



Building Improvement Reimbursement Grant (BIRG) Instructions

Department of Planning and Community Revitalization
112 Goldsboro Street E, Wilson, NC 27893



Purpose: The purpose of the Building Improvement Reimbursement Grant Incentive Program is to provide business and commercial property owners an economic incentive to improve the building stock of properties located within the Municipal Service District. The program encourages active property ownership to achieve business viability, healthy commerce, and pedestrian activity in Historic Downtown Wilson.

Eligibility: Any owner or tenant of a building located within the Municipal Service District is eligible. Owners and tenants may request a BIRG separately; however, only one BIRG may be awarded per property. Any tenant applying for a grant must have the owner's written permission. Please see included map for district boundaries.

Funds Available: Wilson Downtown Development Corporation [WDDC], the administrator of the Municipal Service District Tax Revenue, allocates a portion of the tax revenue to make an incentive pool possible for both the Building Improvement Reimbursement Grant Incentive Program and the Façade Grant Incentive Program.

Application Deadline: There will be two funding rounds for Fiscal Year 2021-2022. To be eligible for review by the WDDC Economic Vitality Committee and Board, complete applications must be received by June 18, 2021 or October 15, 2021.

Guidelines:

1. Building Improvement Reimbursement Grants will be awarded on a funds-available basis to projects that meet the approval of the WDDC Board of Directors via a recommendation from the Economic Vitality Committee.
2. Proposed projects must meet all code requirements of the City of Wilson and the State of North Carolina.
3. Funds are for comprehensive building improvements, and are not to be used for general and/or deferred maintenance.
4. Adherence to the Secretary of the Interior's Standards for Rehabilitation for buildings 50 years or older is required. Standards attached for reference.
5. Any project related to building improvements are eligible to apply, but priority will be given to projects that improve the structural integrity of the building to sustain the building stock within the Municipal Service District. Desired improvements include structural repairs, electrical, plumbing, HVAC, and energy efficiency upgrades.
6. The WDDC will not be party in negotiations between the applicant and/or contractor employed by the applicant. The applicant agrees to hold the WDDC harmless of any defects in workmanship, liability, damages, or other costs relative to the project.

Criteria:

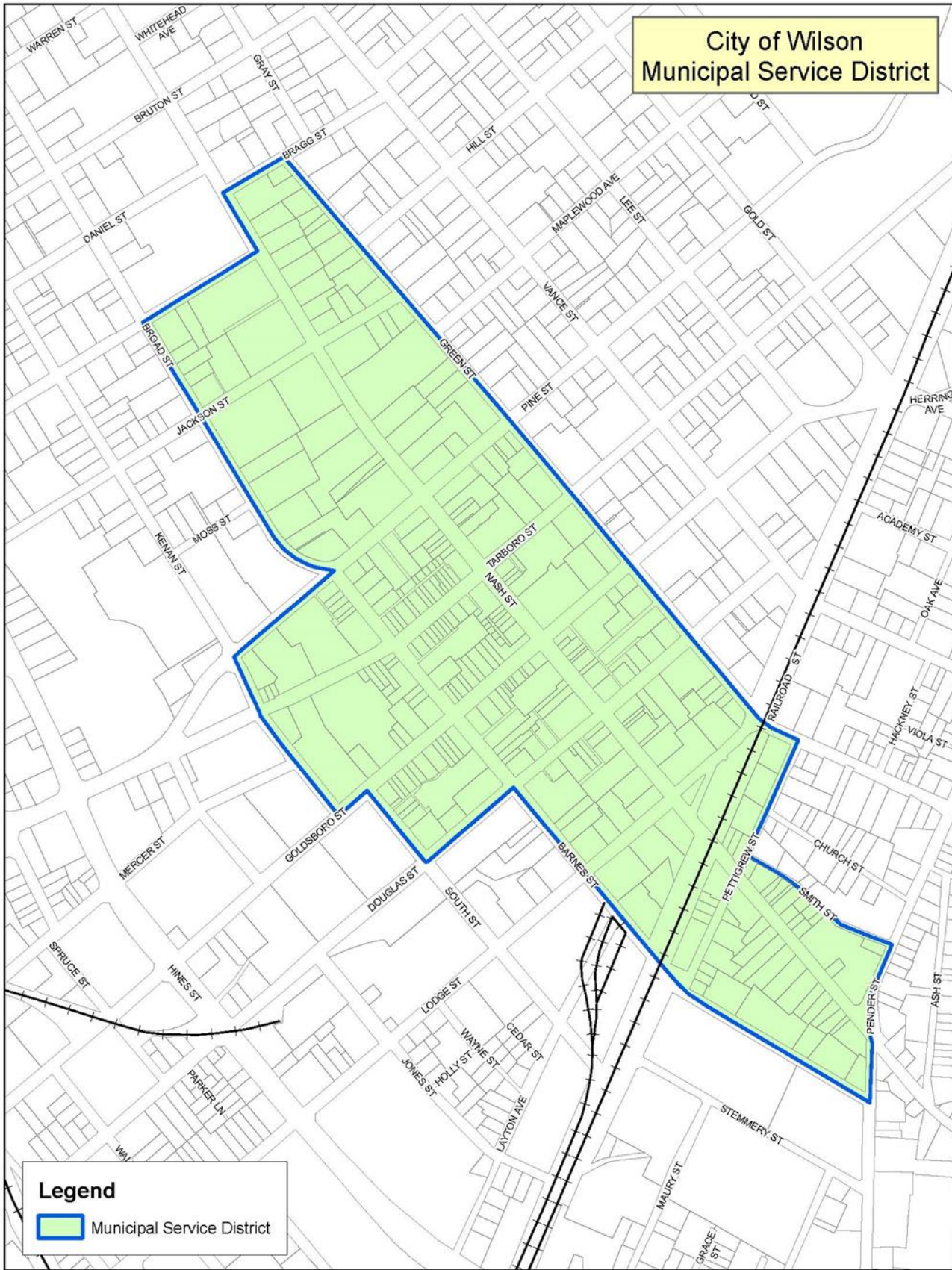
1. These grants are intended to encourage high quality, lasting building improvements, which respect the unique historic character of the building and its surrounding historic resources. Adherence to the Secretary of the Interior's Standard for Rehabilitation is required and therefore, consultation from a design professional who is familiar with these standards or with the State Historic Preservation Office (SHPO) is strongly encouraged.
2. This is a reimbursement matching grant, up to \$10,000, not to exceed 50% of the approved project cost. Award amounts will reflect the quality and positive impact of the project and are based on WDDC funding availability.
3. Only one Building Improvement Reimbursement Grant will be awarded per applicant, per building.
4. A minimum applicant contribution of \$1,000 is required.
5. Grants are not available for general or deferred maintenance.
6. An overall design improvement plan is strongly recommended for greater consideration of grant awards.
7. A complete application must be turned into staff prior to any work that the applicant is seeking BIRG grant reimbursement for is completed. A BIRG grant is not officially awarded until the WDDC Board of Directors grants approval. Applicants may begin work prior to a determination about grant funding. Any work conducted prior to the approval of the WDDC Board is at the applicant's own risk and it should not be assumed that the applicant will be awarded the funds requested.
8. All work must be completed in a good workmanship manner. The applicant will not be eligible for grant funds unless the work is completed by a competent professional.
9. All work must be started within 45 days of the signed notification of the grant award and must be completed within six months of the approved grant unless an extension request in writing is granted.
10. Failure to comply with the approved plans submitted with the application without prior approval of modified plans will disqualify the applicant for grant funding.

Secretary of the Interior's Standards for Rehabilitation : 36 CFR 67


The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall 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.

City of Wilson
Municipal Service District



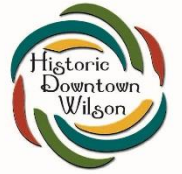
Legend

 Municipal Service District



Building Improvement Reimbursement Grant (BIRG)
Application

Department of Planning and Community Revitalization
112 Goldsboro Street E, Wilson, NC 27893
Contact: 252.296.3464 kdavis@wilsonnc.org



Please complete this application in BLACK or BLUE ink only. PDF Autofill accepted.
Illegible/incomplete applications will be returned to the applicant.

Property Address: _____

Property Owner: _____

Applicant: _____

If applicant is not the owner, a signed agreement authorizing the work must be attached as part of the application.

Mailing Address: _____

Phone: _____ Email: _____

Current Occupancy of Building: _____

Proposed Occupancy of Building: _____

Summary of Proposed Building Improvements:

Project Improvement Cost	\$ _____
Entire Building Renovation Cost	\$ _____
Committed Property Owner Contribution	\$ _____
Committed Business Owner/Tenant Contribution (if different)	\$ _____
Total Square Footage Fit for Occupancy Post-Renovation	_____
Grant Amount Requested	\$ _____

[Note: Request amount limited to 50% of total Project Improvement Cost. Request may not exceed \$10,000.]

Required Attachments

Please check mark next to each item, as required, to show it has been included in application packet.

____ Current color photographs of current building condition/project condition.

____ Business Plan

____ Itemized contractor estimates. [Costs of labor and materials must be itemized separately.]

____ Written permission from property owner authorizing work, if applicable.

____ Signed lease agreement, if applicable.

Estimated Construction Start Date: _____ [All work must be completed six months from this date.]

Please initial next to each item.

_____ I understand that the grant funds must be used for the project described in this application.

_____ I understand that payment of the grant is contingent upon completing the project as outlined and providing proof of expenditure of funds and copies of all required building permits.

_____ Project must pass all required construction standards inspections as required based on permitting and the building granted a Certificate of Occupancy.

_____ I understand that upon completion of the project staff will inspect the work for compliance.

_____ Payments will be mailed to the address listed on this application. No grant will exceed \$10,000.00.

_____ I understand all work must begin with 45 days from date of signed agreement and must be completed within six [6] months.

Applicant Signature: _____

Date: _____

Printed Name: _____

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