

## **2020-2021 Ada Business Improvement Grant Program Description, Criteria, and Process**

### **Committee**

The Ada Business Improvement Grant will be managed by a committee representing various stakeholders in this process:

1. Jim Lawson, Ada Jobs Foundation Board Member and BIG Committee Chair, 2020-2021
2. Todd Moon, Ada Main Street Board Member
3. Joe Dougherty, Ada Main Street Board Member
4. Randy McFarlin, Ada City Council Member
5. Amy Kaiser, Ada Jobs Foundation Board Member
6. Marissa Tucker, Ada Main Street Staff Member
7. Jim Eldridge, Ada Jobs Foundation Staff Member
8. Cody Holcomb, City of Ada Staff Member

### **Criteria**

1. All Projects are Subject to pre-approval by the Ada Business Improvement Grant Committee and Ada Main Street Board of Directors.
2. Projects shall be located within the boundaries specified in the attached map. Any project applications from outside of this geographic area will be subject to approval by the Business Improvement Grant Committee.
3. The grants shall be approved within a period of time starting July 1<sup>st</sup>, 2020 and ending on June 30<sup>th</sup>, 2021.
4. Grants will be matched for up to 50% of the pre-approved project's cost, not to exceed \$5,000 in total grant funding.
5. Each individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) is eligible for up to \$5,000 in total grant awards during the period outlined, above, in criteria #3. Multiple grant applications may be submitted and be awarded for a parcel property during this period so long as the total award amount does not exceed the \$5,000 limit.
6. Grant proposals shall include a written scope of work that will detail all work being done in the proposed project. Proposals are encouraged to include bid quotes or other documents to support the cost of the work or products being used.
7. Grants shall be accepted during open submission periods advertised by the Business Improvement Grant Program committee. The committee shall establish at least two grant submission periods. Any entities submitting grants not approved during this open submission period will be encouraged to re-submit in a future open submission round.
8. All projects shall submit receipts for review upon completion.
9. Each project shall allow Ada Main Street staff to photograph the visual area of the project before any work begins and after all work is completed.
10. Each project shall require a written agreement before any work begins of the project's description, scope, and design.

11. All exterior projects are encouraged to maintain or improve the historic character of the building or structures on the property. A guide for these historic character guidelines can be found in the “Oklahoma Design Guidelines” published on the [Oklahoma Department of Commerce’s website \(https://www.okcommerce.gov/wp-content/uploads/Main-Street-Design-Guidelines.pdf\)](https://www.okcommerce.gov/wp-content/uploads/Main-Street-Design-Guidelines.pdf). A printed copy or digital will be made available by Ada Main Street staff upon request. Any exterior elements which differ from the Design Guidelines document will be addressed by the Business Improvement Grant Committee for approval.
12. Eligible projects shall include, but are not limited to, the following criteria:
  - a. Exterior Paint, unless the building façade is unpainted brick.
  - b. Window replacements or improvements which enhance or maintain the historic character of the building.
  - c. Brick, mortar, or pointing repair.
  - d. New or repaired awnings which enhance or match the historic character of the building.
  - e. New or refurbished signage.
  - f. New or refurbished exterior lighting.
  - g. New or refurbished exterior doors.
  - h. Improvement to Americans with Disabilities Act (A.D.A.)-accessible entrances.
  - i. Exterior stair handrails.
  - j. Interior electrical work.
  - k. Interior plumbing.
  - l. Interior HVAC work.
  - m. Interior floor installation, removal or refurbishment which enhances or maintains the historic character of the building.
  - n. Improvements to interior ceilings which enhance or maintain the historic character of the building.
  - o. Interior lighting which is “hard-wired” and has a fixed mounting point.
  - p. Interior “permanent” structural elements such as counter tops, bars, stage platforms, and doors.
  - q. Interior fire suppression systems and sprinklers.
  - r. Multi-story fire-escape structures.
  - s. A.D.A.-compliant improvements to bathrooms or interior bathroom access.
  - t. Parking lot repair or improvements on privately owned property, exclusive of any public right of way.
  - u. Trash can and dumpster screening.
  - v. New or improved fencing on the property.
  - w. Removal of non-historic elements to a building.
  - x. Improvements to rear or side entrances to a building that facilitate public use or access, including doorways, lighting, paved surfaces, stairs or ramps, handrails, or structural improvements made to the interior of the entrance corridor.
13. Properties which are primarily residential in use will not be eligible for improvements. Mixed use buildings with upper story residential areas are exempt from this restriction and may participate in this program.

14. The Ada Business Improvement Grant Committee and Ada Main Street Board of directors shall reserve the right to approve or deny any matched grant project based upon these written criteria.
15. The Ada Jobs Foundation Board of Directors shall reserve the right to withhold funding if any of the elements of the written agreement are not met.
16. Projects must be completed within 6 months of the signed agreement, unless the B.I.G. Committee grants an extension.
17. Completed projects will be asked to display an Ada Business Improvement Grant branded sticker for a period of at least one year from the award of grant funds.

## **Granting Process Outline**

### **Pre-Review**

1. Ada Main Street will provide an application form and a copy of these criteria.
2. Ada Main Street will meet with the business owner before an application is submitted, upon request.
3. Business owner submits a complete grant application to Ada Main Street.
4. B.I.G. Committee reviews application and makes a recommendation to approve or not approve the project:
  - a. If not approved, the committee will suggest changes for a re-application upon the request of the applicant.
  - b. If approved, the application moves on to approval by the Ada Main Street Board of Directors.
5. Ada Main Street Board of Directors reviews B.I.G. committee's approval recommendation and votes to approve the project.
6. A written agreement, which specifies the details of the grant requirements and timeline, is signed by the business owner and Ada Jobs Foundation.
7. Ada Main Street staff will take a "before" picture of the project.

### **Project Construction In-Progress**

8. Relevant updates on the project are provided by staff to both Ada Main Street and Ada Jobs Foundation boards at regular meetings after the agreement has been signed.

### **Construction Completion**

9. The B.I.G. Committee will review the project to verify it meets the agreed upon terms and make a recommendation whether or not to approve the grant reimbursement.
10. If the reimbursement grant is approved by B.I.G. Committee, the Ada Jobs Foundation Executive Committee will vote whether to approve payment pursuant to the executed Agreement.
11. If approved, Ada Main Street staff will photograph the "after" result of the project.
12. Within 30 days of approval by the Ada Jobs Foundation, payment will be issued for the approved grant amount.



**Ada Main Street Business Improvement Grant Application**

Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Briefly summarize the planned work to the building:**

**Please detail a scope of work for the project (this may be attached):**

**Please list any construction bid quotes or material cost estimates (supporting documents may also be attached):**

**Optional: Please attach any visual renderings or sketches of the completed version proposed project.**

Estimated Cost of Improvements \$ \_\_\_\_\_ Grant Amount Requested \$ \_\_\_\_\_

I have read and understood the program rules. I understand that I am responsible for the improvements described herein. I understand that Ada Main Street must approve improvements prior to work starting and that I must submit paid receipts before grant funds will be issued.

Signature \_\_\_\_\_

**Mail or email your completed application to the following address:**

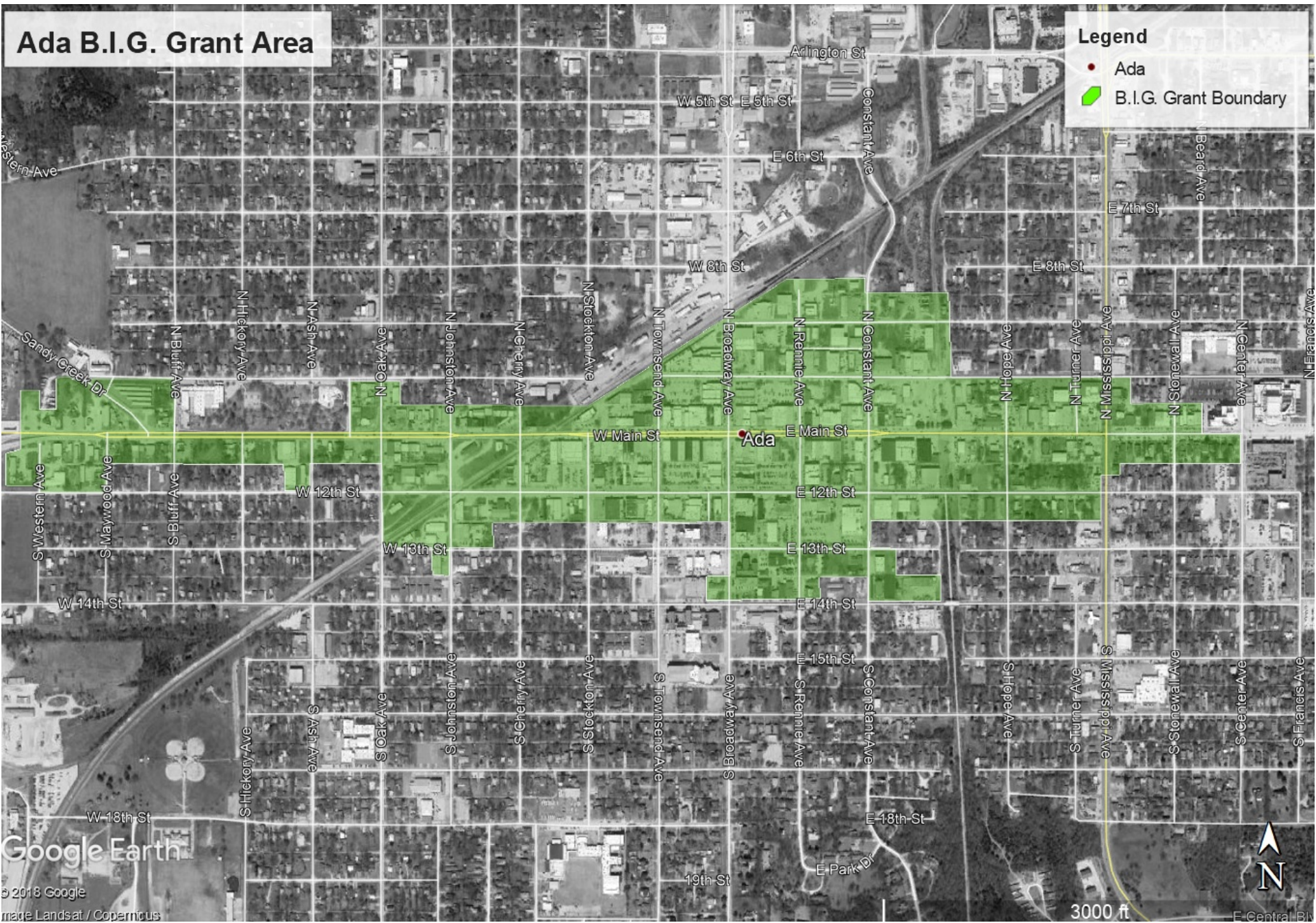
Ada Main Street  
124 East Main Street,  
Suite 7  
Ada, OK 74820

adamainstreet@cableone.net

# Ada B.I.G. Grant Area

**Legend**

- Ada
- B.I.G. Grant Boundary



3000 ft

