



Private Property Improvement Incentive Program

The purpose of the Private Property Improvement Incentive Grant Program is to assist property owners with improvements to real property within the Downtown Moberly Community Improvement District. Priority focus will be on properties identified with health or safety issues identified through the City of Moberly's Code Enforcement. 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 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. Promote larger investments in Downtown Moberly.
2. Promote more exterior work on buildings.
3. Promote structural and longevity improvements to buildings.
4. Encourage the use of local contractors.

Project Types:

Large Project:

Minimum total investment of \$10,000
One per structure within a CID fiscal year (July through June)
50/50 matching grant up to \$10,000
Up to 5 projects could be funded.

Small Project:

No minimum investment
One per structure within a CID fiscal year (July through June)
50/50 matching grant up to \$3,500
Up to 8 projects could be funded.

Guidelines & Requirements:

- To be considered, an application must be received before work begins.
- Preference will be given to projects that promote program objectives.
- An applicant can do only one large OR one small PPI project per fiscal year (July through June). A large or small project may be completed alongside a window restoration grant project.
- A brief summary of the proposed renovation/rehabilitation project must be submitted with the application.
- Applicants must adhere to applicable Moberly ordinances and code enforcement requirements set forth by the city.
- Grants are provided to assist with building code violation remediation as well as other real property improvements within the Downtown Moberly Community Improvement District.



Private Property Improvement Incentive Program

- 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.
- 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 (front & back) 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 scored utilizing the accompanying example scoring rubric.

| PRE-PROJECT CHECKLIST | YES (v) | NO (v) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Has the 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? (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? | | |



Private Property Improvement Incentive Program

| POST-PROJECT CHECKLIST TO QUALIFY FOR GRANT FUNDS | YES (v) | NO (v) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|
| | | |
| 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? | | |



Private Property Improvement Incentive Program

PROGRAM 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 | |
| Project Description | |
| Applicant Address | |
| Applicant Phone Number | |
| Applicant Email | |

COMPLETE IF APPLICANT IS NOT THE BUILDING OWNER

| | |
|--------------------------------|--|
| Building Owner | |
| Building Owner Address | |
| Building Owner Phone Number | |
| Building Owner Email | |



Private Property Improvement Incentive Program

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 project plans, specifications, sketch or scaled drawing sufficient to accurately describe the proposed work. (Attach to application)
3. 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 Anticipated 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/s: _____

On this _____ day of _____, 20____, before me personally appeared _____ 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/applicant. I further agree that the business owner/applicant 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: _____



Private Property Improvement Incentive Program

EXAMPLE SCORING RUBRIC

| | Yes (20) | No (0) |
|--------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| Has the property received a code violation notice from The City of Moberly and will the proposed improvements correct the violation? | | |
| | Yes (15) | No (0) |
| Will the proposed improvements add to the structural integrity and increase the longevity of the building? | | |
| | Yes (10) | No (0) |
| Will the proposed improvements add exterior and aesthetic value to the streetscape? | | |
| | Yes (5) | No (0) |
| Will the proposed project utilize contractors located within Randolph County? | | |
| Total (50 maximum) | | |

For Additional Information, Contact:

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