Building Rehabilitation Incentive Grant (BRIG) Program:
Guidelines

Purpose

The Building Rehabilitation Incentive Grant (BRIG) Program was created for the purpose of encouraging private investment by restoring vacant buildings in downtown Bessemer City. This grant encourages rehabilitating older, historic structures in the City Center (CC). The grant also encourages and requires renovations that follow the Secretary of the Interior's Standards for rehabilitation for historic structures.

Improving the interior of buildings in downtown will promote economic growth by attracting and retaining businesses, enticing customers, creating jobs, and halting property value deterioration in the district. In addition, this program will help preserve downtown's unique physical resources and attributes.

This grant aims to revitalize Bessemer City's City Center (CC) by creating jobs, increasing the City's tax base, and providing an opportunity for private investment to preserve the historic and cultural characteristics of downtown properties.

Goals

- To promote interior rehabilitation of commercial and mixed-use buildings in the downtown area.
- To preserve special characteristics of this area by helping owners make quality building improvements that foster a sense of place and an overall consistent image for the area.
- To complement public/private revitalization efforts, such as sidewalk and landscaping improvements.
- To promote an attractive environment for new investment and business activity.
- To create opportunities for job creation.
- To increase the City's tax base.
- To increase the overall interest in Bessemer City and the downtown area.

Eligibility

- The building must be a vacant and/or underutilized building in the City Center (CC) zoning district and used for or intended for commercial purposes.
- The applicant may be either the owner or a tenant of the building (the tenant will need to have written permission from the owner).
- Final determination of eligibility will be made by recommendation of the staff and final approval from the City Council.

Grants

- The City will consider applications for grants to reimburse up to $20,000.
- The maximum amount will be determined on a case-by-case basis.
- Grant payments will be made in the form of reimbursement upon completion of the project in a
- manner acceptable to the City.
- Applicants are limited to the maximum amount allowed ($20,000) but are not entitled to the full amount.

- The City reserves the right to amend and/or discontinue the grant at its sole discretion.
- **Requirements**
  - The Secretary of the Interior's Standards for Rehabilitation and the Supplementary Requirements for Development in the City Center (CC) [as found in section 6.6.2.6 of the Unified Development Ordinance (UDO)] will be used as guidelines for awarding project reimbursements.
  - Rehabilitation of a structure in the City Center (CC) should be considered a contemporary solution, which respects the architectural and historical integrity of the entire building while retaining those elements that enhance the building.
  - All rehabilitation work must comply with all City codes, ordinances, and policies, including, but not limited to, building code requirements, local ordinances (including historic district guidelines, where applicable), and established design standards for the designated area.
  - All projects must be completed within eighteen (18) months of the date that the grant is awarded. Any extension beyond eighteen (18) months must be requested by the owner and approved by the City, or the funds may be rescinded.
  - Applicant must secure a leasing contract if leasing property or plans to lease the property.
  - A certificate of occupancy is required upon completion of the project.
  - Applicants are required to meet performance requirements, which may include, but are not limited to, job creation, level of capital investment, and other requirements deemed appropriate for the project. <u>This will be a written agreement signed by the awarded applicant, different from this document.</u>
  - Grants may only be used to finance interior and structural integrity improvements.
  - Upon completion, the improvements will be inspected for determination of compliance as submitted in the application.
  - The City may request a minimum of two (2) quotes for each project element.

Secretary of the Interior's Standards for Rehabilitation
The U.S. Department of the Interior developed ten national standards that address the rehabilitation of historic buildings. The standards describe a hierarchy of appropriate preservation treatments, which encourages ongoing maintenance and protection of historic properties to minimize the need for more substantial repairs and, in turn, values repair over replacement of historic features.

<u>The 10 Standards are as follows:</u>

- **1.** A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- **2.** The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- **3.** Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- **4.** Changes to a property that has acquired historic significance in their own right will be retained and preserved.
- **5.** Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- **6.** Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in

design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

- **7.** Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- **8.** Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- **9.** New additions, exterior alterations, or related new construction will not destroy historicmaterials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
- **10.** New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Eligible Costs
Eligible costs can include, but are not limited to, the following:

- Plumbing elements
- Electrical elements
- Structural integrity elements (ie, Roofing)
- HVAC and similar elements
- Painting (interior only)
- Flooring
- Construction for accessibility, clearance, fire code, etc.

Ineligible Costs
Ineligible Costs can include, but are not limited to, the following:

- Exterior improvements not necessary for structural integrity (at the discretion of the City)
- Merchandise
- Cost of permits

Disclaimer
The City reserves the right to disqualify the applicant from the grant if all program guidelines are not followed or for other reasons deemed appropriate by the City. In cases of disqualification, the applicant will forfeit all rights to reimbursement. If documentation and proof of payment are not provided within 90 days after project completion, the grant will be void. The City will approve and reimburse project documentation within 90 days.

Building Rehabilitation Incentive Grant (BRIG) Program:
How to Apply

Step 1: Pre-Application (*to be completed by the APPLICANT*)

O Meet with City Staff prior to submitting an application. Discuss the project, the process, and the time frame. This is also a time for the applicant to ask questions.

Step 2: Application (*to be completed by the APPLICANT*)

Submit completed application to City:

O Contacts Form
O Project Information Form Including:
- **O** Project Plans/Photos/drawings
- **O** Photos of current site
- **O** Material samples and/or

O Quote Tally Form; Quotes with letterhead and wet signature
O OTHER FORMS

Step 3: Building Rehabilitation Incentive Grant (BRIG) Review (*to be completed by the CITY*)

O Reviewed by City Staff
O City may request additional application information
O Projects will be evaluated by the BRIG Evaluation Scoring System
O Approval by City Council

Step 4: Post-Application, Pre-Work (*to be completed by the APPLICANT*)

Once approved for the grant, but BEFORE any work begins, submit:

O Copy of permits (if applicable)
O Signed agreement between awarded applicant and the City (this is a separate document from this application)
O Other documentation upon request

Step 5: Complete the Project (to be completed by *APPLICANT*)

Step 6: Reimbursement

Include:

O Copies of all invoices
O Copies of all cancelled checks for each paid invoice
O Signed waiver from each contactor (if applicable)
O Other receipts
O Other documentation upon request

Please direct all questions or concerns to the Department of Economic Development
(704) 452-8379 or abridges@bessemercity.com

NOTE:

The property owner is responsible for ensuring all work is consistent with the program and the design as approved. The City will be available for consultation and to provide clarification of theproject's guidelines and intent.

1. The City must approve any changes in work and note such changes on the application. Action on changes may be deferred.
2. City Staff may conduct periodic inspections to ensure compliance with technical specifications. All work must pass applicable city inspection.
3. Deviations from the approved application plan may disqualify the applicant from the grant program. In cases of disqualification, the applicant will forfeit all rights to reimbursement.

1. Building Rehabilitation Incentive Grant (BRIG) Program:
Application Form

CONTACTS

Applicant(s) Name: _____
Applicant Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email Address: _____
Business Name: _____
Project Address: _____
Property Owner(s) Name (if different from above): _____

Does the applicant own the project building? **O** Yes **O** No (Property owner must also sign below)

The undersigned applicant(s) affirms:

- Work done prior to grant approval (by City Council and written agreement) is not eligible for funding.
- The project will be completed within one (1) year from date of approval.
- I/we have read and understand the conditions, process, and guidelines of this grant program and agree to abide by its provisions.
- I/We acknowledge the project must meet certain requirements as required by the City.
- All required permits are responsibility of the applicant.
- The information submitted herein is true and accurate to the best of my/our knowledge.

Applicant Signature: _____ Date: _____

Owner Signature (if Applicable): _____ Date: _____

Please submit Application to:

City of Bessemer City
ATTN: Building Rehabilitation Incentive Grant (BRIG) Program Application
132 W. Virginia Avenue
Bessemer City, NC 28016

2. Building Rehabilitation Incentive Grant (BRIG) Program: *Application Form*

PROJECT INFORMATION

Project Description (Please describe what you anticipate to do. Also, please review the scoring sheet to understand what the review process will be looking for):

_____
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Project Start Date:_____Anticipated Completion Date: _____
Total Cost of Project (estimate):_____Grant Amount Requesting: _____

Preferred Contractor(s):

_____ Job:_____
_____ Job:_____
_____ Job:_____
_____ Job:_____
_____ Job:_____
_____ Job: _____

What permits will you need for this project?

_____

PLEASE ATTACH:

- Project Plans, photos, and drawings
- Photos of current site
- Color samples and finished texture (if applicable)
- Project list

3. Building Rehabilitation Incentive Grant (BRIG) Program: *Application Form*

QUOTE TALLY

Depending on the scope of your project and if you are required to submit more than one quote per project element (determined in your Pre-Application Consultation), please use the space below to outline each project element's set of quotes. All quotes should be attached to the application and include a letterhead and a wet signature of the contractor you have requested the quote from.

EXAMPLE:

PROJECT ELEMENT: Painting

	Contractor Name	Location	Quote
QUOTE 1	John Doe	Bessemer City	$2,700
QUOTE 2	Jane Doe	Gastonia	$2,990

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

PROJECT ELEMENT:

	Contractor Name	Location	Quote
QUOTE 1			
QUOTE 2			

4. Building Rehabilitation Incentive Grant (BRIG) Program: *Application Form*

OTHER FORMS

You are responsible for obtaining all necessary permits for your project. Staff recommends waiting to actually pull the permits until your grant has been approved. This way, if the grant application is rejected and/or if you decide not to go forward with the project, you have not wasted funds on permit fees.

Please complete form below. The Planning and Code Enforcement Department will determine the required permit(s) for your project.

Applicant Name: _____
Applicant Email Address: _____
Applicant Phone Number: _____

1. Property Address: _____

2. Project Description:

_____
_____
_____
_____
_____

3. Required Permits (to be completed by the Code Enforcement Officer)

1. _____
2. _____
3. _____
4. _____
5. _____

4. Required Variance and/or Meetings before the Planning Board/Board of Adjustments (to be completed by the Code Enforcement Officer)

1. _____
2. _____

Building Rehabilitation Incentive Grant (BRIG) Program:
Evaluation Scoring

Applications to the FIG Program will be evaluated using this scoring system. Projects must receive a score of 20 or more and meet all other program requirements to be considered for funding.

IMPACT: Certain buildings and businesses are important to downtown's character because of their location, size, and/or architectural details.	**Points**
Key, highly visible elements of the building will be improved.	1 2 3 4
The building is highly visible due to its location (prominent intersection, larger than surrounding properties, etc.)	1 2 3 4
Improvements will significantly impact revitalization efforts in downtown	1 2 3 4

DESIGN: some changes may benefit a property's aesthetics significantly.	**Points**
The plan is consistent with the downtown design guidelines.	1 2 3 4
Proposed improvements will enhance the aesthetics of the building.	1 2 3 4
The proposed work complements neighboring property.	1 2 3 4
A professional designer contributed to the plan.	1 2 3 4
Historic characteristics are enhanced and/or restored.	1 2 3 4

SUSTAINABILITY/PERMANENCE: some improvements have a greater lasting value than others and will remain relevant to the property over time. Priority will be given to project with significant permanence.	**Points**
Improvements are more than temporary cosmetic touches. Improvements have lasting value and will secure the integrity of the property.	1 2 3 4
Project includes a maintenance plan for the improvements.	1 2 3 4
Applicant owns the building or has a least two years remaining on the lease.	1 2 3 4

JOBS: projects that focus on job creation and overall expansion projects will receive priority.	**Points**
Business is also working on an interior rehabilitation project.	1 2 3 4 5
Business plans on creating jobs in the process of improving their property. (Number of jobs estimated to be created).	1 2 3 4 5 OTHER: _____
This project will increase interest in the community and promote other business to make improvements or expand.	1 2 3 4 5

Please direct all questions or concerns to the Department of Economic Development
(704) 452-8379 or abridges@bessemercity.com

NEW BUSINESS: projects that focus on the development of a new business will receive priority.	**Points**
New business is a new type of business downtown.	1 2 3 4 5
New business is rehabilitation a vacant and/or underutilized property.	1 2 3 4 5
New business increases interest in downtown and the amount of traffic (both pedestrian and motor vehicle).	1 2 3 4 5

BONUS	**Points**
The project overwhelming positively impacts economic activity in the community.	1 2 3 4 5
The Project uses green technology and/or sustainable building materials that still follow all regulations, provisions, and guidelines.	1 2 3 4 5

TOTAL	