



## Valdez Beautification 2019 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 various types of matching grants:

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

The Valdez program, sponsored by the City of Valdez and recommended by the Beautification Task Force, was modeled from the programs above. It offers a matching grant designed to assist 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. 2019 will be the fourth year of the program and involves an expansion of eligible properties outside the core downtown district.

2019 program goals are:

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

**ELIGIBLE PROPERTIES:**

Eligible buildings must be used for commercial, non-profit, and/or mixed use purposes.

Eligible properties shall be geographically located in one of two “tiers”. Due to program goals and limited program funding, properties listed in Tier One will be given first priority for grant selection, however Tier Two properties may also be considered.

**TIER ONE:** Eligible properties located in the downtown area of Valdez. The downtown area is bordered by North Harbor Drive and Fidalgo Drive 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. To be eligible for Tier One, properties must additionally have not have received City beautification matching grant funds in the past.

**TIER TWO:** Eligible properties located within Valdez city limits, but outside the downtown area. Eligible properties which have previously received a beautification matching grant also fall into Tier Two.

**INELIGIBLE PROPERTIES:**

Strictly residential properties, home-based businesses, and properties with delinquent property taxes are not eligible for the matching grant program.

**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 prior to submitting 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 or landscaping and include but are not limited to:

- Removal of old signage and exterior clutter (to include removal of connex).
- Façade improvements.  
*Please note, 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 or issuance of notice to proceed.
- 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:**

Total funding available for the Beautification Matching Grant Program is determined by the Valdez City Council. 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 City Clerk's Office no later than 5:00 p.m. on June 14<sup>th</sup>, 2019. Applications received after the due date shall not be considered.**

Applicants will submit a complete grant application to the City Clerk's Office at City Hall. This application will include a description of the desired project, sketches, samples, dimensions, bids, and a line item budget as outlined in the application. 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.

**Please note: Depending on available funding for the grant program, awarded matching grants may be less than the full amount requested in the project application.**

Eligible projects will be scored by the Mayor's Beautification Task Force during their regular June meeting utilizing the score sheet on page four of this document. Projects will be given higher priority if they make substantial visible improvements, are high visibility projects, result in improvements to surrounding properties, and/or fall in Tier One as described above. Removal of exterior clutter and building façade improvements will also be given higher priority in the selection process.

The Mayor's Beautification Task Force will then forward the recommended list of grant awardees and grant amounts to the Valdez City Council for final funding approval at the next available regular Council meeting.

Once grant projects are approved, City staff will mail matching grant an award letter which includes a "Notice to Proceed" for the project. The Notice to Proceed document must be signed by the grant recipient and returned to the City Clerk's Office before grant construction begins.



## City of Valdez 2019 Beautification Matching Grant Score Sheet for Task Force Evaluation of Grant Applications

**Applicant's Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Requested Matching Grant Amount:** \_\_\_\_\_

**Please score this project in terms of:**

**Guideline Requirements:**

Score: \_\_\_\_\_ / 5

- Does the project meet the guidelines of the application?
- Is the project aesthetic in nature or mostly maintenance?
- Does the submitted application include all required information about the project?

**Community Benefit:**

Score: \_\_\_\_\_ / 5

- Does the project contribute to the overall goal of upgrading the appearance of the community?

**Planning:**

Score: \_\_\_\_\_ / 5

- Is there sufficient planning?
- Does the timeline make sense to ensure quality in project implementation?
- Have the date and time been set for the project's completion?

**Please score this project's budget in terms of:**

Score: \_\_\_\_\_ / 5

- Is the budget for the project competitive?
- Is the budget supported with a professional bid?
- Can the project be successful if partially funded?
- Has the applicant leveraged additional resources?

**Tier Location**

Score: \_\_\_\_\_ / 5

- Is this project located geographically in Tier One (5 points) or Tier Two (0 points)

**Total:** \_\_\_\_\_ / 25

**Rating Scale:**

The organization, program or project is:

**5**=Overall excellent in all criteria with no *major* weaknesses or failings in the strict context of that criteria

**4**=Very good in all criteria or excellent in almost all, with perhaps no more than one major area requiring attention, correction, or major improvement

**3**=Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention

**2**=Weak in several areas, but not necessarily absent of some merit in some areas

**1**=Very weak in almost all areas of the criteria

**Evaluator Name:** \_\_\_\_\_

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

**Overall Evaluator Comments:**

**CONSTRUCTION:**

Following approval, the applicant must secure all required federal, state, and municipal permits. **Projects which fail to obtain proper permitting shall forfeit their grant funding.**

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 **five months** of the Notice to Proceed, unless otherwise extended in writing by the City of Valdez.

Time extensions must be submitted in writing. 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 five months and a time extension has not been granted, 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. Projects involving corner buildings may request 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.

**Please note: Depending on available funding for the grant program, awarded matching grants may be less than the full amount requested in the project application.**

**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 reimbursement package below, including associated receipts and invoices for verification of eligible costs, copies of permits and inspection reports, the appropriate business W-9, 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 grant award scope and project design drawings, plans, or specifications; the City will reimburse the applicant the matching grant amount within 30 days. **Only those improvements included in the original grant award will be eligible for reimbursement.**



# Valdez Beautification Matching Grant Program 2019 Program Application

## 1. PROJECT LOCATION

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

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

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

Is this property (check one): \_\_\_\_\_ Tier One \_\_\_\_\_ Tier Two

## 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 documents 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 PAGES, IF NEEDED):**

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

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

**Depending on available funding for the grant program, awarded matching grants may be less than the full amount requested in this project application.** Could and would you proceed with this project if you are awarded less than the full matching grant amount requested?

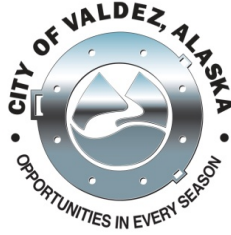
Circle one: YES    NO

Please explain. \_\_\_\_\_

\_\_\_\_\_

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

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



## Valdez Beautification Matching Grant Program

Office of the Mayor  
PO BOX 307  
Valdez, AK 99686

PROPERTY OWNER  
PO BOX XXX  
Valdez, AK 99686

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

Congratulations! The Mayor's Beautification Task Force selected the XXXXXXXX as a recipient of a 2019 Beautification Matching Grant.

Based upon your application, program guidelines and available grant funding, the Mayor's Beautification Task Force and Valdez City Council 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 five months of the attached NOTICE TO PROCEED. Time extensions may only be granted on a case-by-case basis and for exceptional circumstances. Requests for time extension must be made in writing and submitted prior to the grant reimbursement deadline. In the event the improvements are not completed within five 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. Additionally, failure to obtain proper municipal, state, and federal permits for your project will result in ineligibility for grant funding reimbursement.

Grant funding is only 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 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 once project work is complete.
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: City Clerk’s Office  
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,

Jeremy O’Neil  
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 five months of this Notice to Proceed.

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

Summary of work:

- XXXXXXXX
- XXXXXXXX

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 City Clerk's Office 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: \_\_\_\_\_