

## **2022-2023 Ada Business Improvement Grant Program Description, Criteria, and Process**

### **Program Overview**

The Ada Business Improvement Grant (B.I.G. or BIG) is a program designed to support Ada's Main Street and Downtown businesses, enhance the historic character of Ada's central corridors, and encourage new investment in our community.

The grant was established in 2018 through a partnership between Ada Main Street, the Ada Jobs Foundation, and the City of Ada. The grant is funded through the City of Ada's Proposition 2, a ¼-cent sales tax dedicated to economic development, and was designed to go beyond a typical façade grant by focusing on structural projects throughout a Main Street district building, including lighting, HVAC, plumbing, and accessibility improvements.

Since 2019, there have been 54 projects completed through this program, with over \$500,000 in total investment and over 35 businesses impacted. This project has created a substantial amount of public and private investment into Ada's downtown and Main Street, and it ensures Ada's oldest commercial areas remain viable and vibrant places to do business.

### **2022-2023 Business Improvement Grant Committee**

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

1. Amy Kaiser, Ada Jobs Foundation Board Member, and BIG Committee Chair, 2022-2023
2. Jim Lawson, Ada Jobs Foundation
3. Todd Moon, Ada Main Street Board Member
4. Joe Dougherty, Ada Main Street Board Member
5. Randy McFarlin, Ada City Council 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
9. Amy Childers Elliott, Ada Jobs Foundation Staff Member

### **Business Improvement Grant Program Criteria:**

1. Grants shall be accepted during open submission periods advertised by the BIG Program committee. The committee shall establish at least two grant submission periods in the fiscal year. Any entities submitting grants not approved during this open submission period will be encouraged to re-submit in a future open submission round.
2. All Projects are subject to approval by the Ada Business Improvement Grant Committee and Ada Main Street Board of Directors.
3. Priority is given to projects located within the boundaries specified in the attached map. Any project applications outside this geographic area will be subject to approval by the Business Improvement Grant Committee.
4. The grants shall be approved within a period of time starting July 1<sup>st</sup>, 2022, and ending on June 30<sup>th</sup>, 2023.
5. Small grants will be matched for up to 50% of the pre-approved project's cost, not to exceed \$5,000 in total grant funding.

6. Large grants will provide grantees with \$10,000 in reimbursable funding. Projects that are less than \$20,000 in total project costs will not be considered.
7. Multiple small grant applications for an individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) may be submitted. They may be awarded for a parcel property during this period so long as the total award amount does not exceed the \$5,000 limit.
8. A single Large Grant project may be submitted during a Business Improvement Grant funding cycle. Only one Large Grant may be awarded for an individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) during the designated fiscal year.
9. Individual parcels are limited to one Large Grant and Small Grant project that does not exceed the reimbursement limit of \$5000. Total eligible project reimbursement for each individual parcel of real property cannot exceed \$15,000 during the grant fiscal year.

### **Small Grant Criteria**

1. Small Grant projects shall be matched for up to 50% of the pre-approved project's cost, not to exceed \$5,000 in total grant funding.
2. 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 small grant awards during the July through June Fiscal Year. Multiple small grant applications may be submitted and awarded for a parcel property during this period so long as the total Small Grant award amount does not exceed the \$5,000 limit.
3. Grant proposals must include a written scope of work that details the work being done in the proposed project. Proposals are encouraged to include bids, quotes, and other documents to support the cost of the work or products being used.
4. All exterior projects are encouraged to maintain or improve the historic character of the building or structures on the property. Historic character guidelines shall be provided upon request by Ada Main Street.
5. Eligible projects shall include, but are not limited to, the following criteria:
  - a. Exterior Paint that meets the Main Street Oklahoma color pallet or as approved by the Business Improvement Grant Committee, unless the building façade is unpainted brick.
  - b. Exterior preparation work for murals.
  - c. Window replacements or improvements that enhance or maintain the historic character of the building.
  - d. Brick, mortar, or pointing repair.
  - e. New or repaired awnings which enhance or match the historic character of the building.
  - f. New or refurbished signage.
  - g. New or refurbished exterior lighting.
  - h. New or refurbished exterior doors.
  - i. Improvement to Americans with Disabilities Act (A.D.A.)-accessible entrances.
  - j. Exterior stair handrails.
  - k. Electrical work.
  - l. Plumbing work.
  - m. HVAC work.
  - n. Interior floor installation, removal, or refurbishment which enhances or maintains the historic character of the building.

- o. Improvements to interior ceilings which enhance or maintain the historic character of the building.
  - p. Interior lighting which is “hard-wired” and has a fixed mounting point.
  - q. Interior “permanent” structural elements such as countertops, bars, stage platforms, and doors.
  - r. Interior fire suppression systems and sprinklers.
  - s. Multi-story fire-escape structures.
  - t. A.D.A.-compliant improvements to bathrooms or interior bathroom access.
  - 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 facilitates public use or access, including doorways, lighting, paved surfaces, stairs or ramps, handrails, or structural improvements made to the interior of the entrance corridor.
6. Properties which are exclusively residential in use will not be eligible for improvements. Mixed-use buildings with residential areas are exempt from this restriction and may participate in this program. Properties that restore, reopen, renovate, or improve downtown living will receive additional scoring points. Downtown living is a priority of the BIG Committee.
  7. Grant proposals submitted up to a week prior to the application period submission deadline are eligible for technical review. Applicants who submit applications during the technical review period will be given the opportunity to provide necessary clarification up to the final application due date.
  8. Grant proposals will be evaluated as presented at the application period deadline date. Incomplete applications will be scored as presented.
  9. Applicants are encouraged to incorporate feedback and resubmit their application at the next open grant round for projects not chosen for funding.

### **Small Grant Awarded Project Process Outline**

1. Grantees must allow members of the BIG Committee scheduled access to photograph the project.
2. Each project shall require a signed agreement with the Ada Jobs Foundation before any work begins. This agreement shall reference the project scope of work.
3. Projects must be completed within 6 months from the date of the signed agreement. All projects must submit an update within 90 days after signing the agreement.
4. Delays, changes in the previously approved scope of work, and missed progress reports could result in the loss of reimbursement funding. All changes must be communicated in writing and approved by the BIG Committee.
5. The grantee must submit receipts with documentation of payment for review by the BIG Committee upon completion of the approved project scope of work. This is a reimbursement grant, and no funds from the grant will be released without documentation of payment from the grantee.
6. Once project receipts are reviewed and compared to the scope detailed in the contract documents, a final BIG Committee inspection will be scheduled.
7. Once signed off as complete by the BIG Committee, a request for reimbursement will be submitted to Ada Jobs Foundation.
8. All payment for completed projects is subject to the approval of the Ada Jobs Foundation.

9. Within 30 days of approval by the Ada Jobs Foundation, payment will be issued for the approved grant amount.
10. 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.

### **Large Grant Criteria**

1. The Large Grant is designed to encourage permanent structural improvements, historic renovation, and revitalization of downtown residences in mixed use buildings. Large projects must exceed \$20,000.00 in total expenditures and must be completed within one year of contract signing.
2. The same requirements as detailed in the Small Grant criteria will apply to Large Grants. Funded Large Grant projects will be awarded a total of \$10,000.00 in grant funds. The Large Grant could be awarded in addition to funded small grant projects. A grand total of no more than \$15,000.00 will be granted toward any one individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) per fiscal year will be allowed.
3. Grant proposals shall include a written scope of work that will detail all work being done in the proposed project. Proposals should include bids, quotes, and other supporting documents to support the cost of the work or products being used.
4. The large grant awards in this fiscal year will be dedicated for **downtown living**. Eligible projects include improvements to housing and residential areas in mixed use buildings. Applicants are encouraged to utilize the technical review period before the grant deadline to address any questions about whether a particular housing project would qualify for the Large Grant program.
5. Applications must quantify impact in these areas to receive points and therefore, the funding.
6. 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.
7. Grant proposals submitted up to a week prior to the application period submission deadline are eligible for technical review. Applicants who submit applications during the technical review period will be given the opportunity to provide necessary clarification up to the final application due date.
8. Grant proposals will be evaluated as presented at the application period deadline date. Incomplete applications will be scored as presented.
9. Applicants are encouraged to incorporate feedback and resubmit their application at the next open grant round for projects that were not chosen for funding.

### **Funded Large Grant Awarded Project Process Outline**

1. Grantees must allow members of the BIG Committee scheduled access to photograph the project.
2. Each project shall require a signed agreement with the Ada Jobs Foundation before any work begins. This agreement shall reference the project scope of work.
3. Projects must be completed within 1 year from the date of the signed agreement. Awarded Large Grant projects are required to submit quarterly written progress reports and facilitate

semi-annual on-site inspections of the projects. Grantees are responsible for providing all reports and for scheduling inspections with the Ada Jobs Foundation.

4. Delays, changes in previously approved scope of work, and missed progress reports could result in the loss of reimbursement funding. All changes must be communicated in writing and approved by the BIG Committee.
5. Grantee must submit receipts with documentation of payment for review by the BIG Committee upon completion of the approved project scope of work. This is a reimbursement grant, and no funds from the grant will be released without documentation of payment from the grantee.
6. Once project receipts are reviewed and compared to the scope detailed in the contract documents, a final BIG Committee inspection will be scheduled.
7. Once signed off as complete by the BIG Committee, a request for reimbursement will be submitted to Ada Jobs Foundation.
8. All payment for completed projects is subject to the approval of the Ada Jobs Foundation.
9. Within 30 days of approval by the Ada Jobs Foundation, payment will be issued for the approved grant amount.
10. 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.



**Ada Main Street Business Improvement Grant Application**

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

**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  
PO Box 205  
Ada, OK 74821

mainstreetada@gmail.com

# Ada B.I.G. Grant Area

## Legend

- Ada
- B.I.G. Grant Boundary

