

**CRA Sign Grant
General Project Guidelines
(Revised June 2013)**

The purpose of the incentive Sign Grant Program is to encourage carefully located and 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.

- A. Signage must be planned to meet the City of Dade City, Sign Ordinance #2005-0870 or as subsequently amended.
- B. 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.
- C. Grant funds shall be allocated on a first-come, first-served basis. Only one (1) grant shall be awarded per business within a three (3) year time period. Tenants may qualify, provided property owner has granted written consent. All grants awarded are based on a 50/50 (Property Owner/Tenant & CRA) match. Funds up to \$1,250 may be awarded.
- D. No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- E. All property taxes must be current at the time of grant application to receive grant funds. This shall include all applicants/owners.
- F. Grantee is responsible for obtaining any permits required to do the project. Cost of the permitting cannot be part of the grant funding.
- G. In order to verify that costs are within reasonable parameters, estimates from three (3) sources are required.
- H. To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City, Attn: CRA Director, 14206 US Highway 98 Bypass, or mailed to P.O. Box 1355, Dade City, FL 33526-1355. Plans must comply with the City's permitting regulations.
- I. No work for which a grant is sought shall begin until authorized by the CRA.

CRA Building Exteriors Grant Grant Program Procedures

Responsibilities

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

Technical Advisory Committee (TAC) – Reviews grant applications based upon prescribed criteria and makes recommendations to the CRA Director.

Community Redevelopment Agency – Considers TAC committee’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 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, KAREN KOSER, 352-523-5050.**
2. Applicant submits one (1) copy of the application, including supporting data, to the CRA Director’s office. The application packet is reviewed for completeness and returned to the applicant if further information is required.
- 3. The Technical Advisory Committee (TAC) meets when grant applications have been submitted to consider proposed projects.**
4. TAC reviews the application for its consistency with the adopted Design Guidelines 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 TAC. 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 TAC recommendation prior to consideration by the CRA Board.
5. The CRA will review the project application and TAC’s recommendation. The CRA shall approve, deny, or return the application to TAC 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 of TAC. The CRA may approve or deny an application contrary to TAC recommendation. (However, the

project considered by the CRA Board must have been wholly reviewed by TAC with no subsequent modifications.)

6. The applicant shall be notified of the impending CRA 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 letter form to the applicant by the CRA Board. The letter shall state the reasons for the action taken by the Board.
7. No work for which a grant has been sought shall begin until authorized by the CRA and written approval has been received by the applicant. Once written notice of CRA approval has been received, work may begin in accordance with the approved application. Grantee is responsible for obtaining any permits required to complete the project. CRA approval of the project application does not guarantee its permitting status. All related licensing requirements shall be met.
8. Any unapproved changes will void the grant. If the grantee wishes to change the project after approval by the CRA, the grantee must contact the CRA Director. Changes will then be submitted by the CRA Director to TAC for its review and then to the CRA Board for consideration.
9. All grant-compensated improvements must be complete and a detailed bill showing final payment or a final lien waiver if applicable submitted for reimbursement by grant funds within four (4) months of CRA approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA.
10. After work is complete, the grantee must submit to the CRA Director all paid bills or a final lien waiver for reimbursement, together with an affidavit from the contractor certifying that all work is complete. The CRA Director shall notify the grantee of incomplete reimbursement information within five (5) business days of receipt of the reimbursement request.
11. The CRA Director shall submit the detailed paid bill(s) or final lien waiver to the City Clerk for reimbursement, 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 City Clerk shall process the reimbursement to the grantee in accordance with the regular payment procedures of the City. **No funds will be disbursed until all work is completed and proper receipts submitted for payment.**

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)

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 must be approved by the CRA Board.

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

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 agree that I have read the CRA Sign Grant General project Guidelines and Program Procedures.

PLEASE CONTACT THE CRA DIRECTOR, KAREN KOSER 352-523-5050, PRIOR TO SUBMITTING THIS APPLICATION.

Signature of Applicant

Date

**Building Sign Grant Program
Application Supporting Data
(Exhibit A)**

Each application shall include photos that clearly depict the existing condition of the building exterior(s) to be improved.

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 changes will be submitted for processing by the Historic 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.
3. Submit a written estimate 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**