

CRA Sign Grant General Project Guidelines

The purpose of the Sign Grant Program is to improve visibility for local businesses and enhance the downtown experience by encouraging carefully located and appropriately sized signage with respect to the architectural character of the area within the CRA district. Approval of a proposed project is based upon the project's overall consistency with the adopted Design Guidelines, CRA Redevelopment Plan and Dade City Land Development Regulations (LDR).

- 1) Signage must be planned to meet the City of Dade City, Sign Regulations and any revisions.
- 2) Signage shall be designed, constructed, and maintained to complement and accent the architectural features of the building. It should harmonize with the overall character of the building. All color schemes shall accent the building, as well as harmonize with adjacent structures.
- 3) Within a three (3) year period, only one (1) CRA Sign Grant shall be allocated to any one applicant or property, and grants shall be awarded on a first-come, first-served basis. During this three (3) year period, the receipt of a sign grant will not preclude the applicant from applying for or receiving other grants offered by the CRA and; the receipt of a previous CRA grant does not preclude an applicant from applying for or receiving a sign grant. Signage grants awarded are based on a 50/50 (Property Owner/Tenant & CRA) match of available funds, not to exceed \$2,000 within any three (3) year period.
- 4) No grant funds or matching monies shall be used for general repair, structural, or habitable work, or otherwise to meet code for occupancy of the building.
- 5) No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- 6) No Signage grant will be made to CRA Board member, a CRA Board member's immediate family, or to a business entity (sole proprietorships, partnerships, corporations or limited liability companies), in which a CRA Board member or his/her immediate family member(s) has/have any ownership interest.
- 7) All property taxes, business tax receipts, and utility charges must be current at the time of the application to receive grant funds.
- 8) The applicant is responsible for obtaining any permits required to do the project. No grant funds can be used to pay any permitting fees.
- 9) In order to verify that costs are within reasonable parameters, estimates from three (3) sources are required.

NOTE: Contractors who apply for permits must be certified by the City of Dade City in that specific trade.

- 10) To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City, Attn: CRA Director, 38020 Meridian Ave (City Hall), Dade City, FL 33525-1355. Plans must comply with the City's permitting regulations.
- 11) No work funded by a Signage grant shall begin until authorized by the CRA Board.
- 12) Upon reimbursement of grant funding, the building shall be occupied by tenants within six (6) months. If this condition is not met, the grantee will refund the entirety of the grant funding received to the CRA. The owner/applicant may apply to the CRA for an extension of the six month requirement before the expiration of the six (6) months and, for good cause shown, the CRA may grant a single, three (3) month extension.
- 13) If the tenant in which a CRA Sign Grant is applied for and funded is sold or closed within three (3) years of CRA grant award, then grantee shall refund the entirety of the grant funding received to the CRA upon demand.

CRA Sign Grant Grant Program Procedures

Responsibilities

CRA Director – Primary contact person, record keeper and authority for coordination of the matching grant program.

Community Redevelopment Agency Board (CRA Board) – Considers Staff's recommendations and approves or denies funding of proposed projects.

Procedures

1. A PRE-APPLICATION MEETING IS HELD BETWEEN THE CRA DIRECTOR AND GRANT APPLICANT(S) TO DISCUSS PROGRAM BENEFITS AND REQUIREMENTS, DESIGN GUIDELINES, THE LAND DEVELOPMENT REGULATIONS, APPLICATION PROCESS, SPECIFIC PROPOSAL AND ANY OTHER PERTINENT INFORMATION. (THE APPLICANT MAY FIRST WISH TO DISCUSS THE PROJECT WITH ANY PERMITTING AGENCIES IN ORDER TO GAIN SOME LEVEL OF ASSURANCE THAT THE PROJECT IS CAPABLE OF BEING PERMITTED.) TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE CRA DIRECTOR, 352-523-5050 ext 413.

2. Applicant submits a one (1) copy of the application, including supporting data, to the CRA Community Development Director's office. The application packet is reviewed for completeness and returned to the applicant if further information is required.
3. Staff reviews the application for its consistency with the adopted Design Guidelines, Land Development Regulations, Community Redevelopment Plan and general compatibility with current Community Redevelopment Area structures and themes. Grant-assisted improvements must provide continuity of historic design and strengthen existing architectural features. A recommendation of approval or denial of the application shall be made by Staff. Project applications with the Committee's recommendation will be submitted to the CRA Board for consideration at its next regularly scheduled meeting. The applicant shall also be notified of the Committee's recommendation. The applicant will be provided every opportunity to modify the original application to achieve a positive Staff recommendation prior to consideration by the CRA Board.
4. All properties located in the Dade City Historic District and designated on the Dade City Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration.
5. The CRA Board will review the project application and Staff's recommendation. The CRA Board shall approve, deny, or return the application to Staff for modification of the project or additional information gathering. Any modifications to the project suggested at the CRA Board meeting, which will be incorporated into the project, must be rescheduled for another meeting with Staff. The CRA Board may approve or deny an application contrary to the Staff recommendation. However, the project considered by the CRA Board must have been wholly reviewed by Staff with no subsequent modifications. The CRA Board's ability to approve, deny, or return the application is subject to the discretion of the CRA.
6. The applicant shall be notified of the impending CRA Board application review meeting and shall be invited by the CRA Director to attend the meeting to discuss the application and respond to any questions that may arise from the CRA Board discussions. Results of the CRA Board action shall be provided in a letter to the applicant by the CRA Director. The letter shall state the reasons for the action taken by the CRA Board.
7. No work for which a grant has been sought shall begin until authorized by the CRA Board and written approval has been received by the applicant. Once written notice of CRA Board approval has been received, work may begin in accordance with the approved application. The applicant is responsible for obtaining any permits required to

complete the project. CRA Board approval of the project application does not guarantee its permitting status. All related licensing requirements shall be met.

8. Any unapproved changes to the application or artistic renderings will void the grant award. If the applicant wishes to change the project after approval by the CRA Board, the applicant must contact the CRA Director. Changes will then be submitted by the CRA Director to the CRA Board for consideration.
9. All grant-compensated projects must be complete, and a detailed bill showing final payment or a final lien waiver, if applicable, submitted for reimbursement within four (4) months of CRA Board approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA Board.
10. After work is complete, the applicant must submit to the CRA Director: (a) all paid bills or a final lien waiver for reimbursement, (b) a W-9, (c) proof of payment (i.e., cancelled check) and (d) an affidavit from the contractor certifying that all work is complete. The CRA Director shall notify the applicant of incomplete reimbursement information within five (5) days of receipt of the reimbursement request.
11. The CRA Director shall submit the detailed paid bill(s) or final lien waiver to the Finance Officer for reimbursement **once all reimbursement information is submitted within five (5) days of receipt**, along with verification that the work has been completed in accordance with the approved application. Copies will also be submitted to the City Manager.
12. The Finance Officer shall process the reimbursement to the applicant in accordance with the regular payment procedures of the City. **No funds will be disbursed until all work is completed and all items set forth in paragraph 10 above have been submitted.**

NOTE: All grant-compensated projects (design & colors) must remain for a period of three (3) years from the date of completion before a new application may be submitted for the same property.

CRA Sign Grant Program Application

Name of Applicant: _____

Name of Business: _____

Is Applicant a Tenant or Property Owner? _____

(If applicant is a tenant, written authorization by the property owner must be included with application.)

Property Address: _____

Applicant Mailing Address: _____

Applicant Phone # _____ **Applicant Email:** _____

Description of Work to be completed: *(Appropriate Drawings/Plans must be attached depicting work)*

Are there any current Code Enforcement violations, outstanding business tax receipts, utility payments or property taxes due? YES or NO If yes, explain:

Signage work to be done: NEW ALTERATION REPAIR

Bid One: Contractor Name _____ Bid Amount \$ _____

Bid Two: Contractor Name _____ Bid Amount \$ _____

Bid Three: Contractor Name _____ Bid Amount \$ _____

Total Cost of Project: _____ **Amount Requested:** _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these will be subject to review and must be approved by the CRA Board.

I understand that no work can begin until I have received written approval from the CRA Board.

I further understand that the project must be completed within 4 months from date of approval and grant monies will not be paid until the project is complete.

I certify that I have read the CRA Sign Grant General Project Guidelines and Program Procedures and agree to comply with all requirements. I further certify that no member of the CRA Board, nor any immediate family member of the CRA Board, owns a majority interest in the applicant for this grant.

Signature of Applicant

Date

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this ____ day of ____, 2018, by _____ who are personally known to me or who have produced _____ identification.

(Seal)

Print Name:

Notary Public, State of _____

Sign Grant Program Application Supporting Data

Each application shall include photos that clearly depict the proposed location of the signage and the existing condition of the building exterior(s).

NOTE: Selections must take into account the architectural style of the building. If the property is listed on the City's historic registry, the proposed signage will be submitted for review and recommendation by the Historic Preservation Advisory Board.

Signs

1. Provide a color rendering of the proposed design, including specifications as to size and width.
2. Note how and where sign will be installed on the building or property.
3. Submit a written estimate(s) from the sign company.
4. Provide verification that proposed signage conforms to city ordinance.

Projects Proposed by Tenants

1. To be eligible for a direct grant, tenants must provide a notarized authorization for the work from the property owner.

CRA Sign Grant Program Application Checklist

_____ Grant Application

_____ 3 Bids

_____ Drawings/Plans of work to be done

_____ Current Color Photo(s) of building

_____ Notarized approval letter from building owner if tenant is applying

_____ W-9

_____ Code Enforcement Actions, if any

_____ Ad Valorem Taxes, Business Tax Receipt, Utilities Paid

_____ TAC Review

_____ Historic Preservation Advisory Board Review