



## Valdez Beautification 2017 Matching Grant Program

Good looks aren't everything, but they can definitely go a long way – especially when it comes to the outside of a small business. Research was completed on the following cities that assist beautification efforts in their communities with matching grants in various ways to local businesses:

- Long Beach, California
- Rogers Park, Chicago
- Tula, Oklahoma
- Ontario, California
- Princeton, West Virginia
- Huron, South Dakota
- Anderson, Chicago

The program sponsored by the City of Valdez and recommended by the Beautification Task Force was modeled from the programs above, and offers a matching grant program designed to assist the core downtown small businesses and non-profit organizations, by improving the business setting for investors as well as to provide an overall upgrade in appearance for residents and visitors. The program goals are:

- To improve the overall quality of facades in order to attract more local residents and visitors to shop, eat, and do business in downtown Valdez.
- To encourage and provide incentive for property/business owners to reinvest in our core downtown area.

### **ELIGIBLE PROPERTIES:**

Eligible buildings must be used for commercial, non-profit, and/or mixed use purposes, and must be located in the core downtown area of Valdez. The core downtown area is bordered by Galena Street to the south, Pioneer Drive to the north, Meals Avenue to the east, and Hazelet Avenue to the west, and along the Richardson Highway from Meals Avenue to Crooked Creek.

**GUIDELINES:**

Grants will not be granted retroactively. All projects must be approved before any work begins. If a business owner is not the owner of the building, they must get the property owner's written approval to submit an application. Any changes to the project after grant approval must be approved before work commences or the grant will be forfeited. Eligible improvements must be to the exterior of a building and include but are not limited to:

- Removal of old signage and exterior clutter (to include connex).
- Façade improvements (painting of the exterior of a structure in conjunction with overall façade improvement will be given higher priority than simply painting).
- Major landscaping improvements.

**ELIGIBLE COSTS (WITH APPROPRIATE DOCUMENTATION):**

- Material costs for approved improvements
- Costs from appropriately licensed third party vendors and/or contractors
- Architectural and engineering services
- City fees and permits directly related to the project

**INELIGIBLE COSTS:**

- Improvements commenced prior to application approval.
- Improvements not specifically listed in the grant application.
- Improvements which are considered routine maintenance (such as replacement of light bulbs without an associated façade improvement).
- Repairs caused by damage to a building, structure, or property that should be completed through an insurance claim.
- Roof replacement.

**SELECTION PROCESS:**

Due to limited funding, projects meeting the criteria of this program will be presented to the Mayor's Beautification Task Force for selection. Applications are due to the Assistant City Manager no later than March 15<sup>th</sup> of each year. Applications received after the due date will not be considered.

Projects will be given higher priority if they make substantial visible improvements, are high visibility projects, and/or result in improvements to surrounding properties. Removal of exterior clutter and façade improvements will be given higher priority in the selection process.

Applicants will submit an application to the Assistant City Manager at City Hall. **This application will include a description of the desired project sketches, samples, dimensions, bids, and a line item budget.** Sketches and renderings do not need to be professionally completed, and the City may require more detail in order to issue permits after application approval. Once grant projects are selected, awardees will be given a “Notice to Proceed”.

#### **CONSTRUCTION:**

Following approval, the applicant must secure all permits which may be required by the City of Valdez.

If an applicant enters into an agreement with a contractor for the completion of specified eligible improvements, the applicant is solely responsible for the payment of services rendered on said project.

Applicant must complete the eligible improvements **within six months** of Notice to Proceed, unless otherwise extended in writing by the City of Valdez. Time extensions may only be granted in writing on a case by case basis and for exceptional circumstances. In the event the improvements are not completed within six months, the City of Valdez reserves the right to terminate the grant award without any liability to the applicant, so that those funds may be dedicated elsewhere.

#### **GRANT AMOUNTS:**

Business owners can apply for a grant rebate to pay for up to 50 percent of the cost of improvements, with a maximum reimbursement of \$10,000 per building. Corner buildings, and projects that are deemed exceptional, can negotiate for larger grant amounts, not to exceed a maximum reimbursement of \$20,000. Business owners are also urged to seek grants on smaller projects in the \$500 - \$1,500 range.

#### **GRANT REIMBURSEMENT PROCESS:**

Once the eligible improvements have been completed, applicant shall notify the City through completion of a grant reimbursement request package. The applicant must submit documentation to the City as outlined in the package including associated receipts and/or invoices for verification of eligible costs, and in the event applicant used a contractor, that the contract was paid. Applicants must also submit color before and after photographs when requesting grant reimbursement.

After reviewing the accuracy of receipts and/or invoices for the eligible improvements, and upon verification that the eligible improvements have been completed in accordance with the design drawings, plans, or specifications; the City will reimburse applicant the pre-determined amount within 30 days. Only those improvements included in the grant award will be eligible for reimbursement.



# Valdez Beautification Matching Grant Program 2017 Program Application

## 1. PROJECT LOCATION

Address to be improved: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

## 2. APPLICANT INFORMATION

Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you: \_\_\_\_\_ Own \_\_\_\_\_ Rent (month to month) \_\_\_\_\_ Lease

If leased, date of lease expiration: \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

**3. DESCRIPTION OF PROPOSED IMPROVEMENTS**

This application must include the following to be eligible for consideration (please attach prior to submission):

- (a) Detailed written description of proposed work;
- (b) Sketches or drawings of proposed improvements;
- (c) Color “before” photographs of the area or areas to be improved;
- (d) Bids for contracted work; and
- (e) Color and materials samples.

**4. ESTIMATED DAYS/MONTHS FOR PROJECT COMPLETION:** \_\_\_\_\_

**5. ESTIMATED COSTS (PLEASE ITEMIZE LINE ITEMS, ATTACH SEPARATE PAGE, IF NEEDED):**

TOTAL ESTIMATED COST: \$ \_\_\_\_\_

TOTAL GRANT REQUESTED: \$ \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Valdez Beautification Matching Grant Program

Office of the Mayor  
PO BOX 307  
Valdez, AK 99686

DATE

PROPERTY OWNER  
PO BOX XXX  
Valdez, AK 99686

Dear \_\_\_\_\_,

Congratulations! The Mayor's Beautification Task Force selected the XXXXXXXX as a recipient of a 2017 Beautification Matching Grant.

Based upon your application, program guidelines and available grant funding, the Beautification Task Force approved your award as follows:

XXXXXXXX Aesthetic Improvements (As outlined in application) \$XXXX

**Total Award: \$XXXX**

Only approved work, based upon your original application and up to the funding level above, will be reimbursed. Any changes to the project after grant approval must be authorized by the Beautification Task Force before work commences or the grant will be forfeited.

All grant eligible improvements must be completed within six months of the attached NOTICE TO PROCEED. Time extensions may only be granted on a case-by-case basis and for exceptional circumstances. In the event the improvements are not completed within six months, the City of Valdez reserves the right to terminate the grant award without liability to you, so that those funds may be dedicated elsewhere.

Please note, if you enter into an agreement with a contractor for the completion of specified eligible improvements, then you are solely responsible for the payment of services rendered on said project.

Grant funding is awarded after all project work is complete and required grant documentation submitted to the City.

Please carefully read and follow the steps outlined below to ensure grant reimbursement:

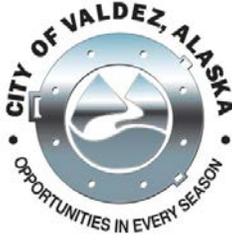
1. Sign and return the attached Notice to Proceed before beginning any work.
2. Take color “before” photographs of the area(s) to be improved as part of the grant award.
3. Apply and secure all permits required by the City of Valdez, State of Alaska, or other regulatory bodies.
4. Save all original receipts associated with grant-eligible project related work, including materials purchased, payment to third party vendors, contractors, architectural or engineering services, and paid City fees and permits.
5. Schedule and receive any building or other inspections required by the City of Valdez, State of Alaska, or other regulatory bodies.
6. Take color “after” photographs of the area(s) improved as part of the grant award.
7. Submit the following to the City in one documentation package for review:
  - Color “before” and “after” photographs;
  - Copies of all permits and inspection reports associated with the project;
  - Originals of all receipts associated with the project;
  - Proof of contractor payment (if applicable);
  - Copy of your business’ IRS W-9;
  - Copy of your completed Notice to Proceed;
  - Completed Beautification Matching Grant Reimbursement Form; and
  - A copy of this letter.

City of Valdez  
Beautification Matching Grant Program  
Attn: Assistant City Manager  
PO BOX 307  
Valdez, AK 99686

After reviewing the accuracy of receipts and/or invoices for the eligible improvements, and upon verification that the eligible improvements have been completed in accordance with the design drawings, plans, specifications, or grant application; the City will reimburse you up to the grant award amount outlined in this letter. Reimbursement will be provided within 30 days.

Sincerely,

Ruth E. Knight  
Mayor of Valdez



# Valdez Beautification Matching Grant Program NOTICE TO PROCEED

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

Project: Valdez Beautification Matching Grant Program

To: XXXXXXXXXX

In accordance with the Agreement dated \_\_\_\_\_, you are to complete the WORK within six months of this Notice to Proceed.

The date completion of all WORK is therefore \_\_\_\_\_.

Summary of work:

- XXXXXXXXXX
- XXXXXXXXXX

Total estimated project costs are \$XXXXXX. A maximum reimbursement of \$XXXXX has been approved.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: City Manager

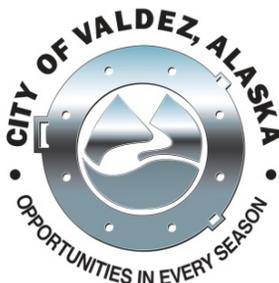
## ACCEPTANCE OF NOTICE

Receipt of above NOTICE to proceed is hereby acknowledged by \_\_\_\_\_

\_\_\_\_\_ this, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Valdez Beautification Matching Grant Program REIMBURSEMENT FORM

Name of Grantee: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Item(s) to be Reimbursed: \_\_\_\_\_

Total Project Costs: \$ \_\_\_\_\_

Total to be Reimbursed: \$ \_\_\_\_\_

**Submit the following to the Assistant City Manager [with this form and before the established deadline](#) to be eligible for 50/50 grant reimbursement:**

- Color “before” and “after” photographs;
- Copies of all permits and inspection reports associated with the project;
- Originals of all receipts associated with the project;
- Proof of contractor payment (if applicable);
- Copy of your business’ IRS W-9;
- Copy of your completed Notice to Proceed; and
- A copy of your grant award letter.

*I declare under the penalty of perjury that the information I have provided herein is true and correct.*

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_