



# Private Property Improvement Incentive Program

## PPI Program Terms

(revised April 24, 2024)

The purpose of the Private Property Improvement Incentive 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 and are subject to staying within the City of Moberly fiscal year budget. For an application to be approved, budgeted funds must be available.

The following objectives, guidelines, and requirements govern the Private Property Improvement Incentive 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, facade, (e.g., tuckpointing, awnings, windows, doors/entryways, paint/siding/other exterior surface, lighting if associated with other qualifying improvements, and exterior signage).
3. Promote structural and longevity improvements to buildings.
4. Encourage the use of local contractors.

### Project Criteria:

1. One incentive award per structure within a CID fiscal year (July through June)
2. 70/30 matching funds, up to a maximum incentive award of \$7,000 per project
3. Up to 10 projects could be funded at maximum reimbursement amounts, or a greater number of projects at lesser amounts as long as the total incentives awarded do not exceed \$70,000 per fiscal year (or such other amounts as may be budgeted in a given fiscal year)
4. Program is for *private property only* – governmental entities are not eligible

### Guidelines & Requirements:

1. Preference will be given to projects that promote program objectives.
2. An applicant is allowed to do only one PPI project per property per fiscal year (July through June).
3. All work on a project must be completed by the end of the fiscal year (June 30) for which the incentive award is provided to the applicant.



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4. A summary of the proposed renovation/rehabilitation project must be submitted with the application.
5. Applicants must adhere to applicable Moberly ordinances and code enforcement requirements set forth by the city. Contact Moberly City Hall Code Enforcement (660-269-8705 Ext. 2042 or 2043) to determine city requirements prior to submitting an application.
6. Incentive awards are provided to assist with building code violation remediation as well as other real property improvements within the Downtown Moberly Community Improvement District.
7. 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.
8. Approved applications must be in good standing with the City of Moberly utility billing.
9. 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.
10. Contractors must provide waiver of liens for all work completed prior to reimbursement being made.
11. Applications will be scored utilizing the accompanying sample scoring rubric.

**For Additional Information, Contact:**

Kaylee Paffrath  
Moberly Area Economic Development Corporation  
115 N. Williams St.  
Moberly, MO 65270  
660-263-8811  
kpaffrath@moberly-edc.com



# Private Property Improvement Incentive 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.		
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.
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, 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 prior to renovation? (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 REIMBURSEMENT	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?		

**All projects are subject to final approval by the Downtown Moberly Community Improvement District Board and sufficient budgeted funds being available in the applicable fiscal year.**



# 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 estimates from qualified contractors for 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 prior to renovation. (Attach to application)

Project Anticipated Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

I have read the guidelines of the Private 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

## SAMPLE

### PRIVATE PROPERTY IMPROVEMENT INCENTIVE PROGRAM 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)		