



City of Milpitas Storefront Improvement Grant Program Application

The City of Milpitas' Storefront Improvement Grant Program provides grants for exterior commercial storefront improvements to help increase economic vitality for local businesses. The Milpitas City Council allocated \$365,000 in American Rescue Plan Act (ARPA) funds for this purpose of which, \$75,000 has been allocated for design services. Eligible landlords and business owners may apply for grant funding via a competitive application process.

Project Eligibility

Projects Must:

- Be commercial businesses or tenant spaces on [North Main Street](#) and [South Main Street](#)¹
- Be visible from the public right-of-way (i.e., visible from the street)
- Provide a community benefit (i.e., improves health, safety and/or appearance of a business)
- Be independently owned businesses and not affiliated with regional or national chain

¹Eligible projects are located on North Main Street from Weller Lane to Carlo Street and on South Main Street from Carlo Street to Curtis Avenue

Grant Options

Consult the [Midtown Specific Plan's](#) Design Guidelines (pages 126-140) to develop project plans and drawings regarding:

- Building Design*
- Landscaping, Signage** and Lighting
- Design Guidelines by Building Type

*Improvements to historical structures may require Planning Commission review depending on project scope following review by the Planning Department.

** A master sign program may apply to a commercial building's signage design.

Grant Options

Level 1 grants will cover either 75% or up to \$15,000 of eligible costs² whichever is less. Grant recipients will be responsible for all costs exceeding grant award. The following improvements require a Minor Site Development Permit issued by the Planning Department.

- Paint
- Landscaping³
- Permanent signage⁴
- Permit fees

² Designs and materials shall comply with City design standards

³ Drought resistant, native plants or decorative hardscape

⁴ Signage restrictions promoting alcoholic beverages, and tobacco and vaping products. Sign types limited to wall signs, blade signs, projecting signs and free-standing signs subject to zoning code or master sign program

Level 2 grants will cover either 75% or up to \$25,000 of eligible costs whichever is less. Grant recipients will be responsible for all costs exceeding the grant award. The following improvements⁵ require a Minor Site Development Permit issued by the Planning Department.

- Exterior lighting
- Awnings
- Outdoor seating and benches
- Outdoor dining features and structures
- Windows
- Restoration of historic architectural features and finishes
- Removal of inappropriate architectural materials
- Permit fees
- Design consultant fees

⁵Improvements shall comply with City design standards

Project Eligibility

- Applicants must own the property or currently operate their business at project site
- No other projects must be planned for project site
- Improvements must be visible from the public right-of-way
- Only exterior improvements are eligible for grant funds
- Interior improvements are not eligible for grant funds
- Proposed improvements requiring interior changes are not eligible for funds
- Proof of current City-issued business license in good standing⁶
- Proof of at least three years remaining on tenant lease from application submittal date
- Applicants must have no outstanding City code violations⁷

⁶Business owners/operators who are legal tenants

⁷If violations exist, grant recipient must demonstrate how violations will be resolved to the City's satisfaction before project initiation

Program Requirements

- Grant recipient is responsible for covering remaining project costs that exceed the City's total grant award including mechanics and/or materialmen's liens
- Grant funds are issued on a reimbursement basis
- City reserves the right to define project milestones and reimbursement eligibility
- Use of public funds trigger prevailing wage requirements per the [California Department of Industrial Relations](#) (DIR) if the project is a 'public works' project and total compensation is \$1,000 or more. California [wage schedules](#) are available from DIR.⁸
- Level 1 grant-funded improvements shall be consistent with City design standards
- Level 2 grant-funded improvements will be in collaboration with the City's qualified design consultant and consistent with City design standards
- Applicant responsible for obtaining required permits and hiring construction contractors
- Matching funds may include, but not be limited to personal loans or outside investments by submitting banking/financial statements showing available funds

- Recipient shall sign Storefront Improvement Program Participation Agreement to complete the project per the Agreement's milestone and reimbursement schedule. If improvements are not completed per the Agreement, the City has the right to require a mandatory meeting to resolve such matters
- Maintain the building and property in good condition for five years from date of project completion to keep the property free from visible defects, deterioration, dirt and debris in compliance with City rules, regulations and ordinances.
- If the business owner relocates to another location, the improvements shall remain with the building and shall not be removed other than for repair.
- Applicant and its contractor(s) shall comply with the City's insurance requirements
- The City may suspend or terminate the agreement, in whole or in part, if applicant fails to comply with any term of the agreement or with any of the rules, and may declare the applicant ineligible from any further participation in City contracts as provided by law

⁸Prevailing wage is triggered when construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds. It can include pre-construction and post-construction activities related to a public works project.

Design Consultant Services⁹

Level 2 grant recipients may receive design services from a qualified City-retained architectural firm to provide the following services:

- Design guidance
- Prepare preliminary design concepts and cost estimates
- City staff to assist grant recipient through design approval, construction preparation and permit processes
- Grant funds can be applied to design consultant fees not otherwise covered by the City
- Consult the Midtown Specific Plan's Design Guidelines (pages 126-140) to develop project plans and drawings regarding:
 - Building Design*
 - Landscaping, Signage** and Lighting
 - Design Guidelines by Building Type

*Improvements to historical structures may require Planning Commission review depending on project scope following review by the Planning Department. ** A master sign program may apply to a commercial building's signage design.

Application Process Steps

1. Read and reviewed the [Program Information](#)
2. Confirm your eligibility
3. Determine grant option
4. Complete the fillable PDF application included below
5. Provide a PDF copy of active City-issued Business License in good standing
6. Provide three images of existing storefront from three different vantage points
7. Email completed application and questions to Economic Development at econdev@milpitas.gov
8. Economic Development staff will follow up after review of your application

Competitive Selection Process

1. City staff will review applications based on Selection Criteria
2. Applicant receives notice of approval or denial of grant award

Application

Applicant Information

Applicant Name:

First _____ *Last* _____ *Date:* _____

U Address:

Street Address _____ *Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Applicant
Phone: _____

Applicant
Email: _____

Business Owner

Property Owner

The Applicant is the:

Level 1

Level 2

Select Grant Option:

Project Site Information (Where storefront improvements would be made)

Project Address:

Street Address _____ *Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Assessor's Parcel #
(APN): _____

City Staff Use Only:

Zoning District _____ *Area Plan* _____

Legal Tenant / Business Information

Business Name:

Business Description:

Business Owner Name:

First _____ *Last* _____

Business Address:

Street Address _____ *Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Milpitas Business
License:

Active

In Renewal

State

Late

Phone: _____

Email: _____

Years at This Location: _____

Total years in Business: _____

Linear Feet of Storefront: _____

of Vacant Storefronts in the Building: _____

Date Lease Signed: _____

Remaining Lease Term (Years and Months): _____

Property and Business Owner Information

Property Owner Information

Name:

First _____ *Last* _____

Address:

Street Address _____ *Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone:

Email:

Check box if property owner information is the same as applicant information on page 4.

Description of Proposed Storefront Improvements:

If awarded, how would these improvements benefit your business and/or commercial building?

Are there multiple tenants in this building? Yes _____ No _____

If applicable, list all other tenants in this building (attach additional pages as needed). If there are no co-tenants, leave the spaces blank.

1. Business Name:

Type of Business: _____

Contact Name: _____

Phone #: _____

2. Business Name: _____

Type of Business: _____

Contact Name: _____

Phone #: _____

3. Business Name: _____

Type of Business: _____

Contact Name: _____

Phone #: _____

4. Business Name: _____

Type of Business: _____

Contact Name: _____

Phone #: _____

Program Guidelines

Grant recipients are responsible for all costs beyond their grant award including contractor and permit fees. How much could you contribute if awarded a grant?

- \$0
- \$1 to \$5,000
- \$5,001 to \$10,000
- \$10,000 to \$15,000
- \$15,000 to \$20,000
- \$25,000+

How does the applicant intend to fund this amount? (Cash, loan, other,) please briefly describe.

Additional funds may include but not be limited to personal, business or other funds by submitting banking/financial statements showing available funds.

Property Owner and Legal Tenant Consent

Applicant has read, fully understands and hereby consents to all of the terms and conditions contained in this Application and The City of Milpitas' Storefront Improvement Grant Program. Applicant certifies that all information provided herein is complete, true and correct to the best of his/her knowledge and has read and reviewed the [Program Information](#). Applicant further certifies that he/she is an eligible applicant (i.e., either the Business Owner or Property Owner of the prospective project site) and that this project is an eligible project and agrees to comply with all Program requirements, processes and procedures.

Applicant certifies that submitting this Application and/or the performance of Applicant's obligations throughout the Application and Competitive Selection processes do not violate any lease, contract, or other agreement between Applicant and Property Owner.

Submitting this application neither constitutes a grant award nor shall automatically result in receiving a grant award, but be considered via the Program's competitive selection process. Applicant further certifies it has sufficient funds to cover any and all project costs that exceed the amount of a grant award if successfully selected for a grant award. Furthermore, if successfully selected for a grant award, Applicant understands The City will cover up to 75% of or the stipulated dollar amount (i.e., \$15,000 for a Level 1 Grant or \$25,000 for a Level 2 Grant) for eligible project costs, whichever is less. Incomplete applications will not be accepted. The City will inform the Applicant of Application's final determination.

Applicant shall hold harmless, defend and indemnify The City and its officials, officers, employees, agents, representatives and volunteers from and against any and all actual or alleged claims, actions, suits, charges, demands, judgments, and expenses (including reasonable attorneys' fees, expert witness fees and court costs) whatsoever that arise out of Applicant and/or Property Owner or any associates' performance or nonperformance for the duration of their participation in this Program. The Applicant shall defend, at Applicant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought against The City and its officials, officers, employees, agents, representatives and volunteers.

I, _____, the Property Owner of real property located at _____

_____ have read, reviewed and understand this Application and support its submittal for consideration in the City of Milpitas' Storefront Improvement Grant Program. I agree to comply with all terms and conditions for the duration of my participation in this Program.

Property Owner Signature: _____ Date: _____

I, _____, the Business Owner of real property located at _____

_____ have read, reviewed and understand this Application and support its submittal for consideration in the City of Milpitas' Storefront Improvement Grant Program. I agree to comply with all terms and conditions for the duration of my participation in this Program.

Business Owner Signature: _____ Date: _____