



Vacant Storefront Improvement Assistance Program

Section A

The Vacant Storefront Improvement Assistance Program (Program) seeks to assist challenged retail/commercial properties in the City of Phoenix (City) by providing financial grant assistance for public infrastructure improvements (Improvements) to support the recovery and occupancy of vacant retail properties. The Program further intends to ensure that retail building owners remain competitive while revitalizing and beautifying the surrounding community. Building owners may apply for up to \$250,000 of assistance. This program is funded through the Coronavirus State and Local Fiscal Recovery Fund program (SLFRF) as authorized by the American Rescue Plan Act of 2021 (ARPA). Funds must be completely spent by December 31, 2024.

Eligibility:

Owners of existing retail or commercial buildings, or their designees (e.g., commercial building alliances) located in Phoenix who were impacted by the COVID-19 pandemic and meet one or more of the following eligibility criteria may qualify for the Program:

- 25% revenue loss or 10% vacancy increase when comparing 2019 to 2020 and 2021; or
- Located in or immediately adjacent to a [Qualified Census Tract \(QCT\)](#); or
- Are an adaptive reuse development created by the pandemic.

Section B

Application Requirements:

- Explanation of the impact the COVID-19 Pandemic had on the property:
 - Explain how the pandemic caused vacancy and/or stalled development/redevelopment and occupancy.
- Project description and description of the public infrastructure improvement needs delaying or preventing development and occupancy of an existing building and overall site.
- Examples of potential public infrastructure items include:
 - Sidewalk/street installation and/or repairs
 - Street/traffic lights
 - Place making signage
 - Landscape enhancements/improvements in the right-of-way
 - Median installation
 - Bus shelter enhancements/improvements
 - Water/sewer line installation and/or extension
 - Public art installation
- A copy of applicant's W-9 must be included with the application
- Approved applicant entity must be registered in the State of Arizona and must be in good standing with the Arizona Corporation Commission.



Section C

Application Review/Approval:

- An evaluation panel comprised of City staff will review each application for eligibility and provide a recommendation for approval or denial.
- The panel will consider costs, location, historic nature of the property, and community benefit.
- Each approved applicant will enter a grant agreement with the City to outline the terms and conditions of awarded funds.
- Each approved applicant will be required to register with www.SAM.gov to obtain a Unique Entity Identification (UEI) number and submit that number to the City prior to being issued a grant agreement.
- Applications will be funded at sole discretion of the City.
- Applications will be reviewed and funds will be awarded on a continuous review process

Section D

Contract Requirements:

The Improvements will either be scheduled for completion by the City's Street Transportation Department (Streets), or other appropriate department(s). Applicant may be approved to complete the Improvements directly, if applicant elects to do so. Any Improvements completed by an approved applicant must be in compliance with Planning and Development, Streets and other associated department's standards, Arizona Revised Statutes Title 34 and ARPA Uniform Guidance. Performance and timeline indicators will be included in each grant agreement to ensure compliance with ARPA Final Rule.

Further information regarding the following items is available upon request:

- ARPA Final Rule and Uniform Guidance
- SLFRF program
- American Rescue Plan Act of 2021.

The City will provide a Form 1099 as may be required by law, but makes no representations regarding the tax implications of the award. Applicant is advised to contact their tax professional for more information.



City of Phoenix

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Reporting and Invoicing:

- Upon grant agreement execution:
 - An annual list of tenants will be sent by the grant recipient to City at the end of each fiscal year, commencing with the first fiscal year after the public infrastructure improvements were completed and accepted by the City. Fiscal year is defined as the City's fiscal year, beginning July 1 and ending June 30.
 - Grant recipient will provide current project vacancy numbers and a list of current tenants, at the time of the award.
 - If project has multiple suites, an updated list will be provided as vacant suites are leased.
 - Grant recipient will submit a detailed invoice with back-up documentation for reimbursement to be processed once all Improvements are completed and accepted by the City.
 - If grant recipient chooses to self-perform, a meeting regarding Title 34 regulations must be schedule with City.
 - Grant recipient may be required to comply with other ARPA reporting requirements as mandated by the ARPA Final Rule and Uniform Guidance.

For questions regarding the Vacant Storefront Improvement Assistance Program contact:

Karla Scott
(602) 534-7511

or

Abby Garcia
(602) 261-8013

vacantstorefront@phoenix.gov

Applications may be submitted via email at: vacantstorefront@phoenix.gov

Applications may also be mailed to:

City of Phoenix Community and Economic Development Department
Vacant Storefront Improvement Assistance Program
200 W. Washington St., 20th Floor
Phoenix, Arizona 85003

Applications will be accepted until 5:00pm (local Phoenix time), Friday, May 3, 2024, or until all grant funds have been awarded. Frequently asked questions and further program details and applications may be found at: www.investinphoenix.com/grow-expand/state-local-programs



City of Phoenix

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Vacant Storefront Improvement Assistance Program Application

Section 1

Business Name:

DBA:

Year Business
Established:

Phone:

Email:

Address:

City, State, Zip:

Primary Contact
Name:

<i>*Project location, if different from above</i>	
Address:	
City, State, Zip:	
Assessor's Parcel Number(s) (APN[s]):	

Section 2

1. Estimated amount requested for installation of Improvement(s):
2. Estimated full time equivalent jobs created by the project:
3. Years building or suites have been vacant:
4. Year building was constructed:
5. Year owner obtained ownership of building:



City of Phoenix

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

6. Is the project located within or immediately adjacent to a Qualified Census Tract (QCT)? Yes No

7. Is this an adaptive reuse project? (if yes please explain below)? Yes No

8. Was the property vacancy caused by COVID (if yes please explain below)? Yes No

9. Did you experience at least a 25% revenue loss or 10% increase in vacancy when comparing 2019 to 2020 and 2021 for the building for which you are requesting funding? Please explain below and attach supporting documentation. Yes No

10. Have you received any federal funding between 2020 to present? Please list the type(s) and date(s) of assistance below. Yes No



City of Phoenix

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

11. Which public infrastructure improvements does your project require to move forward with development and occupancy.

Check all that apply:

- Sidewalk/street installation and/or repairs
- Street/traffic light installation
- Place making signage
- Landscape enhancements/improvements in the right-of-way
- Street hardscape installation (medians, wayfinding signage, street maneuvering items etc.)
- Public transit enhancements/improvements
- Water/sewer line installation and/or extension
- Public art installation
- Other (Please specify):

Please attach a timeline for installation of the Improvements and completion of the project. The project's completion will be indicated by through the City's issuance of a Certificate of Occupancy or Certificate of Completion.

*By submitting application, I certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate. I also certify that I am authorized to submit this application with respect to this project.

Applicant or representative submitting: _____ Date _____

Signature: _____

Title: _____

Affiliation: _____