



City of Newburgh Business Sign Grant Program – Program Description 2023

Overview

The City of Newburgh Department of Planning & Development is happy to announce the 2023 Business Sign Grant Program to assist small businesses with the cost of a new or upgraded sign. The Business Sign Grant Program is open to all City of Newburgh businesses who meet program requirements identified, below.

The Business Sign Grant Program is funded through the City of Newburgh U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. All work must be performed in compliance with requirements outlined in 24 CFR Part 570 - Community Development Block Grants, the City of Newburgh Procurement Policy, and the City of Newburgh CDBG Procurement Policy.

This grant program designed to provide businesses with up to \$1,500.00 toward a new or upgraded business sign. The new or upgraded sign must meet all City of Newburgh Code requirements. Grant applications will be accepted on a first come, first served basis, until program funds are exhausted.

Eligible Business

Businesses will submit receipts and other required program documentation to receive reimbursement up to \$1,500.00 for sign expenses.

Eligible:

1. Permanent, exterior business sign, including new or replacement sign.

NOT Eligible:

1. Non-Compliant signs are not eligible.

Compliance

All procurement and work performed under Business Sign Grant Program must be consistent with HUD Guidelines, including Federal Labor Standards, federal, state, and local procurement requirements, state and local building codes, Zoning, Architectural Review Commission and Planning Approvals, Scenic and Historic Approvals and Guidelines, any other relevant or applicable regulations.

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Application Process

Obtain the Sign Grant Application on the City of Newburgh Planning and Development webpage or through the City of Newburgh Planning and Development Department at 123 Grand Street, 1st Floor, Newburgh, NY 12550.



Submit Completed Application to the City of Newburgh Planning and Development Department at 123 Grand Street, 1st Floor, Newburgh, NY 12550



City of Newburgh reviews application



City of Newburgh notifies applicant of status (Approved/Not Approved)
The City of Newburgh provides the applicant with an award letter.

Help/Technical Assistance with the City of Newburgh Sign Grant Application program is available through the City of Newburgh Director of Community Development, Ellen Fillo, (845) 569-7386, efillo@cityofnewburgh-ny.gov

Application Approved/Not Approved Process

Application Approved: The City of Newburgh will provide the grant applicant with a grant award notice as well a process for moving ahead with the sign project.

- ⇒ Sign work must begin within 6 months of receiving approval. If work is not begun within 6 months, the approval expires, and the applicant must reapply.

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Application Not Approved: The City of Newburgh will notify the applicant as to why the application was not approved. Applicants are encouraged to provide missing documents, as well as additional required grant application information, for review by the City of Newburgh, again. Note: This is a first come, first served program. Resubmission of grant materials does not guarantee availability of funding.

Sign Work Process

Once the Business Sign Grant Program application is approved by the City of Newburgh, the grant applicant/business owner proceeds with the following process:

Obtain City of Newburgh Building Permit through the City of Newburgh Building Department, 123 Grand St., 1st Floor, Newburgh, NY



Obtain 3 Quotes for Sign Materials/Labor
IMPORTANT: Quotes are needed as part of the reimbursement process



Perform Sign Work



Once sign work is complete, contact the City of Newburgh Building Department to schedule a work completion inspection
IMPORTANT: A "Certificate of Compliance" or "CoC" is part of the reimbursement process

- ⇒ The Sign Grant Program award funds must be spent within one year of receiving approval. Any grant funds not expended within one year will be forfeited.

Reimbursement Process

2023 Business Sign Grant Program is a reimbursement program. Grant applicants/business owners finance and complete all work as approved by the City of Newburgh. Once the work is completed, the grant applicant/business owner will contact the City of Newburgh Code/Building Office for approval. The City of Newburgh Code/Building Office will issue a "Certificate of Compliance" to the grant applicant/business owner.

Process for requested reimbursement of expenses related to the Sign Grant Program:

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Complete and sign Reimbursement Request Voucher (Voucher provided by the City of Newburgh)



Attach copy of signed "Certificate of Compliance" (Provided by City of Newburgh Building Department)



Attach copies of quotes and receipts



Submit the Completed Reimbursement Request Voucher and attachments to the City of Newburgh
Department of Planning & Development, 123 Grand St. 1st Floor, Newburgh.

2023 Business Sign Grant Program Documents:

- Description
- Application
- City of Newburgh Board Information
- Reimbursement Voucher example
- City of Newburgh Procurement Policy
- City of Newburgh Community Development Block Grant (CDBG) Procurement Policy