HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL SIGNAGE GRANT PROGRAM

About the Program

The Hallandale Beach Community Redevelopment Agency (HBCRA) Commercial Signage Grant Program (CSGP) is an incentive program available to businesses throughout the Community Redevelopment Area. The goal of the program is to eliminate functional obsolescence, remove deterioration, and update the exteriors of existing buildings, with an emphasis on improving the viability of healthy retail uses and generally increasing the "curb appeal" of the business corridors in the CRA.

For the CSGP, there will be a 60/40 match, where the owner is responsible for 60% of the total cost and the HBCRA is responsible for the remaining 40% of the cost. All signage for which the HBCRA funding has been granted shall remain with the property for a minimum of 24 months. If for whatever reason the sign is removed from the property and taken to another location the Applicant shall repay the HBCRA's 40% match.

Step 1: Application Process

a. Schedule an appointment with HBCRA Staff to discuss potential project and make sure it meets Program intent. Please call (954)457-2228.

b. Submit a completed application with a check for $100.00 made payable to the City of Hallandale Beach Community Redevelopment Agency for review. Incomplete applications will not be considered for funding until a complete application, and all supporting documents are received by the HBCRA. Applications must be signed by the owner of the property of record; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.

c. HBCRA will complete the application review within 15 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.

d. The sign must be completed within 2 months of application approval.

e. Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA.

f. Applicants must submit an original, "hard copy" and electronic copy application with all back-up materials to the HBCRA for review and subsequent approval by the HBCRA. Applications will be considered on a first-come, first-serve basis.

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| Initials _____

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of the current condition of site and structures; Three quotes of for signage cost and installation.

- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.

- Applicant must also submit proof of payment before reimbursement can be issued.

- The property owner shall not install sign or begin process until application approved (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement and Memorandum of Grant Agreements signed by all parties and the Memorandum of Grant Agreement has been recorded in Broward County public records.   Improvements completed prior to approval, will not be eligible for reimbursement.

- Property must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind.

<mark>SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING</mark>

It is the responsibility of the Applicant to READ AND UNDERSTAND all aspects of the Grant Program`s Rules/Requirements and Application. NOTICE TO THIRD PARTIES: the grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of a grant result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the Applicant have been paid in full, or that such entities have been paid any subcontractors in full. Applicant`s warranty that all bills related to the Project for which is the Applicant is directly responsible is sufficient assurance for the HBCRA to award grant funding.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

_____   Date_____

Signature

_____

Printed Name and Title

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HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY

COMMERCIAL SIGNAGE GRANT PROGRAM APPLICATION

Date of Application_____

1. Property Address: _____

2. Name of Applicant:_____

3. Address of Applicant: _____

      Phone: (   )   **Fax: (   )**

      Email: _____

4. Does the Applicant own property?   _____ Yes   _____No

5. Indicate the owning entity of the property (i.e. name on property title)

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6. Project Description:_____Initials _____

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7.   Total Project Cost_____   **Total Funding Request**_____

Authorized Representative (Property Owner or Agent):

_____   _____
Signature   **Date**

_____
Print Name and Title

If application is signed by authorized agent, please provide proof through notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.

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COMMERCIAL SIGNAGE GRANT PROGRAM CHECKLIST

☐   One (1) hard copy and one (1) electronic copy of the completed application with a check for $100.00made payable to the City of Hallandale Beach CRA.

☐   Photographs of the current condition of site and structures.

☐   Three (3) quotes from different companies estimating the cost and installation of the sign for the business.

☐ Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.

☐   Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.

☐ A canceled check of payment to sign company in order to be approved for reimbursement

☐   Copy Authorized Agent letter (or other documentation) if Applicant is not the owner

☐   Copy of Business Tax Receipt

☐   Competed W-9 Form for payee

☐   Copy of property insurance for business or building.

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