

# Project Funding Sign – Master Specification

All projects receiving funding from New York State Homes and Community Renewal shall post a Project Funding Sign at the project construction site(s). Sign graphics shall be in accordance with the Project Funding Sign template posted on the NYS HCR website at: <http://www.nyshcr.org/Funding/SignSpec/>.

All signs shall meet the following master specification:

1. Include all HCR funding sources in the white band with matching text.
2. Optional information, limited to text only, such as local officials, developers, etc., may be placed in the white band. This optional text shall be visibly subordinate to the main sign graphics and text. If optional information is included, submit the proposed layout to the office administering the funding of your project for approval.
3. The Project Funding Sign shall be fabricated by a professional sign manufacturer.
4. Sign fabrication:
  - a. Four feet by eight feet medium density overlay exterior grade plywood with grade B surface veneers (MDO B-B EXT-APA).
    - i. Exterior grade printed signs, such as closed cell PVC foamboard, mounted on APA exterior grade sheets are acceptable.
  - b. Lettering and striping shall be uniform with sharp, neat profiles.
  - c. Sign colors: see adjoining sign graphic template file.
  - d. Include the logos for Fair Housing and Equal Opportunity as indicated on the sign template.
  - e. Size of text and logos to be proportional to that shown on the sign template.
5. Sign Installation:
  - a. Install sign within one week from commencement of work at the site.
  - b. Submit a photograph of the installed sign to the office administering the funding of your project.
  - c. Install sign in accordance with all laws and codes having jurisdiction.
  - d. Erect sign in a prominent location, secure from vandalism.
  - e. Provide individual signs at non-contiguous scattered site projects.
  - f. Maintain each sign plumb, level and in good condition for the duration of construction.
  - g. Maintain each project sign at the property for 60 days after completion of the construction or initial occupancy, whichever duration is longer.