



**County of San Diego
Business Revitalization and Assistance Program**

The application acceptance period for this grant program is Oct. 1–15, 2020.

Summary

The Business Revitalization and Assistance Program was established by the San Diego County Board of Supervisors (Board) on May 5, 2020. The grant program is administered by the County’s Planning & Development Services Department and provides grant funding to small-business and commercial property owners to make permanent improvements to the front exterior of their business. Through this program, qualifying applicants can be awarded up to \$8,000, while registered historic properties are eligible for a grant of up to \$12,000. Grant funds will be provided as a reimbursement.

The goal of the grant program is to add value to the local economy and enhance the community experience by creating a positive visual impact and increasing customer traffic to community-based businesses in the unincorporated County. Additionally, these funds are intended to assist businesses recover from impacts to their operations incurred from COVID-19 by helping them comply with current health orders.

These guidelines will explain eligibility, qualifying expenditures, reimbursement process, and general compliance rules.

The application acceptance period for this grant program is Oct. 1–15, 2020. Applications will be accepted by email and by hard copy. If submitted by email, please send applications to businessgrant@sdcounty.ca.gov. All email applications must be received by midnight on Oct. 15. Hard-copy applications must be submitted by hand to Planning & Development Services zoning counter, located on the first floor at 5510 Overland Avenue, San Diego, CA 92123. Counter hours are Monday through Friday, 9 am to 5 pm; hard-copy applications must be received by 5 pm on Oct. 15. Applicants will receive email notification of their grant status by Nov. 5.

Any grants submitted prior to the acceptance period will not be reviewed and will have to be resubmitted from Oct. 1–15, 2020.

Available Funding and Grant Amounts

The Board allocated one-time funding of \$250,000 from the general fund to implement this grant program, and two categories have been created to determine the maximum amount for a grant application. Grant funds will be provided as a reimbursement after all criteria has been deemed to be met.

The first category is for historic properties that are listed on a local, state or federal landmark registration. Properties that have met the historic registration requirement are eligible for an amount up to \$12,000

The second category is for all other properties not registered as historic but that meet the program eligibility requirements. All non-historic registered properties are eligible for \$8,000.

Eligible Participants

- Business or property owner
- Properties with no outstanding taxes or liens to the County
- Legally operating business in compliance with all required County permits and land use regulations
- A company with 25 employees or less
- Properties located in the unincorporated area

All participants must be the business or property owner of the building where the improvements are proposed. To qualify, a company must have 25 or fewer employees, and the property must be in the unincorporated area of San Diego County. The applicant must not owe any past due property taxes or have any outstanding liens with the County.

If the applicant is not the owner of the property, then a letter approving and accepting the proposed improvements must be provided by the owner of the property. It must be submitted with the grant application and acknowledge the scope of work proposed and include the owner's name, address, contact number, and signature. The property owner must also agree to maintain the County-funded improvements for a minimum of three years.

Eligible Improvements

Proposed improvements must be permanent in nature, be done in a professional manner, and adhere to all County land use, zoning, and local community guidelines. The improvements must be to the front exterior of the property and be visible from the street or sidewalk. Work performed after March 1, 2020, is eligible for reimbursement if improvements meet grant requirements, including paying the prevailing wage for work completed with grant funding. The following are examples of eligible improvements:

- Awnings and canopies
- Exterior lighting
- Door and window improvements
- Exterior painting

- Tile, trim, fascia, metalwork, and other decorative items
- Exterior signage
- Plants and minor landscaping associated with the plan
- Demolition of obsolete structures
- Addition of patio or sidewalk eating/workspace (front or side improvements)
- Repairs to the parking lot (must be in conjunction with a patio or outdoor space improvements)
- Barriers and planters

Ineligible Expenses

- Construction equipment and tools
- Upgrading of mechanical, plumbing, or electrical if not associated with front exterior improvements
- Performing general or deferred maintenance
- Non-permanent fixtures and enhancements
- Patio or dining furniture
- Interior work
- General roofing repairs
- Items not allowed by County code

General Exclusions

The following types of projects are excluded from participating in this program:

- National franchises
- Properties owned or occupied by other government or public agencies
- Entirely residential properties
- Big box stores
- Non-profits
- Banks
- Residential buildings with no ground-floor commercial space fronting the street
- Single-family residences

Code Violations

Any current code-enforcement case associated with the property must be either resolved before application submittal or resolved as part of the proposed project improvements. Grant funding may not be used to reimburse expenses associated with correcting code-enforcement compliance issues. Businesses need to be in compliance with all required County permits and land use regulations for grant funding to be given.

Historic Property Incentive

Properties listed as historic on a federal, state, or local register are eligible for the historic property incentive grant of an additional \$4,000 for an amount of up to \$12,000. All proposed changes to historically designated structures must meet the Secretary of Interior Standards and

are subject to additional approvals by the County Historic Site Board. Proof of historic property registration must be submitted with the grant application.

Project Management

Applicants must be fully responsible for managing all aspects of the completion of the improvements, including obtaining all necessary permits, scheduling all inspections when needed, ensuring compliance with the payment of prevailing wages, and paying all invoices for work, materials, and supplies.

Prevailing Wage Requirement

All program recipients who receive a grant amount of more than \$1,000 are required to pay prevailing wages for any work performed that requires payment of wages (i.e., work not performed by the business owner). If the front exterior improvements are to be made in conjunction with other improvements, the prevailing wage requirement only applies to payment for the front exterior improvements for which the grant money is awarded. When applying for reimbursement, the grant recipient must provide official payroll documentation that this requirement has been satisfied by all contractors, subcontractors, and other contracted labor who performed work. Failure to provide documentation that the prevailing wage requirement was met will result in non-reimbursement.

Required Completion Time

Projects must be completed within 365 days from the date stated on the final grant agreement between the County and the applicant. If work is not completed within one year, then reimbursement of funds is not guaranteed and will be subject to grant funds available at the time.

Insurance Requirements

Insurance against claims, injuries, or damages to property that may arise from or in connection with the use of the grant funds must be maintained by grant recipients or their agents, representatives, employees, volunteers, or subcontractors. The cost of such insurance will be the responsibility of the grant recipient and coverage limits must be a minimum of \$1,000,000 General Liability per occurrence/\$2,000,000 aggregate for operations, products and completed operations for bodily injury, personal injury and property damage; \$500,000 Automobile Liability per accident for bodily injury and property damage; and Workers' Compensation and Employers Liability Insurance as required by the California Labor Code. The County will retain the right at any time to review the coverage and amount of insurance required. If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and will be entitled to the broader coverage and/or higher limits maintained by the grant recipient. Minimum policy limits maintained by grant recipients will in no way limit their indemnification obligations.

Disbursement of Funds

Grant funds will be provided as a reimbursement. Reimbursement of funds will only be made upon the County's final approval of the improvements and the receipt of all required documents which include the following:

1. Complete application with original signature
2. Copy of guidelines with applicant's initials
3. Copies of three estimates by qualified source
4. A photograph of the building before and after improvements are completed. The picture of the property before improvements are completed must be submitted with the application
5. All invoices, contracts, and verifications of payment to all contractors and subcontractors
6. Payroll documentation verifying prevailing wages for all contractor and labor services
7. Valid W-9
8. Copies of any required permits
9. Signed promissory maintenance agreements in which the property owner agrees to maintain the County-funded improvements for a minimum of three years

Once all documents have been received and verified, the County of San Diego will notify the applicant that all requirements have been met and a check will be issued within 30 days for the approved reimbursement amount.

For all inquiries regarding the Business Revitalization and Assistance Grant, please contact:

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