



**The deadline to apply for any of the programs for Fiscal Year 2023-2024 is June 27, 2024.**

**The deadline to apply for any of the programs for Fiscal Year 2024-2025 is June 26, 2025.**

## 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 HBCRA. 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 business 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.

**PLEASE READ THE FOLLOWING PRIOR TO THE APPLICATION SUBMITTAL**

- The application must include **all** of the following items: Photographs of the current condition of site and structures; Three quotes 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 the process until the application is approved (Grants cannot be applied retroactively for work previously completed) until the Grant Guaranty form is signed by all parties. 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.

**AUTOMATIC DISQUALIFICATION**

- a. Is determined that the application does not meet the spirit, intent, and/or legal requirements for the grant.
- b. A prior grant awarded to the applicant was rescinded.
- c. The applicant is currently a party in litigation against the HBCRA and/or City or has threatened litigation against the HBCRA and/or City.
- d. Any work done prior to the HBCRA Board approval does not qualify.
- e. Religious organizations or sites being utilized for religious purposes will not be considered for funding unless the funding will not have as its primary effect the advancing or inhibiting of religion.
- f. Schools and other tax-exempt organizations
- g. The applicant has previously defaulted on any prior grant agreement or other agreement with the HBCRA and/or City.

**SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING**

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.

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Initial \_\_\_\_\_



HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY  
COMMERCIAL SIGNAGE IMPROVEMENT 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)

\_\_\_\_\_

6. Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.*

Initial \_\_\_\_\_



---

## COMMERCIAL SIGNAGE CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with a check for \$250.00 made payable to the City of Hallandale Beach CRA.
- Authorized Agent letter/ landlord certificate (or other documentation) if Applicant is not the owner
- Photographs of the current condition of the site and structures.
- Architectural renderings of proposed signage improvements in color.
- If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work is also required.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- Copy of license and liability insurance from chosen contractor.
- Preliminary schedule for completion of improvements
- Copy of Business Tax Receipt
- Copy of property insurance for business or building.
- 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 funding must repay the full amount of the grant.

**Once an application has been approved, the following shall be required.**

- Signed Grant Guaranty form
- A canceled check of payment to contractor/GC. The CRA must receive proof of payment via a canceled check in order to process reimbursement.
- Completed W-9 Form for payee

REVISED SEPTEMBER 2023

Initial \_\_\_\_\_

