



City of Caldwell **Commercial Building Sign Purchase Grant Program**

Applications will be received through May 21, 2018.

**Applications will be reviewed on a first come,
first served basis until available funding is exhausted.**

**Incomplete applications, including all supporting
documentation, will be considered non-responsive and deemed
ineligible for funding.**

The City of Caldwell has received funding through the Department of Housing and Urban Development Community Development Block Grant program. As outlined in the cities Consolidated Plan, a portion of this funding is allocated to a Commercial Building Sign Purchase Program.

Purpose of the Program

The City of Caldwell Community Development Block Grant program is providing an incentive opportunity to improve signage quality, assist with increased business visibility and help support commercial enterprises located in the Business Improvement District.

By enhancing the appearance and visibility, the new sign grant program serves to improve the economic viability of this important downtown commercial area. Better visibility helps draw additional business and public interest in the area.

Grant Funding and Match Requirements

Each project selected for funding shall require a match of at least \$1 of applicant investment for each \$3 of grant funds requested. Grant will pay up to 75% of eligible sign costs, limited to a maximum of \$7,500 (seven thousand five hundred & no/100 dollars) grant.

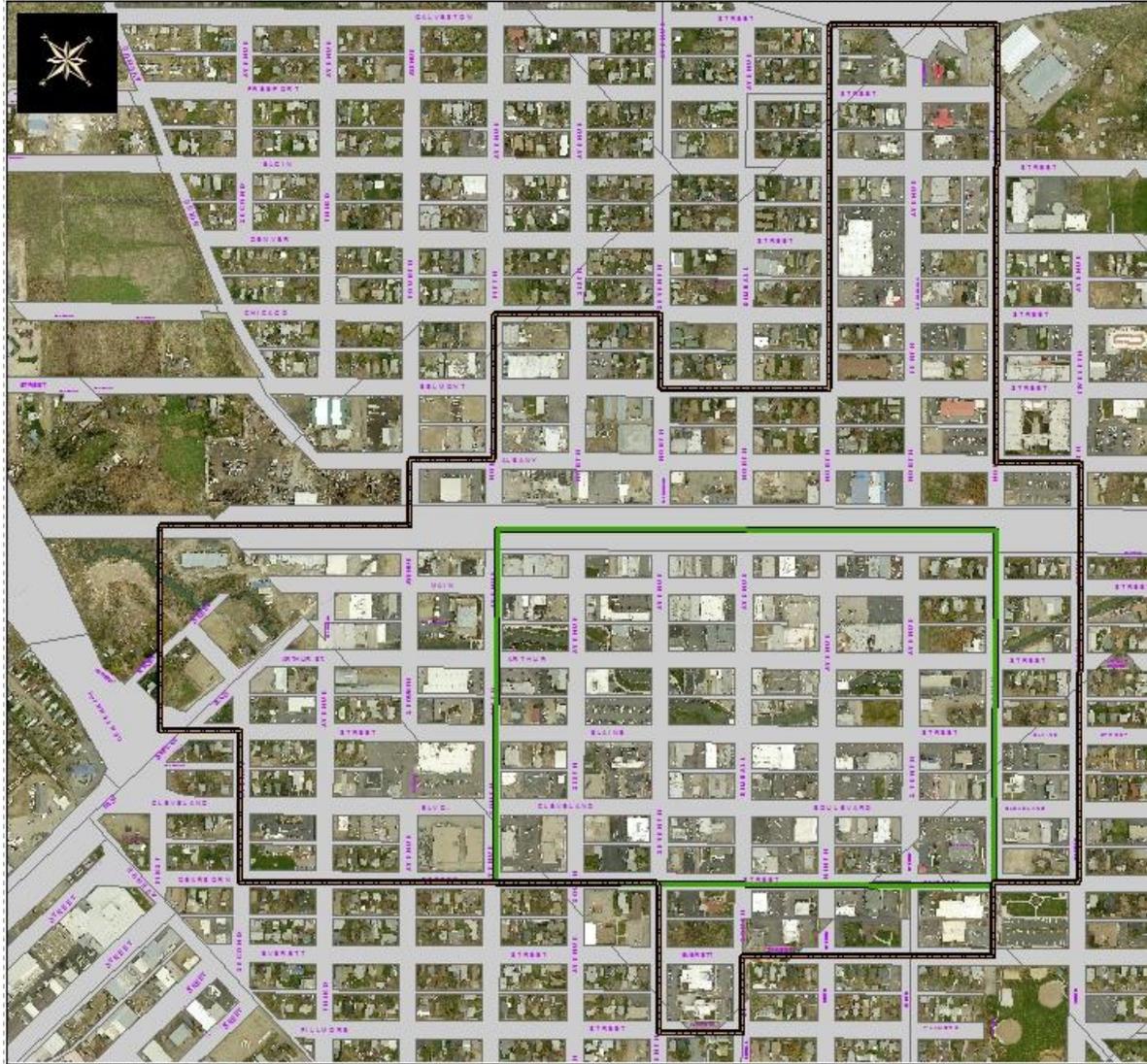
Applicant must pay for any eligible signage improvements approved through this program. City will work with approved applicants to reimburse business owner for 75% (seventy-five percent) of total cost up to the maximum in the sub-recipient grant agreement. Signage improvement work may not begin prior to fully executed grant agreement between business owner and city. No previously incurred expenses will be considered as match or eligible for program funding. The exception to prior work requirement is signage design cost, if any, permit and/or review fees assessed by the City of Caldwell, as required or desired prior to execution of grant agreement

Maximum grant funding per business is \$7,500.

For approved projects with a total cost over \$10,000, grant funding will be limited to no more than a \$7,500 total.

Priority Program Area

The current building improvement priority area is the greater Business Improvement District within City of Caldwell. A map of this district is below:



Eligibility

All business owners willing to undertake eligible signage improvements, located within the designated Business Improvement District, are invited to apply for assistance.

- New construction is eligible for consideration.
- Applicants will be required to demonstrate financial capacity to meet program match-funding and reimbursement requirements.
- Buildings will not be required to be currently occupied to be eligible for this program. A new business, working on improvements to allow occupancy for desired use, will be eligible to participate in this program, as part of preparing for occupancy.

The following examples are eligible activities for grant:

- *Permanent exterior signage integrated into the storefront design*
- *Permanent exterior blade signage for better business visibility*
- *Permit and other required fees, taxes and design costs*

Design Guidelines:

All sign projects must adhere to Plaza Façade Design Handbook requirements. All sign projects must apply for and receive a sign permit from the City of Caldwell. Any submissions that do not meet these guidelines will be considered ineligible for funding.

Project Components NOT Eligible for Funding

- *Work completed prior to project funding, with the exception of signage design work and expenses associated with design, review and permit requirements*
- *Work complete prior to the issuance of a Grant Notice of Award*
- *Any professional services outside sign design, fabrication and installation*
- *Non-permanent fixtures (including but not limited to vinyl window stickers, temporary signs, "sandwich board" signs, etc.)*
- *Business operational costs (including but not limited to inventory, display fixtures, working capital)*
- *Improvements not specifically related to design, fabrication and installation of commercial signage*
- *Internally-lit signs, unless permitted by the City and allowed after design review*
- *Neon or flashing signs*

General Requirements

All construction management will be the responsibility of the applicant.

All work undertaken using CDBG funds may be subject to the Davis-Bacon Act and Section 3 of the Fair Housing Act.

Each recipient will be responsible for all acquisition and relocation costs when displacement of residential or nonresidential tenants occurs as a result of the project, in

accordance with the Federal Uniform Relocation Act. If temporary tenant relocation will be required for this project, contact the CDBG coordinator for further guidance prior to submitting this application.

All applicants will be required to demonstrate compliance with nondiscriminatory employment practices and Affirmative Action Programs under Title VI and Section 112 of the Civil Rights Act of 1964 and Public Law 92-65. Applicants are encouraged to utilize minority and women-owned business enterprises under this program.

The City, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives, will have access to any books, documents, papers and records that are directly related to the program assistance for the purposes of monitoring, making audits, examination, excerpts, and transcripts. All records supporting the costs and components of program-assisted improvements will be maintained for a period not less than 5 years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Caldwell who exercises or has exercised any functions or responsibilities with respect to CDBG activities, or is in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Application Process

Applications for the Commercial Building Sign Purchase Program will be available as funding allows. To obtain an application or additional information about the program, contact the Community Development Block Grant Coordinator, Elizabeth McNannay, at 208-455-4641 or emcnannay@cityofcaldwell.org. Applications will also be available on the City of Caldwell's website and from the City Clerk's office at 411 Blaine St. Caldwell, ID 83605.

Applicants will be required to complete the program application and provide a project timeline, drawings related to proposed improvements, and specifications of the proposed signage work to CDBG Coordinator for approval. Proposals must pass a threshold review for eligibility, and will then be reviewed for quality and impact of the proposed improvements. Realistic project completion estimates before September 30, 2018 to receive priority for funding. Projects expected to complete after this date will be reviewed, subject to funding availability, after other applicant reviews.

Below are the steps in the process:

- Obtain application, as outlined above.
- Forward completed application to CDBG Coordinator via e-mail or in person or via mail to CDBG Coordinator at City Hall (411 Blaine St. Caldwell, ID 83605).
- CDBG coordinator or city staff will conduct a site visit to determine if the proposed project meets eligibility and timeline requirements.
- Projects may then request design approval from Planning & Zoning Design Review Committee, if required and not previously completed. If approval is received:
- Applications will then be processed. This will include matching fund verification, etc.
- Applicant will then be notified of status of application.
- City staff will conduct an environmental review to determine project eligibility.
- Once evaluation is complete, the owner will be notified of award subject to final approval of scope of work and line item budget.
- **Work may proceed only after fully executed sign grant subrecipient agreement is finalized and has received City Council approval.**
- **Business Owner is required to secure all necessary permits from the City of Caldwell prior to installation of signage.**

CDBG staff will assist the building owner with securing bids using a competitive bid process, following federal regulations and the City's procurement process, if needed. If you are unsure of eligibility, please contact CDBG coordinator at emcnannay@cityofcaldwell.org or 208-455-4641 for additional information or clarification.