



**North Carolina  
Department of Commerce  
Rural Development**

**2017-2018  
Downtown Revitalization and  
Economic Development  
Proposal Package**

Downtown revitalization and economic development grants in specified communities are authorized under NC Session Law 2017-257 Section 15.8 (a) for downtown revitalization and Section 15.8 (b) for economic development. The Rural Economic Development Division of the North Carolina Department of Commerce, will administer the grants.

**Downtown Revitalization: Local governments identified in NC Session Law 2017-257 Section 15.8 (a) should complete the attached proposal form describing the downtown revitalization project proposed.**

Downtown revitalization projects can include:

- Planning costs that will produce a final plan for physical improvements, including architectural and engineering design;
- Streetscape design and implementation;
- Public infrastructure including water, sewer, electric, lighting, sidewalk, traffic, road and/or digital infrastructure improvements;
- Façade or building improvements and/or property acquisition;
- Wayfinding signage; or
- Art or cultural installations.

**Economic Development: Local governments identified in NC Session Law 2017-257 Section 15.8 (b) should complete the attached proposal form describing the activities proposed for the economic development project identified in section 15.8 (b).**

Acceptable expenses for all projects include labor and materials necessary to carry out respective downtown revitalization/economic development projects. Operational expenses including salary or wages for local government employees and/or food, refreshment and entertainment expenses are not allowable. Expenditure of all grant funds should be completed by October 15, 2018.

**Funding Distribution Timeline**

- By August 1, 2017: The Department of Commerce will alert all eligible communities of available funding for downtown revitalization/economic development.
- By September 15, 2017: Local governments should complete the proposal form outlining proposed activities, estimated expenses and expected outcomes, of the project. The proposal form is included below and found at [www.nccommerce.com/rd/rural-grants-programs/forms](http://www.nccommerce.com/rd/rural-grants-programs/forms).
- By October 15, 2017: The Department of Commerce will issue contract documents to the local governments that submitted proposal forms by September 15.
- Upon receipt of signed contract documents from the local governments, the Department of Commerce will issue a check in the full amount of the grant.
- July 15, 2018: Local governments should submit a progress/final report detailing the outcomes and expenditures of the grant including copies of invoices/receipts for each expenditure paid with grant funds. The reporting form can be found at [www.nccommerce.com/rd/rural-grants-programs/forms](http://www.nccommerce.com/rd/rural-grants-programs/forms).

Complete proposals should be submitted no later than September 15, 2017 by one of the follow delivery options:

**Via e-mail as a signed PDF to:** [rgpreports@nccommerce.com](mailto:rgpreports@nccommerce.com)

**Or via postal or overnight delivery to:**

Melody Adams, Director, Rural Grant Programs  
North Carolina Department of Commerce, Rural Economic Development Division  
301 N. Wilmington Street (For Overnight Delivery Services)  
4346 Mail Service Center (For US Postal Service)  
Raleigh, NC 27699

## 2017-2018 Downtown Revitalization/Economic Development Proposal Form

### Local Government Information

**Legal Name of Local Government:** Town of Dillsboro County: Jackson Tier # 1  
**Name of Chief Elected Official:** Michael T. Fitzgerald Title: Mayor  
**Mailing Address:** PO Box 1088 Street Address: 42 Front Street  
**City:** Dillsboro State: NC Zip: 28725  
**Primary Telephone(s):** (828) 586-1439 Fax: (828) 631-4539  
**Email:** info@dillsboronc.info Federal Tax ID #: 56-1189222

**Local Government Project Contact:**

**Name:** Debbie Coffey Title: Town Clerk  
**Primary Telephone:** (828) 586-1439 Email: info@dillsboronc.info

**Grant Administrator (if applicable)**

**Name:** NA  
**Mailing Address:** \_\_\_\_\_ Street Address: \_\_\_\_\_  
**City:** \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Name:** \_\_\_\_\_ Title: \_\_\_\_\_  
**Primary Telephone:** \_\_\_\_\_ Fax: \_\_\_\_\_  
**Email:** \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

### Community Information

- |   |  | Check One                           |                                     |
|---|--|-------------------------------------|-------------------------------------|
|   |  | Yes                                 | No                                  |
| 1 | Is your community designated by the Department of Commerce as a NC Main Street community?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 | Is your community designated by the Department of Commerce as a NC Small Town Main Street community?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3 | Is your community receiving downtown strategic economic development planning services through the NC Main Street & Rural Planning Center's Downtown Associate Community program? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4 | Has your community received strategic economic development planning services through the NC Main Street & Rural Planning Center's Rural Planning program in the last 3 years?    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5 | Would you like for the staff at the Department of Commerce, NC Main Street & Rural Planning Center to contact you regarding strategic economic development planning services?    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

1. If yes, please provide the contact information for the person to contact:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Project Information

- 1 Provide a description of the downtown revitalization/economic development activities to be funded by the grant along with the estimated cost for each activity.

Install wayfinding signs for the Town of Dillsboro Municipal Parking Lot. Total cost estimate is \$995.00.

2. Provide a description of the proposed outcomes of the downtown revitalization/economic development project/activity.  

The wayfinding signs will direct visitors to off-street parking, encouraging people to park and walk through the downtown area in Dillsboro.
  
3. Provide a timeline for the implementation of the downtown revitalization/economic development project/activity.  

This project should be completed by November 30, 2017.
  
4. Include photos of the area where the project/activity will take place and provide a description of the photos below.  

The attached photos show the location of the proposed signs.

**Applicant Certifications**

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

- 1 as Authorized Representative, the signatory has been authorized to file this application;
- 2 that the governing body or agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project; and
- 4 that as of the date listed below, the applicant is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.



\_\_\_\_\_  
Signature of Chief Elected Official or Authorized Representative

\_\_\_\_\_  
Debbie Coffey  
Typed Name

\_\_\_\_\_  
Town Clerk  
Typed Title

\_\_\_\_\_  
September 6, 2017  
Date

Complete proposals should be submitted no later than September 15, 2017 by one of the follow delivery options:

**Via e-mail as a signed PDF to:** [rgpreports@nccommerce.com](mailto:rgpreports@nccommerce.com)

**Or**

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**Signs & Designs**

**Hand Painted  
Signs, Banners,  
Magnetics, and More**

**828-269-6084**

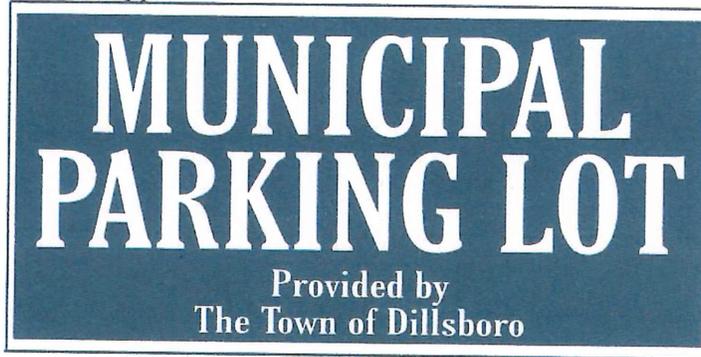
Estimate

For; Town of Dillsboro, 828-586-1439  
42 Front Street, Dillsboro, NC  
Contact; Debbie Coffey, Town Clerk 828-508-0169, [info@dillsboronc.info](mailto:info@dillsboronc.info)

Request; to design and install One (1) Single Sided 24" x 48" Wayfinding Sign, One (1) Single Sided 18" x 48" Wayfinding Sign, and One (1) Double Sided 18" x 48" Wayfinding Sign. All signs will be constructed of 10 mm Aluma-Corr.

Freestanding Wayfinding Signs

1. One (1) Single Sided Sign 24" x 48", requiring 4'x 4"x 4" post, 3'-4' above ground, wrapped with PVC & capped.



2. One (1) Single Sided Sign 18" x 48", requiring 4'x 4"x 4" post, 3'-4' above ground, wrapped with PVC & capped.



3. One (1) Double Sided Sign 18" x 48", requiring 4' x 4" x 4" post, 3'-4' above ground, wrapped with PVC & capped.



Side A (Pointing Right)



Side B (Pointing Left)

Description:

Each post is constructed of 5-6 pressure treated 4" x 4" s wrapped with a PVC sleeve buried 18"-24", each with a PVC cap. Each post will be buried in the ground with the PVC to prevent potential rot, with a breakaway cut just above the ground, so that if the wrap/sleeve is damaged in the future, it can be easily replaced. Each post will be set with concrete.

The wayfinding signs will be constructed of a factory blue aluminum laminated plastic corrugated panel that is 10mm thick, and wrapped with a white plastic cap molding. The wayfinding signs will be attached to each post with 2 rounded-head screws painted to match the background of the blue panel. All lettering will be painted in white.

Fonts:

- All Lettering: Cheltenham XBdCn BT (Bold)

Colors:

- Background/Aluma-Corr Panel: Hebron Blue factory painted 10mm thick
- 10mm Cap Molding: White
- Lettering; "One Shot Lettering Enamel", 101-L Lettering White

Material Description:

- Paint; using sign painters lettering enamel (vehicle pin-striping enamel). Very durable and can be touched up in future. Lifetime = 7-10 + years (depending on color) unless excessive exposure to the sun.

Cost of all sign materials = \$278.75

Cost of all labor, painting, delivery, & installation = \$716.25

Subtotal = \$995.00

Sales Tax 7% on materials & labor N/A

\*All measurements are approximations. \*Note a 50 % down payment is required on all custom

hand-lettered signs and labor. \*Please make all checks payable to Signs & Designs or Tyler  
Watras

**Total Cost= \$995.00**

50% down payment on labor, 100% on pre-order materials & sales tax received of \$636.87,

Remaining Balance due upon instillation \$358.13

\_\_\_\_\_  
Clients Signature, Date

\_\_\_\_\_  
Tyler Watras, Signs & Designs, Date









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Raleigh, NC 27699

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Name of Chief Elected Official: Michael T. Fitzgerald Title: Mayor  
Mailing Address: PO Box 1088 Street Address: 42 Front Street  
City: Dillsboro State: NC Zip: 28725  
Primary Telephone(s): (828) 586-1439 Fax: (828) 631-4539  
Email: info@dillsboronc.info Federal Tax ID #: 56-1189222

### Local Government Project Contact:

Name: Debbie Coffey Title: Town Clerk  
Primary Telephone: (828) 586-1439 Email: info@dillsboronc.info

### Grant Administrator (if applicable)

Name: NA  
Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
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## Project Information

- 1 Provide a description of the downtown revitalization/economic development activities to be funded by the grant along with the estimated cost for each activity.

Resurface the walking path and entrance to Monteith Farmstead Park and the entrance to the Dillsboro Launch Park with an asphalt surface treatment. Total cost for the project is \$4207.00

2. Provide a description of the proposed outcomes of the downtown revitalization/economic development project/activity.  

Upgrading the existing gravel path and entrances to the Monteith Farmstead Park and Dillsboro Launch Park to asphalt will create a smoother, safer surface for walking and eliminate muddy conditions following rain. In addition, by paving the gravel walkways would reduce the maintenance and repair costs.
  
3. Provide a timeline for the implementation of the downtown revitalization/economic development project/activity.  

This project should be completed by October 31, 2017.
  
4. Include photos of the area where the project/activity will take place and provide a description of the photos below.  

Pictures 1 and 2s show the walking trail following rain. Picture 3 is of the entrance to the Monteith Farmstead Park, and pictures 4 and 5 show the entrance to the Dillsboro Launch Park.

**Applicant Certifications**

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

- 1 as Authorized Representative, the signatory has been authorized to file this application;
- 2 that the governing body or agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project; and
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\_\_\_\_\_  
Signature of Chief Elected Official or Authorized Representative

\_\_\_\_\_  
Debbie Coffey  
Typed Name

\_\_\_\_\_  
Town Clerk  
Typed Title

\_\_\_\_\_  
September 6, 2017  
Date

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 Raleigh, NC 27699

**NC Department of Transportation  
Engineer's Estimate**

<b>Date:</b>	09/06/2017
<b>Contract #:</b>	Town of Dillsboro
<b>TIP #:</b>	
<b>WBS Element #:</b>	TBD
<b>Division #:</b>	14
<b>County:</b>	Jackson
<b>Description:</b>	AST Mat and Seal Walking path

Line #	Item #	Section #	Item Description	FA Item	Quantity	Units	Unit Price	Bid Amount
1	0000100000-N	800	MOBILIZATION/EQUIPMENT		1.00	LS	\$875.00	\$875.00
2	1749000000-E	SP	ASPHALT SURFACE TREATMENT, MAT& DOUBLE SEAL		920.00	SY	\$1.60	\$1,472.00
3	1838000000-E	SP	EMULSION FOR ASPHALT SURFACE TREATMENT		1,200.00	GAL	\$1.55	\$1,860.00
This is only an estimate. Actual cost is all the Town is responsible for. Thanks 7/10/2017 Added Additional SY for \$544.00							FA Items:	\$ -
							Contract Items:	\$ 4,207.00
							Subtotal:	\$ 4,207.00
							Engineering:	
							<b>Total Estimate:</b>	<b>\$ 4,207.00</b>

Picture1



Picture 2



Picture 3



Picture 4



Picture 5

