

INCORPORATED VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY



SIGN AND AWNING GRANT PROGRAM

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**INC. VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY
SIGN AND AWNING GRANT PROGRAM**

I OBJECTIVE

Ongoing maintenance and improvement to businesses within the Village of Hempstead is key to the Community Development Agency (CDA). CDA's goal is to encourage merchants to renovate or spruce-up their storefronts, attract new businesses, and strengthen existing ones creating a pleasant walkable community for everyone. To help achieve these goals CDA offers a Sign and or Awning Grant, up to a maximum of \$2,500.00 per business, as a contribution towards a new sign and or awning available to businesses.

II PROCEDURES

- 1) Merchant and or owner of property (the "Applicant") complete and submit the attached "*Sign and Awning Grant Program Application*" to the Inc. Village of Hempstead Community Development Agency located at 50 Clinton Street – Suite 504, Hempstead, New York 11550. Contact the CDA at (516) 485-5737 or info@villageofhempsteadcda.org with questions on the program.
- 2) Applicant obtains D-U-N-S Number for the assisted business if it does not already have one. D-U-N-S Number can be obtained at (www.dnb.com).
- 3) Consultation between the Applicant and the CDA is held to discuss the sign/awning design and its consistency with the:
 - Signs must complement the building. All signage grant applications must include color, design, and cost for review prior to acceptance. Approval of application subject to Design Committee and at the discretion of the Commissioner CDA.
- 4) Applicant obtains sign/awning design, quote, approvals, and sign/awning delivery as follows.
 - Applicant obtains (3) written quotes for a comparable sign/awning design from (3) separate sign makers (the "supplier") and submits them to CDA for review.
 - Applicant and CDA agree on design and quote and sign a Design and Grant Agreement.
 - Applicant and Supplier sign an agreement, effectuate down payment, if any, and obtain a sign/awning permit from the Inc. Village of Hempstead Building Department.
 - Supplier makes delivery and places the sign/awning, Applicant and CDA accept and approve of it, and Applicant pays Supplier.
 - The applicant may submit the reimbursement claim to include copies of invoice, proof of payment in full – cancelled check and photos of installed sign/awning.

- 5) CDA provides reimbursement for half of the cost of the sign/awning with a maximum grant amount of \$2,500.00.

Program Guideline modifications will be made from time to time to conform to changing needs and federal requirements.

PROGRAM RESTRICTIONS

This is a reimbursable program. No payments will be reimbursed prior to the completion of the project or pre-approved phases of the project. The CDA must approve any change orders during construction. There can be no alteration of an approved design without CDA approval. If the applicant proceeds with the design changes that are not CDA approved or where the Village of Hempstead building permits have not been issued the grant will be suspended immediately and all funds issued will be returned to the CDA. Participation in the program is limited to one application per commercial address in a five-year period.

CRITERIA FOR SELECTION OF FAÇADE IMPROVEMENT APPLICATIONS

The Village of Hempstead will refer to the Design Committee for review. The selection of the projects to be considered for funding and grant values shall be determined based on the applicant's ability to demonstrate the project's fulfillment of one or more of the following criteria:

1. The project provides for aesthetic improvement of the structure and enhances the aesthetics of the surrounding vicinity.
2. The structure's façade is situated on the property along the street right-of-way, adjacent to the sidewalk.
3. Completion of grant application, including all applicable documentation, in a timely manner.

DESIGN GUIDELINES

The following guidelines must be met:

- Standard awnings
- 4 feet in height & 30 inches in depth
- Aluminum 1x1 staple and tube frame
- Awning color: Captain Navy 4646- 000/Sunbrella
- Valance or lip should be no longer than 8 inches.
- Letterings on the valance and lip should be 6 inches in white or gold.
- Clean trim
- Address on the bottom left of valance/lip.
- Phone number should be on the bottom right of valance/lip.
- Sign content should be limited to Name and Logo of establishment
- Lettering height on awning should be no larger than 24 inches.
- Total of 24 sq feet of the awning should be used for name and logo

Optional

If you wish to put lighting under the awning, you may put white or yellow light on the inside of the awning. The bottom of the awning must be covered with white egg crate sealing.

If the business owner does not wish to put their name and or logo on the awning, they will be permitted to put an additional sign above the awning, which is still subject to approval.

NONDISCRIMINATION

The Incorporated Village of Hempstead Community Development Agency Sign and Awning Program shall be available to anyone meeting the eligibility of the requirements and no one shall be denied the benefits of the said program because of race, color, national origin, sex, or other protected status.

NOTICE OF DECISION

The Commissioner of the Village of Hempstead CDA will render a decision to the Applicant after having taken into consideration the recommendations of the Village of Hempstead Building Department, subject to approval by the Village of Hempstead CDA Board via board resolution.



**INC. VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY
SIGN AND AWNING GRANT PROGRAM APPLICATION**

Name of Applicant: _____

D-U-N-S Number: _____

Address of Store/Building: _____

Name of Business: _____ Phone: _____

Name of Partners of Offices in the Business or Building: _____

List improvements you would like to make in addition to signage: _____

How do you intend to pay from improvements?

Private Funding \$ _____ Loan\$ _____ Grant \$ _____

If you are the building owner, please list your commercial tenants below. Include business name, address, and tenant's name, attach additional sheet if more room is needed.

1. _____ 2. _____

2. _____ 4. _____

Building Owners/ Business Tenants complete where applicable:

Date Lease Expires: _____ Square ft. Occupied: _____

Name of Mortgagee: _____ Outstanding Mortgage Amount: \$ _____

Name on Deed: _____

To the best of my knowledge, the information provided above is true and I hereby authorize the Community Development Agency to verify this information:

Authorized Person: Print Name, Title/Position: _____

X _____ Date _____

Authorized Signature