



PALM DESERT

UNITE PALM DESERT BUSINESS EMERGENCY ASSISTANCE PROGRAM (BEAP) GRANT GUIDELINES

BACKGROUND

The Business Emergency Assistance Program (BEAP) is designed to provide financial relief to businesses affected by emergencies by covering up to \$10,000 in City fees. These fees typically arise during the rebuilding and recovery process, such as permit and inspection fees. BEAP aims to expedite business recovery, ensuring affected businesses can focus their resources on reopening and resuming operations as quickly as possible.

REQUIREMENTS

Grantees will be required to do/submit the following:

- Businesses must be licensed and operating within Palm Desert city limits.
- Businesses must demonstrate adverse impact from an emergency (e.g., natural disasters, public health crises, significant structural damage such as fire or flood).
- Priority consideration will be given to small and medium-sized businesses with fewer than 50 employees.
- Applicants must provide supporting documents such as financial statements, tax returns, or other relevant records to substantiate their request for fee waivers.

FEE WAIVERS

- The program will waive a variety of City-imposed fees, including but not limited to:
 - Building permit fees
 - Inspection fees
 - Other regulatory fees imposed by the City
- The maximum waiver per business is \$10,000.
- Fee waivers will be granted on a first-come, first-served basis, depending on available funding.

APPLICATION PROCESS

- Applications will be reviewed by a committee from the City's Economic Development Department to ensure impartiality and adherence to established guidelines.
- Applicants must clearly demonstrate direct impact from the emergency, such as:
 - Physical damage (photos, repair estimates)
 - Operational disruption (temporary closure records)
- Financial documents, tax returns, and other records will be required to validate the fee waiver request.



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- Approved waivers will be applied directly to the applicable City fees related to the business's recovery.

EVALUATION GUIDELINES

Criteria for Assessing Impact

- Applications must demonstrate direct effects from the emergency.
- Provide evidence such as photos, repair estimates, or structural damage documentation.
- Records of temporary closures or major interruptions to business activities.

Financial Documentation

- Recent balance sheets and income statements to showcase financial hardship.
- Business tax returns from the prior year to evaluate overall financial health.
- Bank statements, invoices, or other relevant records detailing the financial impact of the emergency.

Fee Waiver Application and Approval Process

- Applicants must list the City fees they want waived and provide supporting documentation.
- Approved fees will be applied directly to the business's rebuilding or recovery efforts, facilitated by the City Finance Department.

PROGRAM DURATION

- BEAP will be available for two years from the date of approval. Extensions may be granted based on business community needs and fund availability.
- The program has a total budget of \$100,000, with fee waivers allocated on a first-come, first-served basis.

QUESTIONS/INFORMATION

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