

The City of Jenks, in partnership with Jenks Economic Development Authority (JEDA) is pleased to announce Jenks BIG (JBIG), a Business Improvement Grant program which is designed to assist Jenks business owners within the Downtown Core (as identified within the Jenks Comprehensive Plan) with cosmetic updates to businesses and public spaces through the following programs:

1. Façade Improvements
2. Sign Improvements
3. Landscape/Public Space Improvements

The incentive (JBIG) program’s primary consideration is to encourage economic development by creating positive opportunities in the community, supporting redevelopment of the local workforce, and providing space for public use and enjoyment. Please read the following guidelines and keep a copy for your records:

GENERAL INFORMATION

- Grant dollars are dedicated per fiscal year. The fiscal year is July 1 to June 30 to coincide with the City of Jenks’s fiscal year.
- No grant will be awarded for work that has already been started or completed. Building or business owners must apply for the grant before work has begun.
- The applicant must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
- The applicant must agree to allow the project to be used to promote the Business Improvement Grant program.
- Building owners and business owners agree to have a sign / banner placed on their building during the project and for up to 30 days after the completion of the project to acknowledge the Jenks Business Improvement Grant program.
 - The sign will be provided by the City of Jenks.
- The project must conform to City of Jenks codes, ordinances and comprehensive plan.
- The City of Jenks/JEDA reserves the right to review and accept or reject all applications.
- All signage that will be placed on the building must be approved by JBIG Staff during the application process.
- Pass Life Safety Inspection

APPLICATION

- The application may come from the property owner or the tenant.
 - If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant.
 - The tenant must produce a lease or other documentation showing the term of the lease.
- The applicant may be required at the request of JBIG Staff to make a presentation to City/JEDA explaining work to be done.
- All design plans (e.g., paint color, sign size, colors, shape, and proposed placement, materials, etc.) must be approved by JBIG Staff during the application process.
 - Final design plans for funding will be approved by City/ JEDA.

- Final signage plans for funding will be approved by City/JEDA.
- At least two quotes/bids are required with the application. Any applications with only one quote/bid will not be considered.
- Construction quotes/bids are required for the review of the application.
 - All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the application request.
 - Bids shall be submitted on the contractor's or project architect's letterhead and shall contain:
 - i. Contractor's name, address, telephone number
 - ii. Itemized the bid written in a manner that allows JBIG Staff to determine the bid components and authenticity of the bid.

APPROVAL

- A letter will be sent to the applicant, and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer to the project design and specifications that were approved and will be funded.
- Applicants receiving approval by from City/JEDA shall commence construction described within the Application within sixty (60) days from the date the grant is awarded.
 - All Applicants must complete the construction described in the Application within six (6) months from the date the grant is and within the same fiscal budget year.
 - If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or six (6) month time limit.
 - City/JEDA shall not be obligated to allow extensions but may do so for good cause determined solely by City/JEDA.
 - The extensions, if granted, shall be for the term and for the conditions determined exclusively by City/JEDA.
 - An extension denial cannot be appealed and shall be final with JEDA.

REIMBURSEMENT | APPEALS | AMENDMENT TO PLAN

- The applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment.
- Reimbursements will be made when the entire project is complete. JBIG Staff must approve all reimbursements.
- Appeals to the approval will go before City Council. Council decisions on all appeals will be final.
- The applicant must notify JBIG Staff in writing if the applicant makes any changes in the plans submitted to the committee with the original application.
 - JBIG Staff reserves the right to reconsider the application based on the changes to the original plan.

Please review the incentive grant program specifics and choose the appropriate program for your project. A property owner or tenant may apply for multiple grants in any given year (i.e., property owner/tenant can receive funding for work on the exterior of the building and receive funding for a separate application that replaces a sign or does interior work to the same building). However, a project funded in a category may not re-apply for the same grant for five (5) years.

DOWNTOWN CORE BOUNDARIES: West Boundary (Railroad Tracks), East Boundary (7th Street), South Boundary (East Aquarium Place), North Boundary (East "A" Street)

JBIG Staff: This preliminary review committee is represented by City of Jenks staff, appointed by the City Manager.

FACADE IMPROVEMENTS

Facade grants will be available to assist the business or property owner with qualifying exterior improvements.

1. **Definition:** Façade is defined as the front exterior of a building and other exterior side when they are emphasized.
 - (a) The City of Jenks may match up to 50% of the cost of the project not to exceed \$10,000 in reimbursements.
 - (b) These grants are not available for building maintenance, such as brick repair, brick repointing, window repair, roofs, flashing, etc.
 - (c) Building maintenance is the responsibility of property owners.
2. **Examples of possible projects:** Painting; replace a deteriorated awning or canopy; update a canopy or awning; replace or cover front exterior façade with materials such as brick, stone, or stucco.
3. **How it works:** A property owner or tenant with property owner's permission will submit the façade application to the Director of Planning for review.
 - (a) If approved, the applicant will apply for the appropriate permits, follow building procedures and make the approved improvements to the building. Submittal shall include:
 - i. Current photos of building(s),
 - ii. Sketch of proposed changes,
 - iii. Samples of color, fabric, or materials etc.
 - (b) Reimbursement:
 - i. After the improvements are completed, the applicant will contact City Inspections Department for final inspection.
 1. Planning staff and Building Inspections will confirm the work matches the original approved improvements.
 2. Applicant will submit photos of new/completed façade.
 - ii. Proof of payment will be submitted to the City Finance Department for reimbursement based on completed improvements to the property.
 1. Certificate of Completion
 2. Life Safety Inspection

SIGN IMPROVEMENTS

Sign grants will be available to aid the business or property owner with qualifying sign replacement and/or improvements.

1. **What it is:** New Sign Grant for qualifying signs within the Downtown Core
 - (a) Grant will be awarded for up to 50% of the cost of a new exterior wall sign not to exceed \$5,000 of reimbursements per building for non-neon signage.
 - (b) Grant will be awarded for up to 60% of the cost of a new exterior wall sign not to exceed \$5,000 of reimbursements per building for neon signage.
 - (c) Grant includes funding for the additional signage on an awning but will not fund signs to be placed on sidewalks.
 - (d) Sign must conform to Unified Development Ordinance (UDO) standards for Downtown Core
 - (e) Sign must conform to any additional regulations
2. **Examples of qualifying sign:**
 - (a) Wall signage: cut out, dimensional letter, routed letter
 - (b) Replace or add new projecting (blade) sign
 - (c) Windows graphics
 - (d) New neon signs
3. **How it works:** A property owner or tenant with property owner's permission will submit sign application to the Director of Planning for review.
 - (a) If approved, the applicant will be directed to submit additional paperwork for the required JEDA hearing/approval
 - (b) Apply for the appropriate City permits, follow building procedures and install the signage. Submittal shall include:
 - i. Current photos of building(s),
 - ii. Dimensions of wall where sign will be attached,
 - iii. Samples of color, or materials etc.
 - (c) Reimbursement:
 - i. After the signage is installed the applicant will contact City Inspections Department for final inspection.
 1. Planning staff and Building Inspections will confirm the work matches the original approved improvements.
 2. Applicant will submit photos of new/completed signage.
 3. Applicant will submit all other paperwork
 - ii. Proof of payment will be submitted to the City Finance Department for reimbursement based on completed improvements to the property.
 1. Certificate of Completion

LANDSCAPE/PUBLIC SPACE IMPROVEMENTS

Landscape and public space improvement grants will be available to a business or property owner with qualifying landscaping, hardscaping and beautification projects.

1. **What it is:** Grant will be awarded for 50% of the cost of landscaping and hardscaping as well as beautification for projects within the Downtown Core. Grant not to exceed \$2,000 of reimbursements per project.
2. **How it works:** A property owner or tenant with property owner's permission will submit an application and design for review to the Director of Planning.
 - (a) General Requirements:
 - i. It is required that the design is submitted by a professional landscaper.
 - ii. Include types of vegetation/plants to be used
 - iii. Include hardscape design and material list
 - iv. Type and design of public benches
 - v. Type and design of bike racks
 - vi. Type and location of potted plants
 - vii. Maintenance plan:
 1. Demonstrating the sustainability of the landscaping is required.
 2. Grants for landscaping will not be approved if a maintenance plan is not submitted.
 3. Maintenance/Warranty for benches and bike racks.
 - (b) If approved, the applicant will then make the approved improvements to the building or property.
 - i. After the improvements are completed and proof of payment is shown, the property owner will be reimbursed after 12 months of the project completion to ensure proper maintenance of the landscaping.
 - ii. If the landscaping is not maintained or has died during the 12 months, the grant funding will not be approved.
 - iii. Landscaping must be maintained in perpetuity.