



# CITY OF FILLMORE STOREFRONT REHABILITATION PROGRAM: **OVERVIEW**

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Note: Each eligible “storefront” may receive up to \$12,000 in grant assistance. Program details may change at any time. For further information please contact Assistant Planner Manuel Minjares in the City of Fillmore Planning Department at (805) 524-1500 x115.

## **PROGRAM STEPS**

- 1. Develop Proposal**
  - a. Consultation with City Staff: A City Staff member can help review the program with you and help you determine what improvements are eligible under the program.
  - b. Develop the Proposal: Make a brief written proposal that explains what work will be done and how it will benefit the business and/or the community. City staff is available for consultation and can help draft the proposal with you.
- 2. Obtain Quotes from Contractors**
  - a. Obtain Three Quotes: The City will need to see three quotes for the proposal. The work can be split up between more than one contractor. The contractor need not be local, but will need to have or obtain a City of Fillmore business license before beginning work. If building permits are necessary than those will need to be obtained from the City as well.
  - b. Forward the Final Proposal to the City: Your final proposal, along with three quotes, should now ready for submission to the City. It is best to include a cover letter identifying yourself, your business, and how the improvements will benefit your business. Keep in mind there are limited City funds and your proposal will be judged on its effectiveness for economic development. If you are also contributing your own funds toward these or other improvements, you should let that be known as well.
- 3. Submit Proposal to City’s Finance Committee**
  - a. Meet with Finance Committee: If the proposal meets the requirements for the program, you will be invited to meet with the City’s Redevelopment Agency Finance Committee. The Committee, which includes two City Council Members and members of the City staff, will likely have questions about your proposal and how it will benefit your business.

- b. Decision from Finance Committee: The Finance Committee will determine which proposals will be funded. City staff will contact you with their decision.

**4. Finalize Quotes and Enter Agreement**

It will now be necessary to finalize any details on the proposal and make sure you have firm quotes for all the work to be done. The next step will be to enter into a signed Storefront Improvement Rebate Agreement with the City. The final quotes from your chosen contractor(s) will be attached as part of the agreement.

**5. Proceed with Improvements**

- a. Ensure Contractor has City Business License & Permits: While it is the contractor's ultimate responsibility, it is best to make sure they have a Business License from the City, as the City cannot pay them for their work or reimburse you for any payments if they are not licensed and do not have proper permits (if necessary).
- b. Commence Improvements: Everything should now be ready to go. Please make sure the improvements are done per the City agreement and within the time frame established in the agreement.

**6. Submit for Reimbursement**

The City can either pay you or pay the contractor as the work is done. If you have paid the contractor, the City will need to see evidence of the payment made as well as the contractor's invoice for the work done. Or, you may submit the contractor's invoice and the City will pay them directly if the work has been done. The City can make progress payments to the contractor as the work is done, or you can wait until all work is done to seek reimbursement. In any event, the City will not make payment unless it is satisfied that the work has been properly done.



# CITY OF FILLMORE STOREFRONT REHABILITATION PROGRAM: **APPLICATION**

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Date: \_\_\_\_\_

## Section 1: Business Information

Name of Business: \_\_\_\_\_

Business Owner (or responsible party): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Year Business Opened: \_\_\_\_\_

In Central Business District?      Yes              No

Owner-Occupied?                      Yes              No

If not owner-occupied, please list name of property owner and contact information: \_\_\_\_\_

Tenants Involved in Proposal (if any, list name, address and telephone numbers):

Tenant No. 1 \_\_\_\_\_  
Business Name      Physical Address              Telephone

Tenant No. 2 \_\_\_\_\_  
Business Name      Physical Address              Telephone

Tenant No. 3 \_\_\_\_\_  
Business Name      Physical Address              Telephone

(Please list any additional tenants as necessary)

**Section 2. Please Briefly Describe the Proposed Improvements & Estimated Costs (example: A. New Awning; \$2,000.00**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

**Section 3. Narratives (please use this section to expand, as necessary, on the above proposed improvements.)**

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

D. \_\_\_\_\_  
\_\_\_\_\_

E. \_\_\_\_\_  
\_\_\_\_\_