



## City of Glendale Commercial Visual Improvement Program

### **Program Summary:**

This program is intended to assist in the improvement of commercial or industrial properties by offering a rebate of up to 50% of any qualified improvement costs. As of 2009, only properties that are located in the City's Redevelopment District are eligible for assistance. Improvements to the façades of buildings, permanent landscaping, parking facilities and other external improvements are permitted.

Any exterior improvements to properties approved by the City may be eligible for this program. The City Council shall have the absolute discretion to designate the eligibility or ineligibility of any requested item.

### **Program Objectives:**

Commercial VIP is intended to encourage commercial and industrial property owners and long-term tenants to reinvest in and renovate their properties. The program is intended to improve the aesthetic nature of properties and to assist in bringing properties up to current building and property code standards. All commercial, industrial and mixed-use properties located in a designated Redevelopment District are eligible to participate in this program.

### **Program Operation:**

Incentives to program participants will be in the form of cash rebates. Participants will be eligible to receive a reimbursement of up to 50% of eligible pre-approved improvement costs. The maximum amount for any individual grant award is \$250,000; all grant requests over \$50,000 must be approved by the City Council in line with the City's Materials Management procedures. Participation in this program and approval of any grant is at the sole discretion of the City Council.

### **Use of Funds:**

Work which qualifies for reimbursement includes improvements to the exterior of buildings such as painting, cleaning, tuck pointing, façade repair, window repair, replacement signage and other permanent improvements to the property consistent with the architectural integrity of the building or site. Other eligible uses include demolition of obsolete structures, permanent landscaping and also rear access renovation. Any other external improvements required to bring a building or property up to code are also eligible. Additions and expansions to buildings that will benefit the overall appearance of the property may also be eligible. All plans must be approved by the City prior to any construction occurring.

Improvements may be made to individual commercial or industrial buildings and commercial or industrial centers, as well as qualified commercial or industrial property. Permanent landscaping may be included in this program provided that all improvements meet City codes and ordinances, and are consistent with any development plans adopted by the City of Glendale.

Revised 4-27-12 to reflect new contact information

All projects requesting more than \$50,000 must receive approval by the City Council prior to work commencing.

Applicants must follow all federal bidding requirements and a minimum of three (3) comparable bids are required if applicant is requesting City participation of more than \$2500. At least one estimate or bid should be received in order to develop a project estimate/budget. The Community Revitalization Division will assist the applicant through the formal bid process.

Funds may not be used for working capital; property, equipment or inventory acquisition; refinancing of existing debt or refinancing private funding.

**Eligibility:**

Any commercial or industrial property located in a designated Redevelopment District is eligible for participation. The applicant must be the owner, mortgagor, contract purchaser or long-term lessee of the property in question. The applicant must provide the City with Certification of Capacity to Execute Contract accompanied by a copy of lease or proof of ownership.

The property must meet all City of Glendale Building and Property Codes upon completion of work. In the event that a violation is present, correction of the violation must be made prior to disbursement of the rehabilitation grant.

Work may not be initiated before City approval of the Commercial VIP Application is granted.

**Design:**

The City of Glendale must approve the design of the project. While there are no specific restoration guidelines, designs should be sympathetic to the integrity of the building and/or property, compatible with neighboring structures and of a quality that suggests the improvement will last a reasonable period of time. All improvements must be reviewed and approved by the City of Glendale prior to construction. Applicants are encouraged to contact the Marketing Department or Economic Development Department for design assistance. All necessary building permits must be secured prior to construction.

Eligible work may include external improvements to the building, permanent landscaping improvements consistent with the design of the building/property and neighboring properties, improvements to parking facilities serving the facility, demolition of obsolete properties and signage improvements when undertaken as part of an overall renovation project. Expansions and additions to buildings that will benefit the overall appearance of the property may also be eligible.

**Availability of Funds:**

Currently the Visual Improvement Program is being funded through federal funds (Community Development Block Grants, Stimulus funds, Recovery funds, etc.). Applications will be accepted throughout the year. Once all budgeted funds for that year are expended, no further Applications will be accepted.

Applicants will be reimbursed for up to 50% of the value of the construction, with projects requesting more than \$50,000 requiring City Council approval. For the purposes of this program, a commercial property shall be any property or use described as such in Sections 5.520 through 5.781 of the Glendale

Revised 4-27-12 to reflect new contact information

**Zoning Ordinance.** An industrial property shall be any property or use described as such in Sections 5.800 through 5.871 of Glendale Zoning Ordinance. Applicants may receive up to 50% of architectural and engineering fees for work undertaken as part of the property improvement, up to a maximum of \$5,000.

The City Council shall have the ultimate authority to accept or reject each Application, and have complete authority to decide whether requested work is eligible for this program.

**Approval:**

Applications will be reviewed in the order that they are received. Approval will be based on the following criteria: the condition of the existing structure or property, the value of the completed improvement, consistency with City of Glendale development requirements and the quality of the proposed design. Applications requesting assistance valued at \$50,000 or less may be approved administratively.

The VIP Administrator may review and approve any architectural and engineering expenses prior to any construction occurring. All Applications for rehabilitation assistance over \$50,000 must be reviewed and approved by the City Council in line with the City's materials management procedures.

## **Commercial Visual Improvement Program Application Process**

1. The Applicant contacts the City of Glendale Economic Development Department to determine the eligibility of the project.
2. The Applicant submits a complete VIP Application.
3. The City's VIP Review Committee reviews the VIP Application.
4. If approved by the Review Committee, the applicant will be issued a "Letter of Approval" and a VIP Agreement between the city and the applicant will be drafted for signature. No work should take place at this time.
5. The VIP Administrator will put the applicant in touch with the Community Revitalization contact who will assist the applicant with the formal bid process and with all federal funding requirements. The completed bid/proposal information must be submitted to Community Revitalization for review.
6. Once the bid process is complete and the VIP Agreement is signed the applicant will be issued a "Notice to Proceed."
7. Following the "Notice to Proceed," but prior to work starting, the applicant secures any required building or development permits and completes Design Review if necessary.
8. Work is completed in accordance with all City of Glendale development standards.
9. Once the project is complete the Applicant is issued a "Notice of Completion," and the Applicant submits copies of paid bills, cancelled checks, contractor lien waivers and receipts to the City for reimbursement.
10. The VIP Administrator inspects the completed project to ensure that work was performed as outlined in the Application. This inspection does not replace or supersede any additional inspections that may be required by the City's Building Safety Department.
11. Applicant is reimbursed in the amount of the approved grant based on the lowest bid amount.

\*\*If the grant award is more than \$50,000 the agreement will require formal Council action before a "Notice to Proceed" is issued.\*\*



**City of Glendale**  
**Commercial Visual Improvement Program Application**  
*Page 1*

**Applicant Information**

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

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

Applicant Contact Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Federal Tax ID Number or Social Security Number: \_\_\_\_\_

Applicant(s): Building Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Project/Site Information**

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

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

Year Purchased: \_\_\_\_\_ Year Built: \_\_\_\_\_

Property/Business Name: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

**Grant Request**

Total Anticipated Project Budget: \$ \_\_\_\_\_

Total Anticipated Grant Request: \$ \_\_\_\_\_





**City of Glendale  
Commercial Visual Improvement Program Application**

Page 3

**Anticipated Project Budget**

Activity/Task	Estimated Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Budget</b>	\$

**I am requesting \$\_\_\_\_\_ in grant funding through the VIP program.**

The amount of assistance that can be requested is up to 50% of total eligible project expenses, and should be based on the lowest bid. *(Example - If the project budget is \$60,000 the maximum amount of assistance that can be requested is \$30,000 – 50% of the total project expenses).*

The Applicant should develop the project budget by obtaining at least one bid and talking to local resources in the contract field in an effort to develop a reasonable and accurate project budget. The grant request will be based off of this proposed budget, so it is important that is accurate and reasonable. The Applicant will work with Community Revitalization to complete the formal bid process.

Please be aware that in order to be reimbursed the full grant award, the Applicant must spend at least 50% more than the grant award on the total project. If that does not happen, the Applicant is only reimbursed 50% of what is spent.

*Example: If an Applicant is awarded \$30,000 for a \$60,000 project, but ends up only spending \$50,000 on the project – the Applicant will only be reimbursed \$25,000 – 50% of what is spent. In order to receive the full grant award the Applicant must have documentation that shows that \$60,000 or more was spent on the project.*



**City of Glendale**  
**Commercial Visual Improvement Program Application**  
*Page 4*

The City of Glendale will review Applications. Applications greater than \$50,000 will be forwarded to the City Council for action. Grants are given at the discretion of the City Council, and the Council's decision is final.

I, \_\_\_\_\_, hereby make application to the City of Glendale for a Commercial VIP Grant in the anticipated amount of \$ \_\_\_\_\_. I understand that the City must approve my Application, and that it must conform to established design guidelines, as well as specific design recommendations of the City of Glendale. I have read a copy of the Commercial VIP Agreement. If approved, I understand that all work performed is subject to development standards, building and property codes, permit requirements and Agreement provisions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

Please return the completed Application to:

City of Glendale  
Economic Development Department  
5850 West Glendale Avenue  
Glendale, Arizona 85301

If you need assistance with the Application and/or have general inquiries, please contact Mark Paratore, Economic Development Specialist (623) 930-2986.

**FOR CITY USE ONLY**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## City of Glendale, Arizona

### Reporting Procedures for A.R.S. 1\_ §§501-502

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In accordance with A.R.S. 1\_ §§501-502 RS (Reference House Bill 2008), all applicants for public benefits (as described in A.R.S. 1\_ §§501-502) must provide documentation and certify via sworn affidavit, of their lawful presence in the United States. A.R.S. 1\_ §§501-502 covers all city programs directly administered by the city and its sub-recipient contractors, as follows:

- a. Any grant, contract, loan, professional license, or commercial license provided by an agency of the United States or a State or local government or by appropriated funds of the United States or a State or local government.
- b. Any retirement, welfare, health, disability, public or assisted housing, postsecondary education, food assistance, unemployment benefit, or any other similar benefit for which payments or assistance are provided to an individual, household, or family eligibility unit by an agency of the United States or a State or local government or by appropriated funds of the United States or a State or local government.

A.R.S. 1\_ §§501-502 requires employees of Glendale to report "discovered violations" of federal immigration law. A "discovered violation" is one that in the course of screening an applicant for a public benefit, the applicant is alleged to have provided falsified documentation for the purposes of proving legal US citizenship and/or qualified non-citizen status as required. The following forms have been prepared to assist in complying with A.R.S. 1\_ §§501-502:

Form A. All eligible applicants seeking a public benefit must complete this affidavit and have it notarized.

Form B. This form is to be used by all staff members to assist with the determination of US citizenship and/or qualified no-citizen status as required.

Form C. This form is to be used by city staff in the event an applicant is alleged to be in violation of federal immigration law. In the event this occurs, the following procedures shall be followed:

1. Within one business day, the staff member will document his/her findings by completing Form C.
2. Within one business day, the staff member will consult with his/her immediate supervisor. If it is determined by the supervisor that an alleged "discovered violation" has occurred, Form C will be sent to the City Attorney's Office for review.
3. Within one business day of receipt, the City Attorney's Office will review the alleged "discovered violation" to ensure it meets the intent of A.R.S. 1\_ §§501-502, and advise the reporting department as appropriate.

4. If the City Attorney's Office advises the reporting department to file an alleged "discovered violation" with US Immigration and Customs Enforcement (ICE), it shall do so within one business day of receipt of the Form C. If not, the Form C will be inserted into the case file and the public benefit provided to the client.
5. If approved by the City Attorney's Office, the staff member will make contact with to report the alleged "discovered violation" within one business day.
6. The contact number for ICE is 1-866-347-2423. To report an alleged violation of US Immigration Law, the ICE agent will require the full name, address, and the date of birth of the suspected violator.
7. Upon reporting the allegation of "discovered violation," the City staff member will notate on Form C, the date, time and the ICE specialist number, and insert Form C into the case file.
8. ICE may or may not choose to pursue the alleged "discovered violation." Regardless of any enforcement activity, once reported to ICE, the case will be considered closed, the public benefit denied, and the individual notified that per *A.R.S. 1\_ §§501-502*, their name, address and date of birth have been reported to the ICE.
9. City sub-recipients shall establish their own process for reporting discovered violations to the US Department of Immigration and Customs Enforcement (ICE) and are advised to consult with legal counsel or ICE for further guidance.

Form A  
AFFIDAVIT CONCERNING TRUTHFULNESS  
OF DOCUMENTS PRESENTED

(Arizona Revised Statutes A.R.S.\_1\_ §§501-502)

Under oath and penalty of perjury, I swear that the documents I have submitted to the City of Glendale, as required by my application for any federal, state or local public benefit, are true and accurate as presented.

\_\_\_\_\_  
NAME:

\_\_\_\_\_  
DATE:

STATE OF ARIZONA            )  
  )ss.  
County of Maricopa         )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and knowledge that he/she executed the same. That he/she affirms under penalty perjury that the statements in this document are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

Form B

Verification of United States Citizenship or Lawful Immigration Status by  
Presentation of Documents by Client

Legal Name of Applicant: \_\_\_\_\_

I have examined one document presented by the applicant from below or I have examined two documents presented by the applicant. I have recorded the title, number and expiration date, if any, of the document(s) presented. (Note: An applicant must present original documents or copies certified by the issuing agency. All documents must be in English.)

Document Title	Issuing Authority	A Document Number (if any)	Expiration Date (if any)

The document(s) that I have listed above (1) appear to be genuine original documents or genuine copies certified by the issuing agency, and (2) relate to the applicant.

Print Name of Employee or Designee: \_\_\_\_\_

Signature of Employee or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Only one of the following documents is required to be presented by an applicant:

1. Arizona driver's license or Arizona non-operating identification card issued after October 1, 1996.
2. A driver's license or non-operating license issued by another state or outlying possession of the United States if the license indicates on its face that the person has provided proof of United States citizenship.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. U.S. Passport (current or expired).
6. Certificate of U.S. Citizenship (Form N-560 or N-561).
7. Certificate of Naturalization (Form N-550 or N-570).
8. Unexpired Foreign Passport with an I-551 stamp.
9. Unexpired Foreign Passport indicating nonimmigrant visa status and such visa status either has not expired or has been extended.
10. A tribal certificate of Indian blood.
11. A tribal or bureau of Indian affairs affidavit of birth.
12. Form I-94 verifying current status as "Refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant." with photograph.

13. Permanent Resident Card with photograph or alien Registration Receipt Card with photograph (Form I-151 commonly referred to as a "Green Card" or Form I-551).
14. Unexpired Temporary Resident Card (Form I-688).
15. Unexpired Employment Authorization Card (Form I-688A).
16. Unexpired Reentry Permit (Form I-327).
17. Unexpired Refugee Travel Document (Form I-571).
18. Unexpired Employment Authorization Document issued by Department of Homeland Security that contains a photograph (Form I-688B).

If the applicant does not have any of the above documents any two (2) of the following documents are required to be presented:

1. Arizona driver's license or Arizona non-operating identification card issued on or before October 1, 1996.
2. A driver's license that does not indicate that the person has provided proof of United States citizenship or an identification card that does not indicate that the person has provided proof of United States citizenship issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. Voter registration card.
4. U.S. Military card or draft record.
5. Military dependent's ID card.
6. U.S. Coast Guard Merchant Mariner card.
7. Native American tribal document
8. Driver's license issued by a Canadian government authority.
9. United States social security card issued by the Social Security Administration
10. U.S. Citizen ID card (Form I-197).
11. Identification Card for use of Resident Citizen in the United States (Form I-179).
12. Unexpired Employment Authorization Document issued by Department of Homeland.

Form C: Documentation of "Discovered Violation" per A.R.S.\_1\_ §§501-502

Date: \_\_\_\_\_ Name of Staff Person: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Public Benefit Requested: _____ _____ _____
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Reason for "Discovered Violation" per A.R.S.\_1\_ §§501-502:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Screened by:

_____ Employee Signature and ID #	_____ Date
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Reviewed by:

_____ Employee Signature and ID #	_____ Date
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Attorney's Review:

_____ Employee Signature and ID #	_____ Date
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Reported to US Department of Immigration and Customs Enforcement (ICE): \_\_\_Yes \_\_\_No

ICE contact number: 1-866-347-2423

If "Yes," please complete following section:

Date Reported to ICE: _____	Time Reported to ICE: _____
ICE Specialist Number: _____	