



ECONOMIC DEVELOPMENT &
COMMUNITY ENGAGEMENT
DEPARTMENT

Design Assistance Program Guidelines and Terms of Conditions

The Design Assistance Program assists businesses and existing commercial and office building owners in redeveloping property or enhancing concepts for buildings within the City with funding for new signage or a design rendering for façade improvements.

The key features of the Program are:

- Participants will meet with staff and consultants onsite to discuss design concepts for the site.
- The consultant will prepare conceptual designs, budgets, reports, etc., to assist the applicant in developing a potential project.

Eligibility	Ineligible Applicants
<ul style="list-style-type: none">• Commercially-zoned properties in the City of Citrus Heights. Eligible applicants include the following:<ul style="list-style-type: none">○ Owners of small businesses/commercial properties within the eligible project areas○ Tenants of commercial properties within the eligible project areas (<i>subject to written approval from the property owner</i>)	<ul style="list-style-type: none">• Applicants that have previously received City funding for Design Guidance• Public Assembly Uses• Residential Uses, including Home-Based Businesses• Uses prohibited by the Zoning Code• Personal Services are restricted as referenced in the Zoning Code, Liquor Stores, and Bar/Taverns as standalone uses. (<i>These uses as part of a larger project may be eligible subject to Economic Development and Community Engagement Director approval</i>)
Eligible Projects	Ineligible Projects
Include, but are not limited to, the following: <ul style="list-style-type: none">• Conceptual Architectural Improvements• Conceptual Sign Improvements• Conceptual Site Improvements• Conceptual Landscaping and Parking Improvements	include, but are not limited to, the following: <ul style="list-style-type: none">• Interior Design• Structural Design• Roofing Design• Other items as deemed inappropriate by the City

Applicants must submit a completed City of Citrus Heights Grant and Incentive Program Application

GRANT SCHEDULE

The city anticipates the following schedule for reviewing submitted applications and determining funding awards.

Applications are accepted year-round on a first-come, first-served basis and subject to available funding
Email: communityengagement@citrusheights.net <i>If you have any questions, please contact</i>
Mail or Drop Off: Citrus Heights City Hall, 6360 Fountain Square Drive, Citrus Heights, CA 95621
Applicants will be notified via e-mail of the status of their application

DESIGN ASSISTANCE PROGRAM TERMS OF CONDITIONS

Value of Design Assistance: The Program shall allow for the payment of the costs for an approved design consultant up to a maximum of \$10,000.

Pre-Application: After review of the Program's General Eligibility Requirements, the applicant will meet with City staff to discuss the desired work to be completed. If the proposed work is consistent with the General Eligibility Requirements as determined by City staff, a completed application will be submitted.

Consultant Contract: If the City approves the application, City staff will meet with the consultant and applicant to discuss ideas and concepts. The consultant will contract directly with the City for services not to exceed \$10,000. The City shall determine the scope of the contract. The applicant may contract with the consultant to provide additional services beyond the scope; however, the City shall not be responsible for any work performed beyond the City scope.

Code Compliance: The conceptual design shall comply with all applicable building codes, land use and planning laws, design guidelines, and rules and regulations of the City of Citrus Heights.

Disbursement: The applicant and/or the design consultant shall furnish the City with the completed conceptual design, report, or any other materials furnished by the consultant along with the invoice for the work. Upon receipt of the documents, City staff will confirm the provided information complies with the program requirements and verify the invoice. Within 10 days of receipt of the required invoice, staff will review the submitted documents. The City will disburse funds to the consultant and provide the submitted documents to the Applicant.

Termination: The City shall have the right to terminate the contract with the consultant if it determines their services are no longer necessary. Before the termination, the City shall provide written notice to the consultant specifying the reasons for termination.

Ownership of Documents: The originals of all reports and documents generated by the Program shall become the property of the City.

Right to Refusal: The Economic Development and Community Engagement Director shall have the right to refuse an application that appears to be a conflict of interest, conflict with city policy or other reason deemed appropriate by the director.