



Private Property Improvement Incentive Grant Window Program

The purpose of the Private Property Improvement Incentive Grant Window Program is to assist property owners with the replacement of windows within the Downtown Moberly Community Improvement District. Project scoring will be focused on replacement of broken, boarded, and street-facing windows that conform to the historical/original type windows used in the building. Replacement of alley-facing windows is allowed but such windows will not receive preference scoring. Funds for this program are provided by the Moberly Downtown Community Improvement District.

The following objectives, guidelines, and requirements govern the Private Property Improvement Incentive Grant Window Program. A committee of three persons, two from the Moberly Area Economic Development Corporation (MAEDC) and a City Code Enforcement official will be responsible for accepting, reviewing, and approving applications submitted by downtown property owners.

Objectives:

1. Replace broken and/or boarded over windows.
2. Replace/update street-facing (highest priority) or alley-facing windows.
3. Promote window replacements that conform to the historical/original type window that are/were in the building (i.e. wood, metal, colors, single hung/double hung).
4. Meet Historic Preservation requirements.
5. Encourage the use of local contractors.

Guidelines & Requirements:

- **To be considered, a grant application must be received before work begins.**
- **All window replacement and installation work must be completed plus reimbursement paperwork submitted to MAEDC by June 30, 2022 to qualify for grant reimbursement.**
- **Scoring preference will be given to projects that promote program objectives.**

Window Restoration Program:

The Moberly Downtown Community Improvement District will provide grants in the amount of fifty (50) percent of the window replacement/installation costs up to a maximum \$500/window for the replacement/installation of 42 downtown windows.

- Grants are limited to eight (8) replacement windows per property owner.
- Property owners must complete all requirements of the window program grant application process.
- Applicants must adhere to applicable City of Moberly ordinances and code enforcement requirements set forth by the city.
- Applicants must be current on all Randolph County real property tax payments for properties owned within the Downtown Moberly Community Improvement District to qualify for project reimbursement.
- Approved applications must be in good standing with the City of Moberly utility billing.



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- After the application is approved and before reimbursement can be made, documentation of the paid project expenses must be provided in the form of paid invoices and copies of checks rendered for payment or credit card receipts and credit card statements showing payments made.
- Contractors must provide waiver of liens for all work completed prior to reimbursement being made.
- Applications will be prioritized utilizing the accompanying scoring rubric.

Contact: Michael Bugalski
Moberly Area Economic Development Corporation
115 N. Williams St.
Moberly, MO 65270



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PRE- & POST- PPI & WINDOW PROJECT CHECKLIST

PRE-PROJECT CHECKLIST	YES	NO
Has project work begun without first having completed a PPI grant application?	If YES, STOP. An application must be submitted prior to any project work beginning.	If NO, proceed with the application process.
If required, has an application been submitted to the Historic Preservation Commission for a Certificate of Appropriateness? For information: 660-269-8705, ext. 2062.	If YES, proceed with application.	If NO, STOP and seek a certificate unless one isn't required.
Does your project adhere to applicable City of Moberly ordinances and code enforcement?		
Have you completed the application in its entirety and had it notarized?		
Have you provided itemized cost estimates of all materials, supplies, and labor costs of the project (Attach to application)		
Have you provided project plans, specifications, sketch or scaled drawing sufficient to accurately describe the proposed work if required? (Attach to application)		
Have you provided current photographs of (1) the building itself, and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement? (Attach to application)		
If the applicant isn't the building owner, do you, by the owner's signature, have the building owner's permission to proceed with the project?		

POST-PROJECT CHECKLIST TO QUALIFY FOR GRANT FUNDS	YES	NO
Has the Historic Preservation Commission approved your completed project, if necessary?		
Are you current on all Randolph County real property tax payments for properties owned within the Downtown Moberly Community Improvement District?		
Are you in good standing with the City of Moberly utility billing?		
Have all contractors provided you waiver of liens for all work completed?		
Have you provided MAEDC with documentation of the paid project expenses in the form of paid invoices and copies of checks rendered for payment (front & back) or credit card receipts and credit card statements showing payments made?		



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Application

Date	
Applicant Name	
Project Address	
Property is Owned by: Name of Individual/s or Entity as Shown on Randolph County Assessor's Tax Card	
Applicant Address	
Applicant Phone Number	
Applicant Email	
Project Description	
Anticipated Contractor/s	
# of Boarded Over or Broken Windows to be Replaced	
# of Windows to be Replaced that Face the Street	

Complete Below Only if Applicant is Not the Building Owner:

Building Owner	
Building Owner Address	
Building Owner Phone Number	
Building Owner Email	



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ATTACHMENTS REQUIRED (incomplete applications will be returned to the applicant)

1. Provide itemized cost estimate of all materials, supplies and labor costs of the project (Attach to application)
2. Provide current photograph of (1) the building itself, and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. (Attach to application)

Project Start Date: _____

Anticipated Project Completion Date: _____

I have read the guidelines of the Property Improvement Incentive Program and agree to fully comply with its requirements.

Signature of Applicant

On this _____ day of _____, 20__, before me personally appeared _____

_____ to me personally known to be the individual(s) described in and who executed the foregoing instrument.

In testimony whereof I have hereunto set my hand and affixed my official seal in said county and state the day and year last above written.

Notary Public

My commission expires: _____

PROPERTY OWNER CONSENT: (If the applicant is not the property owner)

I _____, Owner of the aforementioned property consent to the proposed work being undertaken by _____, the business owner. I further agree that the business owner is able to undertake these improvements under the terms of my rental agreement with them. I understand the requirements of the Downtown Moberly Community Improvement District's Property Improvement Incentive Program and agree to be bound by them in my capacity as building owner.

Signature of Property Owner: _____



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EXAMPLE SCORING RUBRIC

	Yes (5)	No (0)	
Does the proposed project contain windows that face the street?			
	City (7)	County (5)	No (0)
Will the proposed project utilize contractors located within the city limits of Moberly? Within Randolph County?			
	Yes (7)	County (5)	No (0)
Will the proposed project utilize window retailers within the city limits of Moberly? Within Randolph County?			
	Yes (10)	No (0)	
Will the project replace any boarded over or broken windows?			
	Yes (7)	No (0)	
Do the proposed windows conform to the historical/original type windows that are/were in the building (i.e., wood, metal, colors, single hung/double hung, etc.)			
	Yes (5)	No (0)	
Will the project meet Historic Preservation requirements?			
Total (41 points maximum)			

For Additional Information, Contact:

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 Moberly, MO 65270
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