



# Landlord Property Improvement Grant Program

The purpose of the Moberly Depot District Landlord Property Improvement 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 for commercial lease to business ventures whether for profit or non-profit. Funds for this program are provided by the Moberly Downtown Community Improvement District and are subject to staying within the City of Moberly fiscal year budget. For an application to be approved, funds must be available.

The following objectives, guidelines, and requirements govern the Landlord Property Improvement Grant Program. Moberly Area Economic Development Corporation (MAEDC) will be responsible for accepting, reviewing, and approving applications submitted by downtown property owners.

## **Objectives:**

1. Promote greater investment in Downtown Moberly.
2. Promote interior upgrades to commercially leased buildings.
3. Promote and incentivize higher quality and more affordable commercial lease space.
4. Encourage the use of local contractors.

## **Guidelines & Requirements:**

- Preference will be given to projects that promote program objectives.
- Applicants must adhere to all applicable City of Moberly ordinances and code enforcement requirements set forth by the city. Contact Moberly City Hall Code Enforcement to determine city requirements prior to submitting an application. Call 660-269-8705 Ext. 2042 or 2043.
- Acceptable projects include but are not limited to interior renovations such as painting, wall and ceiling improvements, flooring, lighting fixtures, bathroom upgrades, etc.
- The property owner would be required to invest in interior upgrades an amount equivalent to six months of the standard property lease rate or a minimum of \$3,000, whichever is larger, and would subsequently qualify for 50 percent grant reimbursement of the investment up to a maximum \$5,000 grant.
- The grant would be reimbursed in a lump sum to the property owner after the project is complete, required reimbursement paperwork submitted, and an executed leasing contract in place and provided to MAEDC.
- A property owner/manager may apply for both the Landlord Property Improvement Grant and one large OR one small Private Property Improvement Grant per property in a given City of Moberly fiscal year.
- This grant may be available per tenant changeover but no more frequently than every two years for the same property.
- The purpose of the grant is to promote upgrades to marketable commercial lease space, not to fund enhancements to space that is owner-occupied or leased from an owner to a tenant that is controlled by or otherwise substantially related to the owner. Applications will be preferred for projects that will only improve space subject to arms-length leases. Projects will also be considered that will improve both owner-occupied space and arms-length leased space in the



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same building, but if awarded, the grant will be pro-rated. For example, if a landlord owns a 5,000 square foot building and utilizes 1,000 square feet for the landlord's business and rents the other 4,000 square feet, and the project would improve all areas of the building equally, the grant award would be reduced by 20 percent.

- A summary of the proposed renovation/rehabilitation project must be submitted with the application.
- 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.

**For Additional Information, Contact:**

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# Landlord Property Improvement Grant Program

PRE-PROJECT CHECKLIST	YES (v)	NO (v)
Does your project adhere to all applicable City of Moberly ordinances and code enforcement requirements? Contact Moberly City Hall Code Enforcement to determine city requirements prior to submitting an application. Call 660-269-8705 Ext. 2042 or 2043.		
Have you completed the application in its entirety and had it notarized?		
Have you provided itemized cost estimates from qualified contractors for all materials, supplies, and labor costs of the project? (Attach to application)		
Have you provided project plans, specifications, sketch, scaled drawing, or other information sufficient to accurately describe the proposed work? (Attach to application)		
Have you provided current photographs of the interior prior to renovations to clearly show the existing conditions of the proposed area of improvement? (Attach to application)		
Does your project meet all objectives, requirements, and guidelines associated with the Landlord Property Improvement Grant?		
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?		



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POST-PROJECT CHECKLIST TO QUALIFY FOR GRANT FUNDS	YES (v)	NO (v)
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?		
Has the City of Moberly reviewed your work to ensure it meets all applicable code enforcement requirements?		
Have you provided MAEDC with post-completion pictures of the interior area improved per this project?		
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?		

**All projects are subject to final approval by the Downtown Moberly Community Improvement District Board and grant funds being available.**



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## GRANT APPLICATION

Date	
Applicant Name/Title	
Project Address	
Property is Owned by: Name of Individual/s or Entity as Shown on Randolph County Assessor's Tax Card	
Total finished square footage to be renovated	
Square footage of the renovated space to be owner-occupied	
Square footage of the renovated space to be tenant-occupied	
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 & Email	



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

1. Provide itemized cost estimate from qualified contractors for all materials, supplies, and labor costs of the project (Attach to application).
2. Provide project plans, specifications, sketch, scaled drawing, or other information sufficient to accurately describe the proposed work (Attach to application).
3. Provide current photographs of the building interior prior to renovations that clearly show 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 Landlord Property Improvement Grant 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 property manager. 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: \_\_\_\_\_



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## SAMPLE

### Landlord Property Improvement Grant Program Scoring Rubric



DOWNTOWN MOBERLY  
COMMUNITY IMPROVEMENT DISTRICT

**Project Address:** \_\_\_\_\_

	Yes (10)	No (0)
Will the proposed project utilize contractors located within the city limits of Moberly or from Randolph County?		
	Yes (20)	No (0)
Will the proposed improvements add value to the commercial lease space?		
	Yes (20)	No (0)
Will the renovations improve the owner's ability to lease the property?		
<b>TOTAL (50 Maximum)</b>		