



# Valdez Beautification Matching Grant Program

City of Valdez  
Beautification Commission  
Attn: City Clerk's Office  
PO BOX 307  
Valdez, AK 99686

PROPERTY  
OWNER PO BOX  
XXX  
Valdez, AK 99686

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

Congratulations! The Valdez Beautification Commission selected XXXXXXXX as a recipient of a 2023 Valdez Beautification Matching Grant.

Based upon your application, program guidelines and available grant funding, the 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 Commission before work commences or the grant will be forfeited.

All grant eligible improvements must be completed and your grant reimbursement package submitted by November 30, 2023. 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 by the deadline, 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:
  - Completed Beautification Matching Grant Reimbursement Form;
  - A copy of this letter;
  - Copy of your completed Notice to Proceed;
  - Color “before” and “after” photographs;
  - Copies of all permits and inspection reports associated with the project;
  - Document itemizing all expenses related to the project (typed or handwritten);
  - Originals of all receipts associated with the project (all invoices must indicate they have been paid prior to submission);
  - Proof of contractor payment (if applicable); and
  - Copy of your business’ IRS W-9.

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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,

Kathy Nielsen  
Beautification Commission  
Chair