



Exterior Enhancement Grant Program Packet

Town of Prescott Valley
Arizona





Exterior Enhancement Grant Program

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Exterior Enhancement Grant Program

Exterior Enhancement Program

The Town of Prescott Valley was awarded \$7,647,867 in Coronavirus State and Local Fiscal Recovery Funds from the American Rescue Plan Act. On October 14, 2021, the Town Council approved the allocation of \$500,000 to the Exterior Enhancement Grant Program. Eligible small business owners may receive a one-time grant on a first-come-first-serve basis of up to \$25,000 to enhance the business' outdoor spaces for COVID-19 mitigation (such as installing or expanding a restaurant patio area) or improve the built environment of the neighborhood (such as building façade improvements).

Overall, the Town experienced significant growth in tax revenue during the pandemic, however, this was not the case for all local businesses. Many businesses were impacted by business closures, supply chain issues, and reduced business traffic. In order to afford all impacted small businesses the same opportunity to apply for these grants, applicants will be required to submit documentation that supports their loss of revenue during the pandemic. The businesses will be awarded funds on a first-come-first-served basis upon meeting the eligibility requirements and the amount that the business will be eligible for will depend on the proposed project cost and the revenue loss percentage.

Revenue decrease and award maximum table:

1% Decrease	5% Decrease	10% Decrease	15% Decrease	20% Decrease
Up to \$5,000	Up to \$10,000	Up to \$15,000	Up to \$20,000	Up to \$25,000

The purpose of these funds is to assist in revitalizing the area to help combat the negative effects of the pandemic. Grant recipients will be required to provide post-award information regarding the expected outcomes to measure program success.

Important Dates

- Applications Accepted Beginning – **Friday, December 3, 2021**
- Application Deadline – **Friday, April 29, 2022**
- Award Notification – **Continuous** throughout application period
- Project Completion Deadline – **Friday, December 30, 2022**
- Final Reimbursement Request Deadline – **Monday, January 30, 2023**
- Post-Project Update Form – Due **6 months after project completion**

Allowable Enhancements



Exterior Painting



Fabricated Signage



Façade Repair or Improvement



Patio Expansions, Installation, or Repairs



Awnings and Canopies



Landscaping or Other Outdoor Enhancements



Fascia, Trim, Metal Work, or Other Affixed Decorative Elements

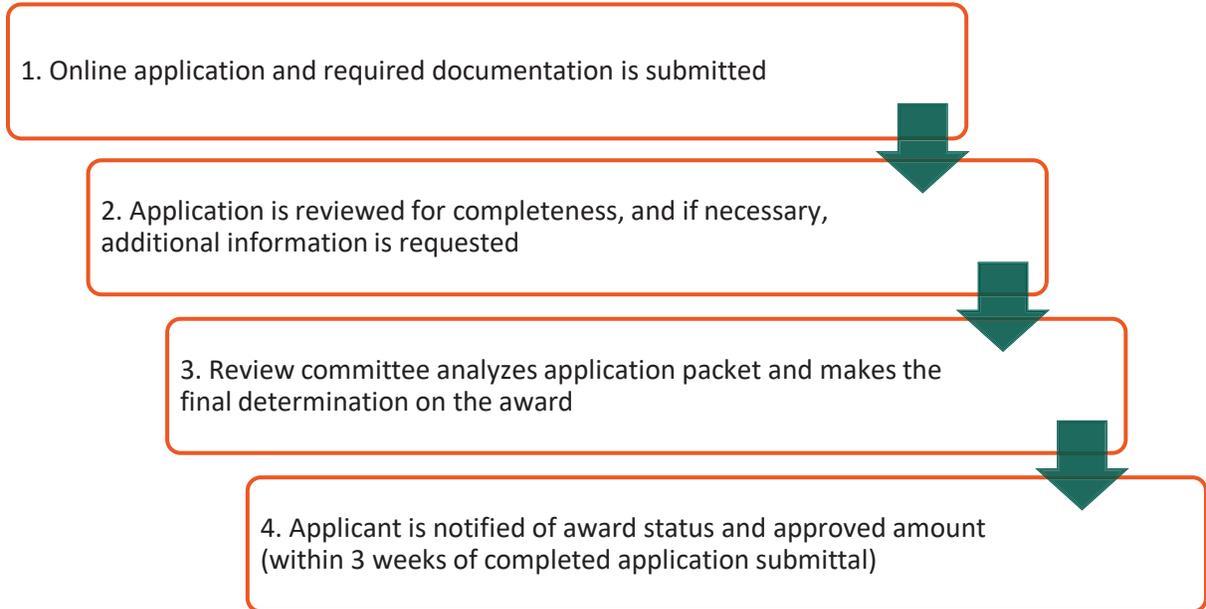
All enhancements must comply with applicable Town, County, and State laws, including zoning and permitting regulations.

Eligibility Criteria

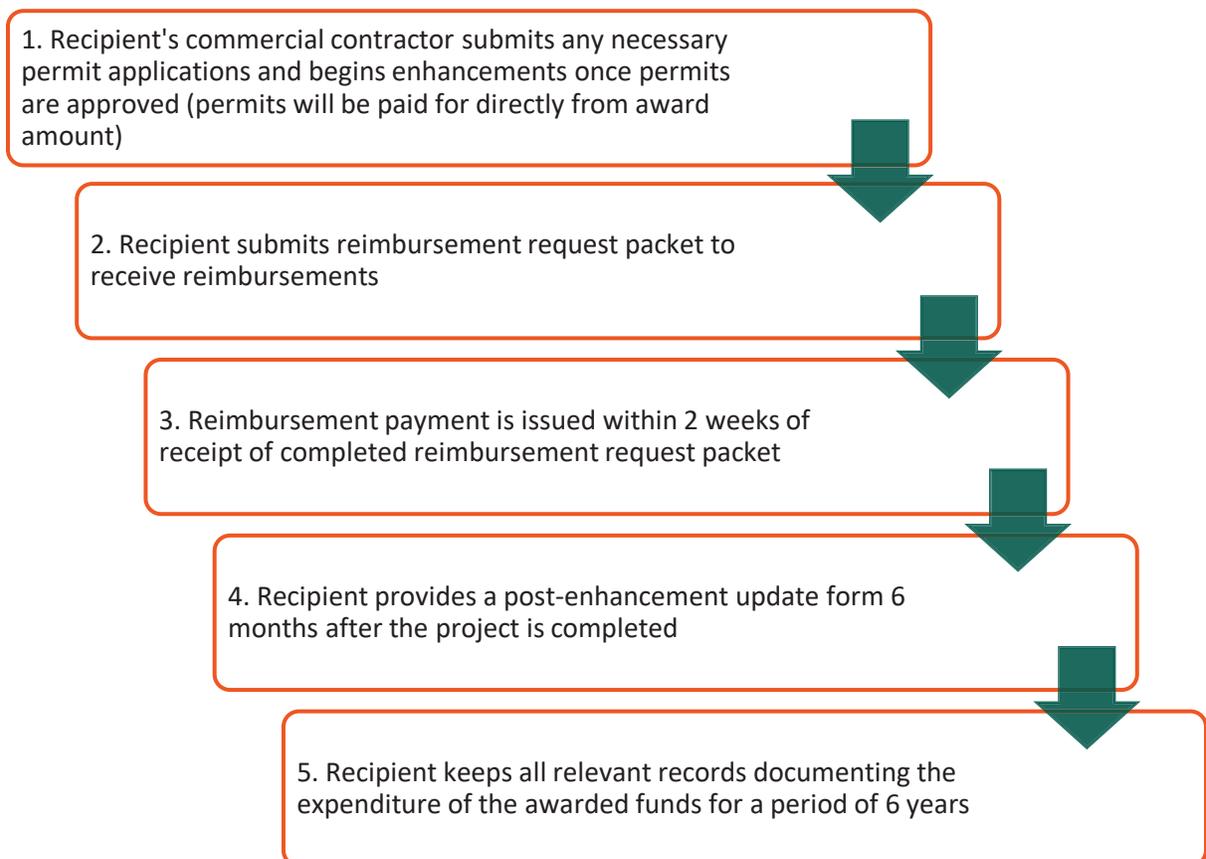
To be eligible for the grant the for-profit small business must:

- Submit a completed electronic application by **Friday, April 29, 2022**.
- Be a **privately held** business located in the Town of Prescott Valley and provide a valid **business license**.
- Have **less than 50 employees** as of July 1, 2021.
- Be an **active and operational** business providing products or services to Town of Prescott Valley residents at the time of application submission.
- Be in **good legal standing** with no court-ordered financial obligations.
- Be operating in accordance with all applicable local, state, and federal laws with **no open code violations** within the Town of Prescott Valley.
- Document the **reduction of revenue** attributed to the pandemic.
- Utilize the awarded grant dollars to cover **allowable enhancements**.

Application Process



Enhancement Process





Exterior Enhancement Grant Program

Documentation Required to Apply

To apply for the Exterior Enhancement Grant Program, the following documentation will be required:

Current Town of Prescott Valley Business License

Current W-9

Documentation showing the number of employees as of July 1, 2021

Description of the enhancements or improvements to the property

Itemized cost estimate for the project

Estimated project start and completion date

Landlord consent form (if applicable)

Documentation showing revenue reduction attributed to the pandemic

Documentation Required for Reimbursement

To request reimbursements, the following documentation will be required:

Completed reimbursement request form

Proof of expense payment

Photos of project status

Certification of project completion for final request



Exterior Enhancement Grant Program

Post-Enhancement Requirements

- The Town reserves the right to conduct a site visit of the project at any time during the project and/or within 60 days following the submission of the final grant reimbursement request.
- The Town reserves the right to post before and after photos of the work in public and online media platforms.
- Provide a post-enhancement update form 6 months after the project is completed.
- Retain relevant records documenting expenditure of the awarded funds for a period of 6 years and produce documents at the request of the Town of Prescott Valley.

Frequently Asked Questions

Is there a deadline to apply for the Exterior Improvement Grant Program?

Grants will be awarded on a first-come-first-serve basis and grant applications will be accepted through 5 p.m. on Friday, April 29, 2022.

If my business received other COVID-19-related funding assistance (grants/loans), am I still eligible to apply?

Yes.

Do I have to own my business location?

No. Either property owners or business owners who own property, or who lease property within the Town limits may apply. Lessees must provide a landlord consent form.

Can I apply if I am a home-based business?

No. Grant funds may not be utilized to make improvements to a place of residence even if that residence is the primary location of operation for a home-based business.

How to I obtain a permit?

After the applicant is notified of the grant award, Community Development will facilitate the permit process with the applicant's commercial contractor. Town permit fees will be drawn directly from the recipient's award amount.

Do I have to document a loss of revenue?

Yes, all applicants must provide documentation showing the reduction of revenue attributed to the pandemic for their business. This may include Transaction Privilege Tax Returns, business tax returns, or other applicable documentation demonstrating the reduction of revenue from calendar year 2019 to 2020.



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My employee count has changed throughout the year. As of what date should I provide my employee count?

For the grant application, business owners should provide their employee count as of July 1, 2021. Documentation may include a payroll journal, quarterly tax documentation or other applicable documentation demonstrating the number of employees on July 1, 2021.

How will I be notified if my business receives a grant? Will I be notified if my business does not receive a grant?

All businesses that apply will receive an email notification of approval or denial after the grant application is reviewed.

Will I need to repay the awarded grant funding?

If a project is not completed by December 30, 2022, grant funds will have to be repaid to the Town in full by January 30, 2023.

How many reimbursements/payments are allowed for projects that receive a grant?

A business may submit up to 3 reimbursement requests which collectively do not exceed the lesser amount of either the total grant award or the total cost of the project. The requests must be submitted to the Town with all required documentation no later than January 30, 2023.

If I receive an Exterior Enhancement Grant, how long do I have to complete the project and spend the grant funds?

Business owners awarded an Exterior Enhancement Grant must complete the project by December 30, 2022. The final reimbursement request must be submitted to the Town no later than January 30, 2023.

How can I apply for the grant program?

Grant applications may be submitted online through the Town of Prescott Valley website at www.pvaz.net or a completed packet may be mailed to:

Town of Prescott Valley
Attn: Finance Administration
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314

Can I update/change the documentation submitted with my application?

Once an application is submitted, the application and uploaded documentation can be updated or changed by emailing grants@pvaz.net. However, grants will be awarded on a first-come-first-serve basis and the date and time of the last application update will be used.

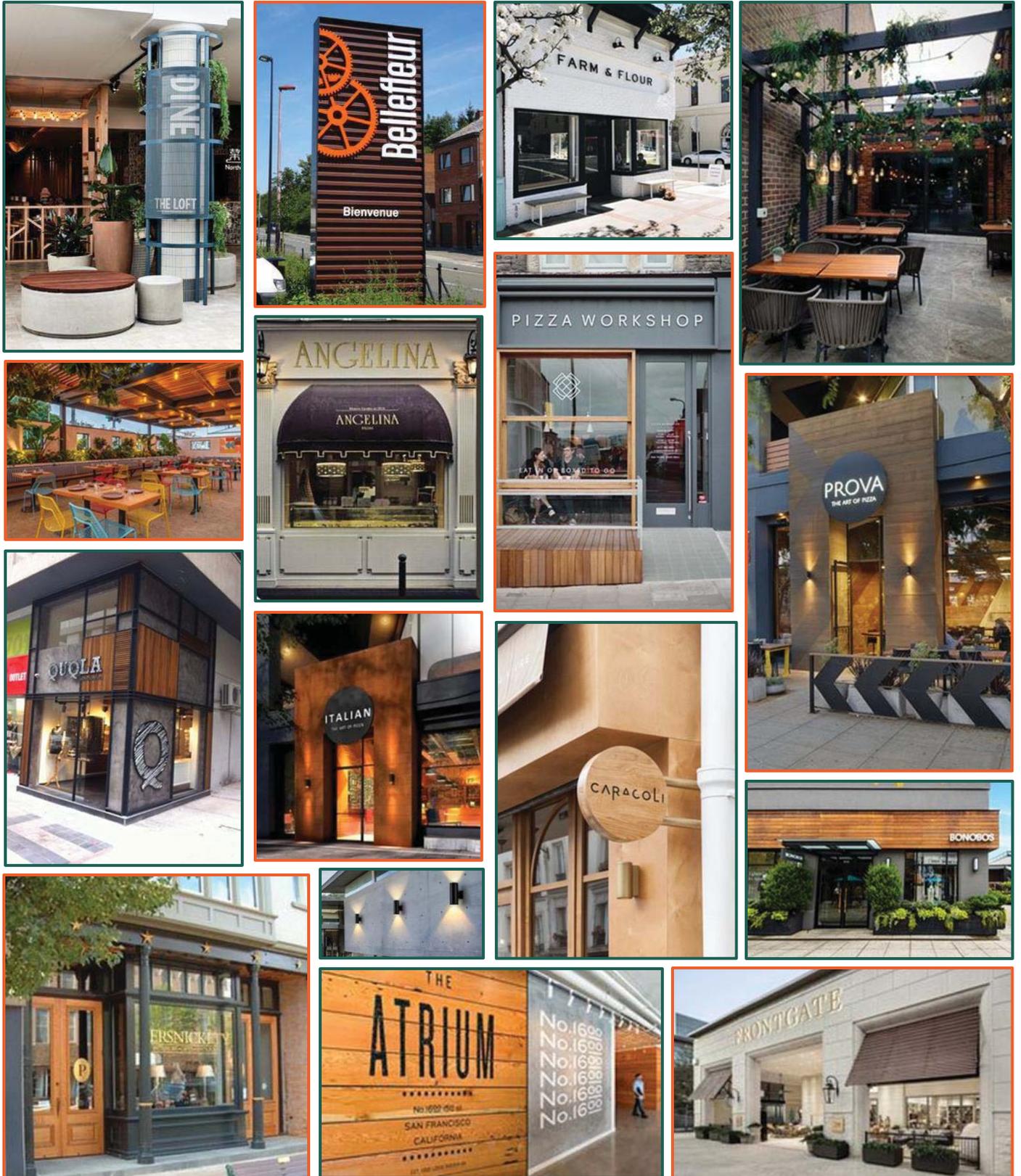
What happens if I submit an incomplete application?

Incomplete applications will not be considered for a grant award until all required elements are submitted.

What is the contact information if I have additional questions?

For additional questions, please email grants@pvaz.net.

Examples of Enhancements





Exterior Enhancement Grant Program

Program Forms



Exterior Enhancement Grant Program

Grant Application

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Business Name: _____
Legal DBA

Business Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

APN: _____ Number of Employees: _____ Business License No.: _____

Applicant Attestation

Are you leasing your business location? *If yes, a Landlord Consent Form must be attached.* YES NO

Is your business privately held? YES NO

Are you and your business in good legal standing with no court-ordered financial obligations (e.g., no enforceable judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, felony convictions, violation of court orders requiring holding of funds for child support, court costs or criminal victim reimbursement programs)? YES NO

Are you and your business operating in accordance with all applicable local, state, and federal laws with no open code violations within the Town of Prescott Valley? YES NO

Is your business active and operational at the time of this application submission? YES NO

Will you comply with all applicable Town, County, and State laws, including zoning and permitting regulations during the administration of this grant? YES NO

Will you permit site visits of the project at any time during the project and/or within 60 days following the submission of the final grant reimbursement? YES NO

Will you retain relevant records documenting the expenditure of awarded funds for a period of 6 years and produce documents at the request of the Town of Prescott Valley? YES NO



Exterior Enhancement Grant Program

(Grant Application Continued)

Enhancement Description

Please describe the scope of work of the enhancement.

Please explain how the enhancement will improve the business' outdoor spaces for COVID-19 mitigation or improve the built environment of the neighborhood.

Estimated Total Cost: \$ _____ Estimated Start Date: _____ Estimated Completion Date: _____

Attachments Checklist

- Current W-9
- Photo(s) of areas targeted for enhancement
- Documentation showing the number of employees as of July 1, 2021
- Documentation showing the reduction of revenue attributed to the pandemic
- Landlord Consent Form *(if required)*
- Itemized cost estimate
- Design drawings *(if available)*

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to grant award, I understand that false or misleading information in my application or failure to provide post-enhancement updates as required, may result in termination of the grant and repayment of any funds distributed.

Signature: _____ Date: _____



Exterior Enhancement Grant Program

Landlord Consent Form

Landlord Information

Landlord Name: _____ Date: _____
Last First M.I.

Business Name: _____ APN: _____
Legal DBA

Rental Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Tenant Information

Full Name: _____
Last First M.I.

Business Name: _____
Legal DBA

Disclaimer and Signature

I consent to allow my tenant to construct enhancements to the rental location under the parameters of the Exterior Enhancement Grant Program if this application leads to grant award.

Signature: _____ Date: _____



Exterior Enhancement Grant Program

Reimbursement Request Form

Recipient Information

Recipient Name: _____ Date: _____
Last First M.I.

Payee Name: _____

Mailing Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Reimbursement Information

Requested Reimbursement: \$ _____ Request Number _____ of 3

Attachments Checklist

- Proof of expense payment
- Photo(s) of project status

Recipient Attestation

Were funds requested on this form used solely for the fulfillment of the Exterior Enhancement Grant Program purpose? YES NO

Is this your final reimbursement request? YES NO

If yes – Do you certify the project was completed as described? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or failure to provide post-enhancement updates as required, may result in termination of the grant and repayment of any funds distributed.

Signature: _____ Date: _____

