costs to a maximum amount determined by the size of the property. The Owner will be responsible for payment of 10% of eligible project costs and any amount over the maximum allowed.

The following are the maximum Façade Grants by type of project:

- A maximum Façade Grant of \$22,500 per 50 lineal feet (or part thereof) of substantially improved façade. Matching funds equal \$2,500 for a total available of \$25,000 per 50 lineal feet (of part thereof) of façade improvement.
- A maximum Façade Grant of \$22,500 for site improvements affecting parking lots, landscaping, and freestanding signage. Matching funds equal \$2,500 for a total available of \$25,000 for site improvements.
- A bonus of \$10,000 without matching funds in addition to these maximum Façade Grant amounts if Staff agrees that the increased amount will result in at least one 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, structures and/or signage.

If more than one public benefit is included in the project, the bonus may be increased at staff's discretion.

## Eligible Project Costs

The Façade Grants are intended to be used for the following types of work:

- Exterior rehabilitation of blighted building facades in compliance with any adopted or pending Design Guidelines or future updates.
- Exterior architectural treatments that improve the aesthetics and visual appeal of blighted building facades.
- 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.
- Correction or replacement of non-conforming or inadequate signage.
- Other exterior improvements that are consistent with the City's Design Guidelines or aesthetic goals as outlined in the General Plan for the Calimesa Boulevard Corridor.

- Professional services and permit fees related to eligible project costs not to exceed the amount of the Owner's matching funds.

## **Owner Eligibility and Selection**

### Eligibility.

In order to be eligible for a Facade Grant, an applicant must meet all three criteria set forth below:

1. 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.
2. Submit an application to the Agency 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.
3. Demonstrate that the applicant can match the amount of grant funds being requested. While the amount that an applicant may contribute to their project is not limited, unless otherwise stated, the maximum amount of any Facade Grant will be limited by the size of the property being improved and the type of improvements being made.

Any property with existing code violations on record is ineligible for this Program until the violations have been corrected and all fines have been paid.

### Application.

Any owner must apply to the Agency for a Facade Grant using the form provided by the Agency. The application must include the following:

1. A color photo of the existing building.
2. A color diagram or rendering of proposed improvements.
3. 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.
4. A site plan if site improvements such as landscaping are proposed as part of the project. The types of plants and the sizes proposed for planting must be identified.
5. A construction budget with itemized cost estimates for labor and materials based on bids from contractors that reflect payment of prevailing wages.
6. A proposed work schedule with specified commencement and completion dates.

All applications should be directed to:  
Community Development Director  
City of Calimesa Redevelopment Agency

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#### Determination.

Once the Agency has received an application to the Community Development Director for a Facade Grant, it will forward a copy of the application and all attachments to the Redevelopment Manager and the Executive Director 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 Agency will review individual applications at the conclusion of the designated application period and determine which, if any, of the eligible applications are to be awarded Facade Grants in its sole and absolute discretion. Applications will be judged based on:

- Conformance with the Program Guidelines.
- Cost effectiveness of the project and accuracy of project budget.
- Extent and scope of proposed private and public improvements.
- Extent of the beneficial impact on the appearance of Calimesa Boulevard Corridor.
- Extent of the project's potential to increase the economic vitality of the Calimesa Boulevard Corridor, e.g. the number of businesses directly impacted by the project.
- 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.
- 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.
- 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 Agency will prioritize the award of Facade Grants based on which proposed projects are determined to address the most serious problems and/or those which will have the most visual and economic impact.

#### Award.

Once the Agency has determined to award a Facade 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 Agency and compliance with all of the terms and provisions of the Program Guidelines and Grant Agreement.

#### **Agency Responsibilities**

The Agency shall be responsible for administering and implementing the Program in a manner consistent with the Grant Agreement. Agency's responsibilities shall include: (i) working

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cooperatively with the applicants, (ii) approving award of Facade Grants to eligible applicants; (iii) disbursing individual Facade Grants to grant recipients; (iv) preparing Grant Agreements for grant recipients; (v) inspecting approved improvements to ensure completion; (vi) reviewing costs submitted by grant recipients for reimbursement; (vii) auditing use of Facade Grants by grant recipients; (viii) maintaining the reports and records required under the Grant Agreement; and (ix) enforcing the terms of Grant Agreements.

## **Program Administration**

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

### Grant Award.

No Owner shall be eligible to receive more than one Facade Grant per property.

### Grant Agreement.

The affected property owner shall execute a Grant Agreement with the Agency as a condition of receiving any disbursement of grant funds.

### Possible Repayment Upon Sale of Property.

The purpose of this Program is to 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 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.

### Disbursement of Funds.

Grant funds will only be disbursed by the Agency 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 or authorization to pay the contractor(s) directly on behalf of the applicant. The Agency 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 10 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.

### Eligible Costs.

Costs eligible for reimbursement with Facade Grant funds are those costs for work identified above in these Program Guidelines including:

- The fee of any City permit required for the project.

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- Costs for design, architecture, and planning services by licensed professionals.
- Costs for approved property improvements billed by licensed contractors.
- 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 Grant.

#### 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.

#### Pre-submittal Meeting Required.

Applicants shall be required to meet with the City's Community Development Department prior to application submittal to review their project and 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.

#### 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.

#### Licensed Contractors.

All construction work for which the grant recipient seeks reimbursement out of grant funds shall be from contractors licensed and bonded by California to perform the requested services. All contractors and subcontractors working on the project must complete and submit a City of Calimesa Vendor Application.

#### 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. Use of suppliers and contractors doing business from premises within the City of Calimesa is encouraged.

#### Prevailing Wage Compliance.

Compliance with SB 975 (Prevailing Wage Legislation) is required of all project contractors and subcontractors. (See Grant Application for further detail.)

#### 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.

### Compliance.

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 Application Requirements

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 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 must be submitted by September 16, 2010.

**Applications will not be accepted unless complete.**

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

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## **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:

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

Exterior Rehabilitation  
Painting/Stucco

Exterior

Landscaping Improvements  
signage

Correction of non-conforming

Correction of code violations

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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).

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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.