

Downtown Building Beautification Program Guidelines



take center stage

Economic Development Department
100 Civic Center Mall
Indio, CA 92201

Questions?

Contact City staff at (760) 391-4068 or econdev@indio.org

PROGRAM OVERVIEW

As the City of Indio continues its renaissance and revitalization efforts in the Downtown Specific Plan Area, the City is engaging one of its most valuable assets — Downtown storefront businesses. As a way to enhance our Downtown and provide support to our local businesses, the City has created the Downtown Building Beautification Program (the “Program”). The program is, as its public purpose, intended to encourage business owners and/or commercial property owners to enhance the appearance of properties through improvements to commercial buildings. Improvements can have a significant impact on the appearance, community pride, economic setting, and marketability of the properties and businesses located in the City of Indio’s Downtown Specific Plan (Attachment A.)

Building owners must own the building for 5 years continuously, or Businesses must remain in business for 5 years continuously. Grant will be forgiven on an annual basis at a rate of 20% per year.

GRANT AMOUNT

The Program will provide funding assistance of up to fifty thousand dollars (\$50,000). Funding assistance shall not exceed \$40,000 for building façade improvements and \$10,000 for interior improvements. Established businesses that have been operating for more than 20 years at the same location may qualify for up to \$100,000, pending proof of their longevity. Out of the amount allocated, up to 20% can be for interior improvements. The Program is administered by the City of Indio. Staff will make the determination as to the eligibility of applicants and projects to participate in the Program based on qualifying and eligibility measures as outlined in these guidelines. These guidelines and financial terms are in effect until the Program funds are expended.

A tiered grant amount will be allowed to assist businesses with small façade improvements and the requirements will differ based on amount.

- 1. Grant under \$10,000-** Does not require a Regulatory Agreement to be recorded as part of the Grant Agreement.
- 2. Grant above \$10,001-** A complete Grant Agreement with a Regulatory must be completed.

Grant proceeds are to be used for labor and materials directly related to building improvements approved by the outline as “Eligible Improvements”. Tools may not be purchased with grant funds, but tool rental is allowable. Program funds are to be used for building improvements that are visible to the public or enhance the building’s use, rather than simple routine maintenance. All improvements completed through Program

are "public work," as that term is used in Section 1720 of the California Labor Code. In accordance with Labor Code section 1720 et seq., prevailing wages shall be paid for all improvements. Use of volunteer labor is not allowed. All estimates and payments for construction and installation of improvements shall include prevailing wages and shall otherwise comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the California Labor Code and all other applicable laws and regulations with respect to prevailing wages. Participants in the program are responsible for ensuring that the improvements are in compliance with the Prevailing Wage Law.

ELIGIBLE IMPROVEMENTS

The Program is designed to support the City's revitalization efforts in Downtown Indio by helping businesses enhance or revitalize storefronts.

Eligible uses of funds are for:

- Exterior and Interior painting or wall coverings
- Façade Improvements
- Windows and window treatments
- Door
- Floor covering
- Lighting systems
- Ceiling tiles
- Display cases affixed to the building
- Partition walls
- Exterior signs, vinyl letter signage (windows)
- Benches and trash receptacles
- Landscaping
- Outdoor seating

Ineligible Improvements include, but are not limited to:

- Building structural repairs;
- Portable signs; signs not mounted or attached to storefronts;
- Improvements that are not in the public view
- Improvements not approved by the City in writing.

NOTE: The City of Indio will award projects meeting the established eligibility criteria on a first come first served basis until the available funds are exhausted.

APPLICANT ELIGIBILITY REQUIREMENTS

Applicant(s) who desire to participate in the Program must meet the following criteria:

- The applicant(s) must be either the current property owner(s) or the business owner(s) (tenant). Tenant must receive owner(s) written approval to be eligible for participation in the Program. In case of multiple ownership, the signature of each titleholder is required on all appropriate documents. The City will verify property ownership and require all persons currently on

the title to give written consent to all work proposed to be performed on the property before initiating such work;

- Only businesses within Downtown Indio Area (see Attachment A "Map") are eligible to participate;
- The business must have an active business license with the City of Indio;
- All building improvements supported by the Program funds must be for improvements to the building that are visible to the public or enhance the use of the building;
- The property owner agrees to be responsible for ongoing maintenance for five (5) years following the completion of the program-funded improvements, including any landscaping;
- The business must be open to the public, free of building code violations and/or tax liens for five years moving forward upon participation approval; and
- Exterior improvements must follow City-approved design standards for any exterior modifications.

IMPLEMENTATION WORK

All improvements shall conform to the City of Indio's Building Codes, Zoning Ordinance, and applicable Design Guidelines. Project improvements commenced before the City's issuance of a Notice to Proceed are not eligible for this Program. City staff will be available to work with approved applicants to assist in coordinating the project. City staff will carry out periodic inspections.

DETERMINATION OF ELIGIBILITY AND APPROVAL OF WORK SCOPE PROCESS

Program eligibility will be determined based on the City review of a completed program application submitted by the property owner(s) or tenant. Applications will be available on the City's website.

- 1. Application-** If your business is in the eligible area, please complete all of the application's components and submit it to Economic Development Department, 100 Civic Center Mall, Indio, CA 92201, or via email at econdev@indio.org.
- 2. Verification and Eligibility Determination-**
 - a. Applicant Eligibility
 - Property Owners and tenants of commercial buildings
 - All tenants must provide the City written consent from the property owner where the proposed improvements occur.

- Tenants must provide written evidence that they have a minimum of two (2) years lease term remaining after the projected completion of improvements
- Applicants must have a current Business License to conduct business at the address where improvements are to occur and must not be delinquent or past due on any City of Indio fees for the grant term.

Once an applicant has been determined to meet eligibility requirements, an initial inspection of the property will be made by the Building Department to determine if any code violations exist. These code violations must be remedied BEFORE an applicant is eligible to participate in the program.

b. Property Eligibility

- The property must have an address within Downtown Indio Specific Plan (see Attachment A).
- The City has a preference for businesses such as casual dining restaurants and retail, but all applications will be processed in the order received.

c. Exclusions

- Applicants who have completed eligible improvements before the program commencement date do not qualify for assistance
- Applicants who have received assistance from the City of Indio for the business at the business address are not eligible for assistance.
- Structural improvements not related to exterior improvements, including seismic upgrades.

All property improvements made under this program must be consistent with the City's Downtown Indio Specific Plan and Indio General Plan 2040. As with any other project, the property improvements under this program must also adhere to all applicable building codes, sign ordinances, and development/design standards for the City of Indio. Any code violations must be corrected before funding is released. Should any code violations occur related to any improvements made using funding from this Program and remain uncured for a period of time as outlined in a code enforcement citation, the participant may be required to reimburse the City for any unamortized funding over 5 years from the date funding is released.

3. Selection of Contractor- The business owner or tenant is responsible for selecting a contractor to perform improvements. The City is not responsible for selecting the contractor. All contractors must obtain necessary Federal, State, and Local Licenses to perform work and are subject to prevailing wage laws. Under certain circumstances, the City may agree to select and enter into an agreement with a contractor or complete improvements with "in-house" staff.

4. Approval and Notifications- City will send a written approval or denial notification.

5. Secure Planning and Building Permits- All necessary planning, building, encroachment permits, and other permits must be secured by the City's Planning and Building Department before construction is initiated.

6. Contract Agreement- City staff will select and execute necessary agreements with business owner(s) and/or tenant for the grant.

7. Progress Payments- The City will process progress payments when requested by the business owner(s) and/or property owner. Payments will be made by check after submission of an invoice to the City, lien releases, and satisfactory completion of improvements. It is important to note that any necessary permits and final inspections must be completed before requesting the final payment.

(END OF GUIDELINES)

Attachment A (Downtown Indio Boundary Map)



The Downtown Specific Plan Area: Downtown Indio is at the heart of Indio, with concentrations of civic, cultural, and commercial uses, well connected to the rest of the City (and region) and unlimited opportunity for future growth and success.

Attachment B

Examples of Projects from other Cities

City: Salt Lake City
Population: 200,000
Grant Amount: \$30,000



City: Auburn, Washington
Population: 80,900
Grant Amount: \$30,000



City: Mesquite, TX
Population: 140,000
Grant Amount: \$20,000



Signage Examples:



City: City of Columbia
Population: 134,000
Grant Amount: \$15,000 (Exterior) and \$10,000 Interior.
**Must apply for exterior in order to apply for interior grant.

