

Bishop Building-Improvement Program
Incentivizing Revitalization with Innovative Project Financing
PROGRAM DESCRIPTION

Preamble

The Bishop Chamber of Commerce (“Chamber”), in appreciation of the importance of actively working to reinvigorate downtown Bishop, has developed a Building Improvement Program (“BB-IP”) to provide direct investment to improve façades within Bishop and encourage private investment. As façade improvements can require significant investment by property owners and/or retailers, the Chamber has identified funding to offset some of the costs. Through a competitive process, the Bishop Building Improvement Program (BB-IP) is offering grants to downtown Bishop property owners and/or commercial tenants. We hope this program serves to provide additional and meaningful incentives to private investments while enhancing the historic downtown district.

Introduction

The BB-IP aims to incentivize private sector improvement of commercial buildings in downtown Bishop, leading to city revitalization and increased business. It is a funding mechanism to provide funds that building owners and businesses can access, through a simple grant process, to fund either in whole, or as part of matching funds, façade projects that protect or restore the historic integrity of the target building. Guidelines have been crafted to help potential grantees understand how funding decisions will be made. These are presented below.

Program Objectives

The Chamber of Commerce, through the BB-IP, aims to:

1. Improve the public and pedestrian environment
2. Improve the external appearance and lighting of storefronts in order to attract more customers and enhance the attractiveness of downtown commercial and mixed use buildings
3. Preserve and restore historic properties
4. Encourage and support economic development by leveraging additional private investment

Eligible Improvements

The BB-IP is available to property owners and qualified businesses within the Bishop City Limits. All commercial properties in the City are eligible to apply; however, priority will be given to those businesses with significant pedestrian traffic including, but not limited to: Main Street, Line Street, Warren Street and Academy Avenue. Eligible projects should result in a visible improvement to the property. This program is not designed to fund general maintenance.

The following improvements are eligible for funding on commercial and mixed use buildings within the described boundaries:

1. Installation of new commercial facades appropriate to the architectural style, age and character of individual building.
2. Architectural lighting including: lighting which enhances the building’s façade and enhances the pedestrian environment, lighting of window display areas and lighting of architectural details.
3. New canopies or awnings.
4. Signs that identify the business (but do not solely advertise products).
5. Painting.
6. Repairing and restoring upper story facades when part of a comprehensive improvement effort that includes the ground floor.
7. Demolition or removal of outdated or inappropriate materials such as signs, flooring or façades.
8. Façade improvements that increase the pedestrian environment of Warren Street.

Eligible Recipients

1. Owners of buildings with ground floor commercial space located within Bishop City Limits.
2. Ground floor retail or restaurant tenants (Requires written authorization from property owner).

Ineligible Recipients

1. Residential buildings that do not have ground floor commercial use.
2. Projects for which building permits have already been issued or projects already under construction.

Available Funding

\$8,000 is available in this phase of the Bishop Building Improvement Program. Projects may be funded partially with matching funds or entirely with grant funds. The BB-IP selection committee may choose to fund one large project or several smaller projects.

Application Process

Applications can be picked up at the Bishop Chamber of Commerce - 690 N Main St, Bishop, CA 93514 or at Bishop City Hall - 377 West Line Street, Bishop, CA 93514. Request an application by email: execdir@bishopvisitor.com.

Application Requirements

1. A short narrative of the proposed project and a summary form with basic information about the applicant. Suggested project information includes scope, building's current condition, role in the neighborhood, areas to be improved, any proposed materials or colors, and an explanation of why the proposed improvements are appropriate for the building, business, and fit with BB-IP objectives.
2. An 8X10" photograph of the existing façade.
3. Perspective rendering, architectural elevation or annotated photograph illustrating proposed façade changes. The photo/drawing should include specifications on all materials, paint colors, lighting fixtures, etc. and if possible, provide examples.
4. An estimate of the total costs associated with the project including but not limited to: design fees, permits, construction, and fabrication costs. The cost estimate should be provided by an architect or industry professional such as contractor, painter, etc.
5. If applicant is a tenant, a letter from the property owner authorizing the tenant to apply and undertake the work if selected for funding.
6. If the project proposes to utilize matching funds, indicate how the non-grant portion of the project will be financed (bank loan, cash, private loan, etc.).

Selection Process:

1. Applications are reviewed by the BB-IP Committee for completeness, cost review and appropriateness. Review Committee may request an interview with applicant.
2. The selection panel will evaluate the application and determine whether to approve, deny or return for modification.
3. The BB-IP Committee will evaluate applications on the following criteria:
 - a. Improvement to the appearance of the site, building, and business district
 - b. Leveraging of additional economic activities
 - c. Provision of needed services
4. Applications will be considered on a rolling, first-come, first-served, basis until all grant funds have been awarded. Application materials will be released June 2017. It is highly recommended that interested parties submit applications as soon as possible, no later than July 31, 2017. The BB-IP selection committee intends to begin reviewing applications in August 2017. All applicants will be notified in writing of the panel's decision. The selection panel's decision is binding; therefore, no appeals will be heard.
5. Because funding is limited, not every application that conforms to these guidelines can be funded.

Pre-Construction Requirements:

Next steps for applicants selected for funding:

1. The applicant will sign an agreement with the Chamber which will outline the grant amount, payout schedule and requirements, schedule for project completion, any insurance requirements and other terms.
2. The applicant will be required to obtain and submit all of the required approvals and permits, including but not limited to:
 - a. BB-IP Committee approval
 - b. City of Bishop Planning Commission approval (if appropriate)
 - c. Building permits
 - d. Approval for encroachment (if applicable)
 - e. Project timeline
 - f. Construction and Payment
3. Once the grant amount is set, it will not be increased to pay for change orders or other unanticipated costs. The BB-IP must approve in writing any substantive changes to the original construction plans or specifications.
4. Approved projects should be completed within 60 days of award notifications or the project will be considered void.

Funding Process

For projects below \$1,500, one payment will be made to grantee promptly upon successful project completion. For projects greater than \$1,500 BB-IP committee will work with grantee to develop a payment program that ensures contractors/vendors are paid promptly as project progresses. At the conclusion of all projects, invoices and receipts are required within 45 days of project completion to support the proper use of funds.

Bishop Building Improvement Program (BB-IP)

APPLICATION

APPLICANT INFORMATION

Business Name:	Federal Tax ID:
Email:	Phone:

PROJECT INFORMATION

Address of Project:			
Type of Business:	Phone:		
	Is Applicant the property owner?	Y	N
If applicable, how will the non-grant portion be funded?		Name of Lender:	
Cash	Loan		

PROPERTY OWNER

Name:		Years owned:	
Address:		Phone:	
City	State	Zip	
Type of Ownership:			

APPLICATION REQUIREMENTS

To be submitted with application

1. A short narrative of the proposed project and a summary form with basic information about the applicant. Suggested project information includes scope, building’s current condition, role in the neighborhood, areas to be improved, any proposed materials or colors, and an explanation of why the proposed improvements are appropriate for the building, business, and fit with BB-IP project objectives.
2. An 8X10” photograph of the existing façade.
3. Perspective rendering, architectural elevation or annotated photograph illustrating proposed façade changes. The photo/drawing should include specifications on all materials, paint colors, lighting fixtures, etc. and if possible, provide examples.
4. An estimate of the total costs associated with the project including but not limited to, design fees, permits, construction and fabrication costs. The cost estimate should be provided by an architect or contractor (in the case of signs and awnings, the manufacturer /installer).
5. If applicant is a tenant, a letter from the property owner authorizing the tenant to apply and undertake the work if selected for funding.

I agree to comply with the guidelines and standards of the Bishop Building Improvement Program and I understand that this is a voluntary program, under which the BB-IP has the right to approve or deny any project or proposal or portions thereof.

I further agree that if funds are approved for this project, that I will make every reasonable effort to utilize local merchants, local contractors, and local services to complete this project.

Applicant Signature _____

Date _____

Submit to: Bishop Chamber of Commerce 690 N Main St, Bishop, CA 93514 execdir@bishopvisitor.com (760) 873-8405
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For Office Use Only Application Date: Approval Date: Tax ID:	Approved: Y / N Amount:
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Bishop Building Improvement Program (BB-IP)

NARRATIVE

Provide brief description of the proposed project. Suggested project information includes scope, building's current condition, role in the neighborhood, areas to be improved, any proposed materials or colors, and an explanation of why the proposed improvements are appropriate for the building, business, and fit with BB-IP objectives.

Bishop Building Improvement Program (BB-IP)

NEEDS ASSESSMENT: For building improvements outside of, or in addition to, current BB-IP grant applications. Please help identify projects for future grant funding.

Address of Project:			
Type of Business:	Phone:		
Years in Business / Ownership of Property:	Is Applicant the property owner?	Y	N
Business Name:	Federal Tax ID:		
Email:	Phone:		

Please indicate which maintenance and/or improvements your building / business space requires:

- Paint
- New signage
- New canopies or awnings
- New / or additional architectural lighting
- Repairs / paint / construction to rehab or improve the window display
- Electrical improvements
- Wireless internet / Digital 395 connection
- Repairing / restoring upper story facades
- Demolition or removal of outdated or inappropriate materials
- Restoration of historical facades
- ADA compliance
- Other: _____

For business / buildings on Warren Street, please indicate all that apply:

- Renovations of the interior to allow for customer entrance from Warren and Main
- Signage facing Warren Street
- New lighting to attract business on Warren Street
- Window improvements
- Paint
- Façade materials upgrades
- Improvements to enhance parking
- Streetscaping
- Landscaping
- ADA compliance
- Other: _____

Please estimate what you expect these repairs to cost: _____

Please estimate the range of bids to complete this work: _____

How much can you invest in making these improvements? _____p

Please complete and return to: Bishop Chamber of Commerce, 690 N. Main St., Bishop, CA 93514
email: execdir@bishopvisitor.com
fax: (760)873-6999