



**City of Caldwell**  
**Commercial Building Sign Purchase Grant Application Form**  
*Applications will be considered on a first received/first considered basis,  
provided submission is deemed complete and eligible.*

<b>A. Applicant Information</b>
Business Owner(s):
Ownership Type (check one): <input type="checkbox"/> Individual(s) <input type="checkbox"/> Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Corporation
Owner Address:
Phone:
E-mail:
Contact Name (if different from above):
Phone:
E-mail:
<b>B. Building Information</b>
Building Address:
Year Built:
Zoning:
Current Usage:
Building Owner(s): <small>If different than business owner</small>
Tenant Type (retail, office, residential, etc.) list all:
Business Owner(s) same as building owner? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Partial
Current lease term:



### C. Project Overview

Describe proposed project:

When will project begin:

When will project be completed:

Must have a completion date no later than September 30, 2018 to receive priority review.  
**Exceptions will not be granted for lack of available funds.**

Total anticipated budget:

Grant requested (may not exceed 75% of total project cost and limited to no more than \$7,500):

Match funding amount:

Is total match funding secured:

Yes       No

Match funding must be secured before approval, along with full project costs, as this is a reimbursement grant.

Applicant has reviewed design guidelines for project eligibility:

Yes       No

All sign projects must adhere to Plaza Façade Design Handbook requirements.  
Any submissions that do not meet these guidelines will be considered ineligible for funding.



**D. Economic Development Overview**

Is the building previously vacant and being returned to use:

- Yes                       No

If yes, identify building use after project completion:

Upon completion of project, will new jobs be created:

- Yes                       No

If yes, list how many and what type:

Will project help retain jobs:

- Yes                       No

If yes, please explain:

In addition to this proposed commercial building signage project, is owner undertaking additional building improvements:

- Yes                       No

If yes, please explain:



## E. Disclosure

**By signing and submitting this application, the applicant hereby agrees to the following:**

1. Applicant agrees that the acceptance of this application does not commit the City to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, the acceptance of this application does not constitute an agreement by the City that any contract will be entered into by the City. The city expressly reserves the right to reject any or all applications or to request more information from the applicant.
2. The applicant also agrees that the City will only consider Commercial Building Signage Assistance for the proposed project if application has been completed in full and all required attachments are included.
3. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge. Applicant also gives permission to the City of Caldwell to research the building's history and perform other related activities necessary for the reasonable evaluation of this proposal.
4. Disclosure of any actual or perceived conflicts of interest.

**Should assistance be provided applicant agrees:**

1. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in work undertaken in connection with program assistance.
2. To keep such records as may be required by the City in connection with the work to be assisted.
3. To not discriminate upon the basis of race, color, sex, marital status, disability, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
4. To allow no member of the governing body of the City of Caldwell and no employee of the City of Caldwell to have any interest, direct or indirect, in the proceeds of any grant.
5. That NO financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended. Such assistance granted will not, however, be counted in the private match requirement.



**In addition, the applicant is aware of the following:**

1. The assistance involves federal funds and requires compliance with federal guidelines, including Davis-Bacon Wage Rates, handicapped accessibility and historic preservation.
2. If assistance is given, an audit of the project may be required.
3. The applicant will be obligated to maintain the building sign improvements for a period of at least five years.
4. Financial assistance will not be provided if property taxes or special assessments are in arrears.
5. Applications will be considered on a first received/first considered basis, provided submission is deemed complete, eligible and completion date will be on or before September 30, 2018.

**Required Attachments**

- Current and (where available) historic photos of the structure;
- Color rendering of design, specifications as to size and information about how and where the sign will be attached to building;
- Proof of any secured matching funds (bank statement, loan commitment, etc.);
- Current bona fide bids for proposed work (within last 30 days).

***Applications will be received until May 21, 2018.***

***\*Please note that incomplete applications will not be considered for funding.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Return completed application in a sealed envelope labeled on front:  
Attn: Elizabeth McNannay / Community Development Block Grant Coordinator  
c/o City Clerk  
411 Blaine Street  
Caldwell, ID 83605  
Or send electronically with labeled attachments to: [emcnannay@cityofcaldwell.org](mailto:emcnannay@cityofcaldwell.org)