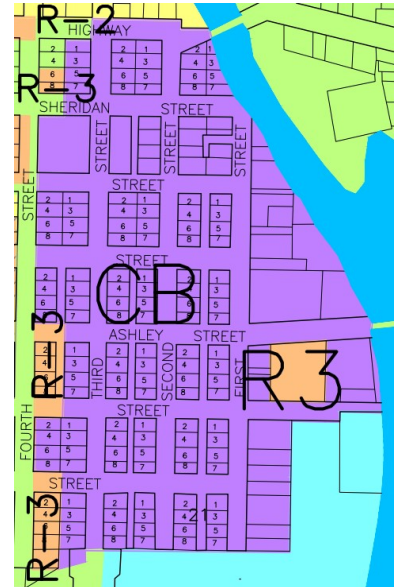


Jackson Business Development Committee (JBDC)
Business Building Improvement Program
Guidelines

Program Purpose: The purpose of the Business Building Improvement Program is to provide incentives to improve and revitalize Jackson businesses by **improving the building structure** and at the same time, stimulate private investment. The program is designed to encourage owners to restore existing properties and enhance the general character of the property.

Eligibility

- Eligible improvements may include, but are not limited to:
 - Façade and other aesthetic improvements
 - Brickwork and other structural improvements
 - Electrical or plumbing improvements
 - Awnings, windows and doors
 - Signage
 - Lighting
 - Landscaping
- Eligible Properties: Commercial buildings located within the central business district defined by the [City of Jackson zoning map](#). This area is South of North Highway, North of South Street, East of Fourth Street and West of the Des Moines River.



Loan Details

- Forgivable Loan: Min: \$1,000 Max: \$5,000 per project
 - Match Requirement: Dollar-for-dollar
 - 20% forgiven per year; fully forgiven after 5 years.
- Payments will be made directly to vendors once program requirements are met and after submittal of invoices or reimbursed to the applicant after submittal of proof of payment.

Examples:		
Project Cost: \$3000	Project Cost: \$10,000	Project Cost: \$15,000
Forgivable Loan: \$1,500	Forgivable Loan: \$5,000	Forgivable Loan: \$5,000
Applicant: \$1,500	Applicant: \$5,000	Applicant: \$10,000

Application Check List:

1. Completed application form.
2. Cost estimates.
3. Project plans AND drawings/sketches.
4. Picture of property before work begins.
5. Picture of property after work is finished.
6. If property is leased: A copy of the lease agreement, AND written permission from landlord/owner of property.

Additional Requirements

1. Loans must be personally guaranteed by the borrower(s). Annual proof that the insurance has been paid for must be provided by the insurance company, listing the City of Jackson as an additional insured.

Approval of Work: The JBDC & EDA will have sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of approval.

Selection Methods: Funds are limited. Priority will be given to projects that maximize owner investment, or projects with the greatest overall impact.

Other Approvals: Participants will be responsible for obtaining necessary regulatory approvals such as City building permits, and other necessary permits. All work must comply with City, State and Federal regulations.

Construction Contract: All construction contracts will be between the participating building owner and contractor. All contractors must be registered and bonded by the State of Minnesota. Applicants are encouraged to use local contractors and vendors.

Deadline: Applications must be received in the Economic Development Office by close of business on Wednesday, February 28, 2024 to be considered.

NO WORK MAY BEGIN PRIOR TO APPROVAL.

**Business Building Improvement Program Application
Jackson Business Development Committee (JBDC)**

Applicant Name: _____ Business: _____

Building Owner: _____ Date: _____ Phone: _____

Project Address: _____ Email: _____

Project Summary: _____

Total Project Cost: _____ Expected Project Date: _____

Forgivable Loan: _____ Applicant Portion: _____

Applicant Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the City reserves the right to deny payment. But for the assistance provided through this program by the Jackson Business Development Committee, we would not have the resources to take on this project or to the extent that we will with assistance.

_____ Name/Title (Printed)

Name/Title (Printed)

_____ Signature Date Signature

Date

NO WORK MAY BEGIN PRIOR TO APPROVAL.

APPLICATION DEADLINE: FEBRUARY 28, 2024

Project Summary (Continued): _____

