

	SPECIAL INSTRUCTIONS TO OFFERORS		CITY OF SAFFORD 717 Main Street Safford, AZ 85546
	FOR FISCAL YEAR ENDING JUNE 30, 2016		
	Downtown Façade Grant Program		

SCOPE OF WORK

1. INTRODUCTION

The City of Safford is soliciting proposals from Safford Downtown Property Owners/Merchants per City Council action to competitively obtain funds for projects that fall within the Safford Downtown Façade Matching Grant Program. The total grant amount for this funding cycle is \$6,000 in the form of as many as 12 - \$500.00 grants, grants of larger or smaller amounts may also be awarded at the discretion of the Safford Downtown Association. Matching requirement is 50% or more of the cost of the entire project must be contributed by the merchant or property owner. Generally, building owners and merchants are eligible for 1 grant per store-front in a 1 year period.

The intent of this grant is to create a more viable downtown area by increasing and improving building beautification and uniformity, traffic downtown, property value, and sales tax revenues. The improvements through the Façade Grant Program provide a more vibrant downtown area that benefits the businesses and the public as a whole and generates property tax and sales tax revenues for the City.

2. BACKGROUND

2.1. The Downtown Façade program provides direct assistance to downtown merchants/property owners for façade improvements. Eligible Projects include:

- Full façade renovations including landscaping
- Sidewalk cafes and shade
- Awnings
- Signs

2.2 How It Works: Step One: Apply for the Grant

- Contact the Safford Main Street Program Manager at 928-348-8514 or stop by the City of Safford Community Development office and pick up an application.
- Return the application to the Safford Main Street Program Manager.
- If the project is eligible, the Main Street Program Manager meets on site with the applicant to discuss project proposal.
- Applications are accepted anytime.

Step Two: Application is Reviewed

- If approved, Safford Main Street Program Manager assists applicant with design guidelines if needed.
- Applicant obtains City permits if needed.

Step Three: Construction

- Construction is begun and completed.
- Safford Main Street Program Manager and applicant inspect for project completion.

	SPECIAL INSTRUCTIONS TO OFFERORS		CITY OF SAFFORD 717 Main Street Safford, AZ 85546
	FOR FISCAL YEAR ENDING JUNE 30, 2016		
	Downtown Façade Grant Program		

Step Four: Getting a Rebate

- Applicant files with Main Street Manager all documentation regarding costs of completion of project.
- A 30 day waiting period begins, after which a rebate check is authorized and sent to applicant.

3. GENERAL GRANT APPLICATION REQUIREMENTS

- 3.1. Offeror shall submit a proposal for a “Project” that falls within the parameters of the downtown façade grant program. The proposal will include a narrative of what the Offeror proposes to do, (project description), a timeline for when they plan to do the Project, a list of subcontractors that will be working on the Project and a budget for the part of the proposed Project that the facade grant will be funding.
- 3.2. Funding is available as matching grants for façade improvements. City of Safford will provide a grant of up to 50% of Project cost. Grants may be awarded in full or in partial amounts and are subjective to approval by the Safford Downtown Association. Offeror must contribute 50% or more of entire Project cost.
- 3.3. Only one grant may be requested at a time. A property owner/merchant that has completed a Project and received its last reimbursement may then apply for another grant the following grant year cycle.
- 3.4. The applicant shall prepare a narrative of the Project that is clear and concise. The Project should be well thought out and detailed. Matching funds shall be detailed in dollar amounts. The fiscal agent shall be the City of Safford.
- 3.5. A detailed budget shall be submitted for scope items and proposed grant amount.

GRANT APPLICATION FORM

CITY OF SAFFORD

FOR FISCAL YEAR ENDING JUNE 30, 2016

717 Main Street

Downtown Façade Grant Program

Safford, AZ 85546

Grant Program Application Form

Matching Grant

Applicant:

Contact Name: _____

Contact Title: _____

Mailing Address: _____

City/State/Zip: _____

E-mail: _____

Telephone: _____

()

Facsimile: _____

()

Project Funding Amount

Grant Request (____%)

Match (____%)

Total Project Cost (100%)

\$ _____

\$ _____

\$ _____

CHECK LIST

1. Offer and Acceptance sheet filled out. (Page 5)
2. One (1) original and five (5) copies of the completed Proposal
3. All narratives and references outlined in the Instructions to Offerors, and Scope of Work.
4. A budget sheet with a breakdown of exactly what the requested money will be used for.

Certification

14. Certification

I hereby certify that the information in this application is true and correct to the best of my knowledge and that I understand the intent, benefits, and parameters of this grant as described in this application.

Authorized Signature _____ Date _____

Printed Name and Title _____

GRANT APPLICATION FORM

CITY OF SAFFORD

FOR FISCAL YEAR ENDING JUNE 30, 2016

717 Main Street

Downtown Façade Grant Program

Safford, AZ 85546

OFFER

TO THE CITY OF SAFFORD:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies property owner/merchant status.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

Name:

Parcel Identification No:

Email Address

Phone:

Fax:

Entity Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contact release document or written notice to proceed.

City of Safford
Awarded this

_____ day of _____ 20__

Main Street Program Manager

GRANT APPLICATION FORM

CITY OF SAFFORD

FOR FISCAL YEAR ENDING JUNE 30, 2016

717 Main Street

Downtown Façade Grant Program

Safford, AZ 85546

Desired Outcomes:

Detailed Time line for Project:

Participating Entities:

Please describe other entities that will be collaborating on this project:

Entity	Contribution (Financial or Other)

Additional Information:

Please include any information that you think might be pertinent including list of subcontractors.

GRANT APPLICATION FORM

CITY OF SAFFORD

FOR FISCAL YEAR ENDING JUNE 30, 2016

717 Main Street

Downtown Façade Grant Program

Safford, AZ 85546

PRICING SCHEDULE

Please provide **detailed** Budget for project. A chart or some other method will be necessary.
Budget should show **exactly** where Main Street Funds will be used and where match dollars are being used.

a) ESTIMATED PROJECT COST SHEET

Project Title: _____

B. DEVELOPMENT / EQUIPMENT PROJECT COSTS

SCOPE ITEM	CASH / VALUE MATCH		REQUESTED GRANT AMOUNT	TOTAL ITEM COST
Construction Cost Estimate-				
DESIGN COSTS				
TOTAL MATCH				
TOTAL REQUESTED GRANT FUNDS				
TOTAL DEVELOPMENT / EQUIPMENT COSTS				