Riviera Beach Community Redevelopment Agency
600 W Blue Heron Blvd. Ste C-225
Riviera Beach, FL 33404
Phone 561-844-3408- www.rbcra.com

CORE GATEWAY SIGNAGE GRANT PROGRAM

PROGRAM DESCRIPTION

The Core Gateway Signage Grant program awards grant funds to improve commercial property signage under ranking criteria. The program focus is on improving properties located along the major right-of-way corridors in the CRA.

The Core Gateway Signage Grant is designed to eliminate blighted conditions by incenting commercial property owners to make exterior improvements to their signage.

PROGRAM RULES:

- The structure must not be scheduled or under consideration for demolition by any government agency, developer, or property owner.
- The program is for commercial properties and businesses only. Residential properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes).
- The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.
- Proposed signage shall meet all existing signage ordinances and Land Development Regulations, a summary of which are included in this document in Chapter II, are available on Municode, and through the City's website.
- Proposed signage shall meet Design Criteria outlined in Chapter IV of this document.
- In accordance with sustainable practices, removed materials should be recycled whenever possible.
- Where signage includes illumination, energy efficient lighting shall be used.
- Eligible multi-tenant properties can be awarded up to $100,000 in grant funding. Individual tenants are eligible for up to $12,000.
- All proposed exterior improvements using RBCRA funds must be approved by the RBCRA. The RBCRA may make recommendations based upon the Core Gateway Signage Program.

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ELIGIBLE EXPENSES:

- Signage
- Signage Design
- Fabrication
- Installation
- Permit fees
- Painting
- Awnings/canopies
- Exterior lighting and Electrical work
- Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement) necessary as part of sign installation
- Demolition of nonconforming signage

INELIGIBLE EXPENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Debris disposal
- Grant recipient labor

APPLICATION PROCESS:

1. An applicant seeking a project grant may obtain an application from the RBCRA.
2. The RBCRA will administer the Core Gateway Signage Grant Program and funding. In addition to the appropriate City of Riviera Beach building inspections, the RBCRA will inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Riviera Beach liens against their property. If an Applicant has an outstanding City of Riviera Beach lien against the property, the grant will not be awarded until the complete satisfaction of the lien.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the RBCRA. Applications will be scored and ranked for final approval. The total available program funding is subject to change and annual budgeting. Only one application will be accepted per fiscal year.

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RECOMMENDED POST-APPROVAL PROCEDURE:

1. **Site Visits** — RBCRA staff will conduct a site visit prior to work in order to verify that the business is in operation and document "before" photos of site.
2. **Reporting** — by accepting the grant, the applicant agrees to comply with any reporting procedures deemed necessary by RBCRA staff to verify agreed upon compliance goals in the grant agreement. The staff will formally report the applicant's level of compliance to the RBCRA Director and will also report any corrective action plans that the applicant has committed to implementing in order to achieve the agreed upon compliance goals in the grant agreement.
3. **Changes** — Changes in approved work specifications must be approved by the RBCRA Director. The RBCRA Director may approve or reject such changes. Deviation from an approved plan may disqualify the applicant from this grant program.
4. **Grant Payments** — As stipulated in the project agreement, RBCRA will release funds to the client or payments can be made directly to the contractor on a reimbursement basis at the completion of the entire project. Alternatively, it is within the RBCRA Director's discretion to authorize that partial grant payments be issued on a progress draw schedule so as to facilitate the timely completion of some of the approved projects. However, 25% shall be retained for final payment after completion in all cases.
   - Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety (90) days from the RBCRA receiving the following:
     - ☐ Request for RBCRA staff site visit. RBCRA staff will conduct site visit(s) prior to any payment to verify compliance with the terms of the grant agreement.
     - ☐ Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs.
     - ☐ Draw Request Form (if applicable).
     - ☐ Building Department Inspection forms and completed final inspections.
5. **Completion** — Staff will complete a final inspection prior to issuing final payment. Staff will review the documents provided and photograph the completed work. If everything is in order and installed in accord with the approved application, the project will be declared completed and staff will process payment to the applicant or contractor for the amount allowed by the Grant Agreement.

I have read, understand and accept the program overview and guidelines set forth above for the *Core Gateway Signage Grant Program*.

_____

Applicant Name

_____

Applicant Signature Date

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APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

FROM THE PLAZA OWNER AND/OR TENANT:

- ☐ Completed Application & Checklist
- ☐ Copy of W9 Form
- ☐ Copy of Business Tax Identification
- ☐ Copy of Occupational or Business License(s)
- ☐ Copy of Lease with written evidence of building owner's approval of the application
- ☐ Written detailed description of the improvements to be done to the property
- ☐ Documentation of locally owned business or franchise (if applicable)
- ☐ Documentation of age of existing signage to be improved (if applicable)
- ☐ Documentation nonconforming or poor condition signage to be removed (if applicable)
- ☐ Documentation of Property Improvement Grant funding (if applicable)

With coordination from Sign Contractor:

- ☐ Plans or sketches
- ☐ Rendering sign imposed on building to scale
- ☐ Third-party cost estimates from licensed contractor
- ☐ Estimated timeline or project schedule

FROM THE PLAZA OWNER:

- ☐ Copy of Warranty Deed
- ☐ Copy of Tax Collector of Palm Beach County record showing all property taxes paid
- ☐ List of participating tenants
- ☐ Copy of tenant lease agreements with design standards for signage

All documents along with completed applications should be properly labeled and inserted into a multi part pronged folder. Partial submissions will not be reviewed or accepted.

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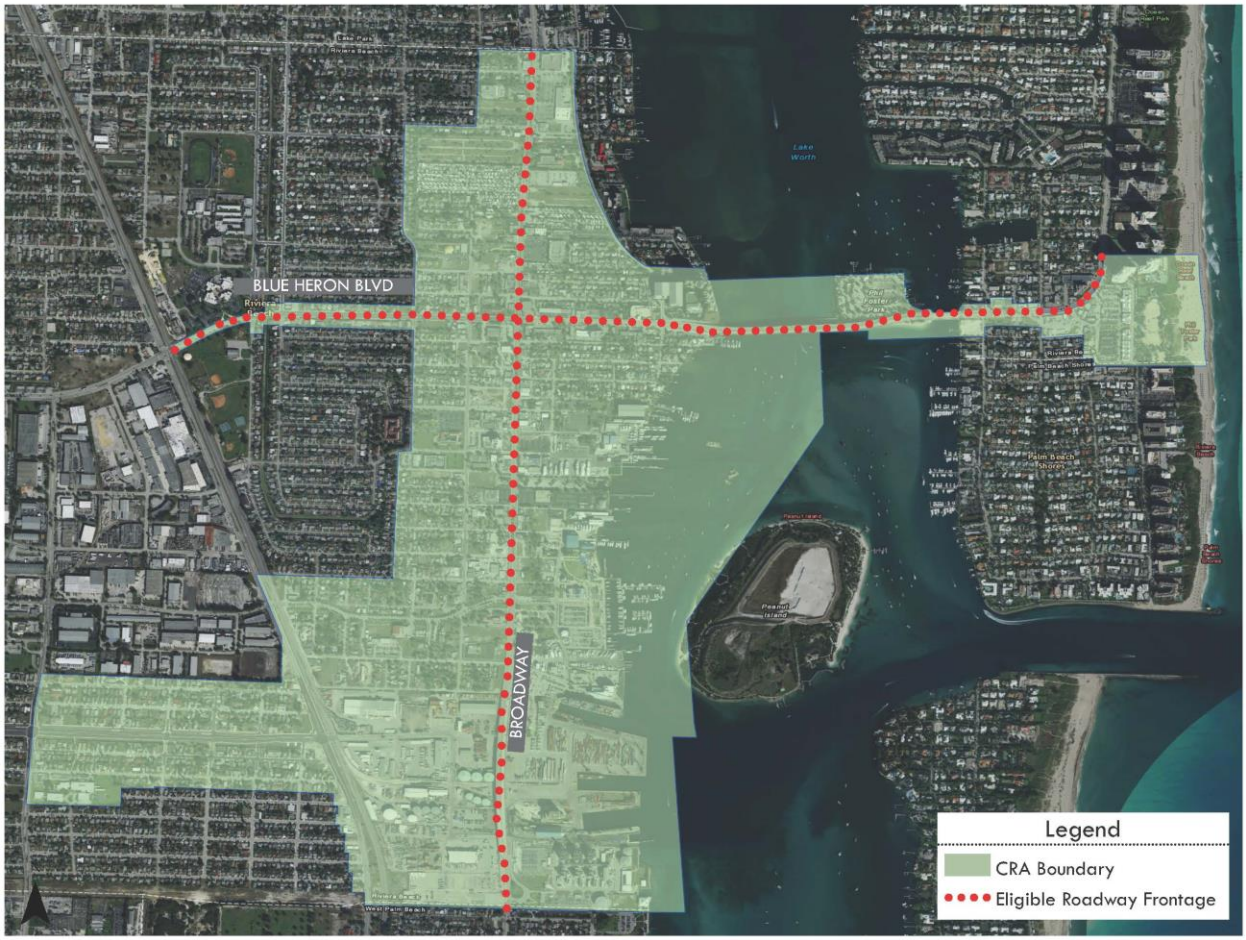
RIVIERA BEACH CRA BOUNDARY MAP & ELIGIBALE FRONTAGE



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APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

☐ Individual ☐ Partnership ☐ LLC

☐ Sole Proprietorship ☐ Corporation ☐ Non-Profit

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

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4. CONTRACTOR INFORMATION

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Address of General Contractor: _____

Palm Beach County Certification Number: _____

Grant Amount Requested: $_____

5. ADDITIONAL SOURCES OF FUNDING _____

6. PROJECT INFORMATION

Project Description

_____

_____

_____

_____

_____

_____

_____

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Select all applicable desired improvements in the property.

IMPROVEMENT	COST
☐ Signage	
☐ Painting	
☐ Lighting	
☐ Demolition of existing signage	
☐ Awnings/canopies	

7. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for a *Core Gateway Signage Grant Program* and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Riviera Beach Community Redevelopment Agency (RBCRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The RBCRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Riviera Beach and the Riviera Beach CRA or its agents to take photos of myself and business to be used to promote the program.

Applicant Name

Applicant Signature Date

Applicant Name

Applicant Signature Date

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PROPERTY OWNER AUTHORIZATION FORM

•To be completed only if the applicant is a tenant•

The undersigned owner of the existing building located at:

_____

Address

Certifies that:

_____

Applicant

The above applicant operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on *the Core Gateway Signage Grant Program* Application.

I understand and agree that neither the RBCRA nor the City of Riviera Beach assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the *Core Gateway Signage Grant Program* to complete signage improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Riviera Beach and the Riviera Beach Community Redevelopment Agency (RBCRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the RBCRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the *Core Gateway Signage Grant Program*.

_____

Property Owner Name

_____

Property Owner Signature Date

STATE OF FLORIDA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

_____
Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known: _____
OR Produced Identification: _____
Type of Identification Produced: _____

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AUTHORIZATION FORM

THIS AGREEMENT is entered into this _____ day of _____ 20_____, by and between the Riviera Beach Community Redevelopment Agency ("RBCRA") and _____ ("Applicant").

WHEREAS, Applicant has made application for a grant with the RBCRA under the *Core Gateway Signage Grant Program* and

WHEREAS, RBCRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to RBCRA, which is attached to this Agreement and made a part hereof as Exhibit "A".

2. In consideration of Applicant satisfactorily completing the Project, RBCRA will reimburse Applicant _____% of the total project costs or the approved amount of $_____, (in no event shall RBCRA pay more than $100,000.00).

3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

By: _____

Print Name: _____

By: _____

Its: _____
"Applicant"

RIVIERA BEACH CRA

_____
Executive Director