



Sign Grant Program

Escambia County Community Redevelopment Agency (CRA)

This program provides up to a \$2,000 grant to be matched dollar-for-dollar by the property owner.

Program Intent

The intent of the Sign Grant program is to provide funding to upgrade the appearance, property value, and economic activity mainly on commercial corridors within Escambia County’s designated redevelopment areas. The Sign grant is available to property owners and/or business tenants whose property is located within a redevelopment area zoned R-6 or higher and is used for commercial or industrial purposes. Designated commercial corridors include:

Barrancas Redevelopment Area

Barrancas Avenue
Bayou Chico – Waterfront
Old Barrancas Avenue
Old Corry Field Road
Weis Lane

Brownsville Redevelopment Area

Border Street
Fairfield Drive
Jackson Street
Mobile Highway
New Warrington Road
Pace Boulevard
“T” Street
“W” Street

Englewood Redevelopment Area

Border Street
“E” Street
Fairfield Drive
Leonard Street
Pace Boulevard
“T” Street
“W” Street

Palafox Redevelopment Area

Beverly Parkway
Fairfield Drive
Herman Street
Massachusetts Avenue
Michigan Avenue
Pace Boulevard
Palafox (Highway 29)
Texar Drive

Warrington Redevelopment Area

Barrancas Avenue
Gulf Beach Highway
Navy Boulevard
New Warrington Road
Old Corry Field Road
West Navy Boulevard

Program Eligibility

Grant funding of property improvements applies to the following:

- ❑ Location: Property must be located within a redevelopment area and zoned R-6 or higher and used for commercial or industrial purposes.
- ❑ Guideline: Outstanding Solid Waste Management/Environmental Code Enforcement complaints or violations against the property will cause property to be ineligible.
- ❑ Ownership: Property owners must sign the grant program application and other related documents. Tenants may apply if a property owner is willing to sign.
- ❑ Multiple Properties: Owners of multiple properties may submit only one application at a time. Subsequent applications will be accepted only after completion of current project.
- ❑ Applications: Applications are accepted on a first-come, first-served basis. However, preference will be given to first-time applicants. Grant funding is based on availability.



Program Eligibility (cont'd)

- ❑ Design Review: Exterior improvements must be approved by the Grant Application Review Committee for appropriateness and (if applicable) by Escambia County Building Inspections for code and permit compliance.
- ❑ Occupancy: Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and has received the final inspection from the appropriate agency.
- ❑ Completed Projects: Upon completion of the entire application process (i.e. original invoices), projects finished within the previous 12 months will be eligible for 50% reimbursement. However, if the application process is not completely finished, project eligibility will be at 37.5% reimbursement. If applicable, projects must be approved by Escambia County Building Inspections for code and permit compliance.

Eligible Improvements

Typical **eligible** improvement items include:

- Free standing exterior signage visible from designated commercial corridors
- Exterior wall signage visible from the designated commercial corridors

Ineligible Improvements

Examples of **ineligible** improvement items include:

- Permitting fees
- Refinancing existing debt
- Non-fixed improvements (such as portable or temporary signs)
- Owner performed labor (unless the owner is a duly licensed contractor)

Sign Grant Program

Owner Match:

- 50 Percent: Sign Grant Program funding may not exceed 50% of the total cost of the sign or \$2,000; whichever is less. The property owner must expend one dollar on the project for every CRA dollar committed to the project. (*Example: \$4000 total project cost = \$2,000 property owner contribution + \$2,000 CRA grant*)

Sign Grant Program Applications

221 Palafox Place * Pensacola, Florida 32502
(850) 595-3217



APPLICATION TO: COMMUNITY REDEVELOPMENT AGENCY
SIGN GRANT PROGRAM
ESCAMBIA COUNTY
221 PALAFOX PLACE
PENSACOLA, FL 32502

DATE OF APPLICATION: _____

ADDRESS OF PROJECT:

APPLICATION IS HEREBY MADE FOR PROJECT AS DESCRIBED HEREIN:

LEGAL DESCRIPTION: _____

- ATTACH REQUIRED ADDITIONAL INFORMATION:
1. PROOF OF OWNERSHIP (E.G. DEED, ETC.)
 2. ANY ADDITIONAL INFORMATION REQUESTED BY THE CRA

NAME & MAILING ADDRESS OF OWNER/APPLICANT:
(PLEASE PRINT)

SIGNATURE(S) OF PROPERTY OWNER(S)

TELEPHONE # _____ FAX # _____

DATE _____

FOR OFFICE USE ONLY:

DATE & TIME APPLICATION RECEIVED: _____ RECEIPT NO. _____

ACCEPTED AS COMPLETE: _____ PLANS REVIEW: _____ APPROVED: _____
DATE INITIAL DATE

Sign Grant Review Process

1. Applicant must submit a complete grant application packet including the following:
 - Complete application form
 - Legal description of the property
 - Proof of property ownership
 - Proof of property insurance
 - Graphic design of signage and lettering style and dimensions
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions
 - Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Name of licensed contractor chosen to perform the work and a work schedule. (Chosen estimate cannot exceed more than 10% of lowest bid)
 - A copy of the sign permit from Escambia County Building Inspections.
2. Grant application review committee, made up of CRA Chief, CRA Redevelopment Specialist, Neighborhood Enterprise Foundation, Inc. representative, and at least one resident or business owner from the community redevelopment areas, meets to review each application for eligibility and completeness.
3. If the grant committee denies the project, CRA staff notifies applicant of the committee's decision.
4. If the grant committee approves the project, CRA staff prepares the Funding Agreement for review by the County Attorney's Office and subsequent signature by the property owner.
5. The document is presented to the Board of County Commissioners (BCC) at the next scheduled meeting for approval.
6. After approval by the BCC, the property owner is provided with notification to proceed.
7. Grant funds are dispersed at the completion of the approved project if and when the property has received the final inspection from the appropriate agency; CRA staff receives a copy of the contractor(s) final invoice(s) from the property owner; inspection by CRA staff; and sign off by the property owner.
8. CRA staff will submit the invoice(s) to the County's Accounts Payable Department and Accounts Payable will issue a check to the property owner for reimbursement of the County portion of project cost.



**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

NEIGHBORHOODS/COMMUNITY SERVICES BUREAU
13009 Beulah Road
Cantonment, Florida 32533-8831
Phone: 850.937.2160
Fax: 850.937.2152
www.myescambia.com

**SIGN GRANT PROGRAM
Memorandum of Understanding**

I, the grantee, understand that work cannot commence on any portion of the Sign Grant Program project prior to receiving approval of the grant funds from the Escambia County Board of County Commissioners. Written notification to proceed will be provided to the grantee by the Community Redevelopment Agency (CRA).

Grantee Signature

Date

CRA Program Administrator

Date

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number													
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITHIN 10 DAYS TO:

ESCAMBIA COUNTY CLERK OF CIRCUIT COURT
ACCOUNTS PAYABLE
221 PALAFOX PLACE SUITE 140
PENSACOLA, FL 32502

1. IF YOU ARE AN INDIVIDUAL OR NONCORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

_____ does operate in corporate form.
(Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____