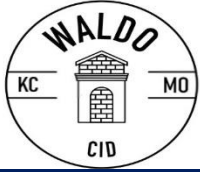


Waldo CID Storefront Improvement Grant



Powered by the **Waldo Community Improvement District**
7222 Wornall Rd., Kansas City, MO 64114
816-286-4523 • fax 816-569-9460 • www.waldokc.org

Helping you improve your business and Waldo!

Good-looking, well-maintained buildings help ensure Waldo remains a great place to do business. To encourage improvements and repairs, the Waldo CID created the Storefront Improvement Grant. The grant supports local businesses and property owners through funding a portion of exterior building repairs and improvements that meet program requirements.

The nuts & bolts

Funds: Applications are accepted annually. Grants are awarded on a first-come, first-served basis until all budgeted grant money is allocated. Applications will be reimbursed at half the approved project cost, with the Waldo CID's share not to exceed \$5,000 per project. The Waldo CID funds and oversees, and the WABA Property Committee administers the program.

Requirements:

1. Properties must be occupied or under contract (no speculative improvements) and must be located within the Waldo CID boundaries to be eligible.
2. The business must maintain a valid *Occupational License* with the City of Kansas City throughout the project.
3. Grant applications may be submitted by either a business or property owner, but must be signed as authorized by the property owner.
4. Funds may only be used for eligible expenses approved in writing. Funds cannot be used for previously completed improvements (work started prior to approval is ineligible).
5. Projects must meet all applicable City Zoning, Sign and Building Code requirements.
6. Only one rebate is allowed per "building" (determined by roofline) every 10-years.
7. **Information below is required** with completed application including:
 - A completed and signed application form
 - Bids for work to be completed
 - IRS Form W-9
 - "Before" photos showing existing conditions
 - Supporting materials (drawings, presentations, etc.)

Process:

1. Contact Dorna Edgar Swan, at the Waldo CID, to schedule a pre-application meeting to discuss the project, process and requirements.
2. Give a formal presentation to WABA Property Committee. Following consideration, the Committee may request additional information. Applicants will be notified of approval, approval with conditions, or denial in writing.
3. Complete the work within 180 days after approval and notice to proceed (unless an extension is previously requested and approved by the WABA Property Committee).
4. Submit the following upon completion of the project:
 - Verification all work has been completed and conditions met
 - All receipts for completed work, and proof of payment (canceled checks, verification from contractor amount due is paid in full, or similar)
 - "After" photos showing the changes and completed project
5. Once all requirements have been met, the Waldo CID will reimburse the applicant (unless otherwise specified) within 2 weeks of receiving all required documentation.

Objectives:

The primary program objectives are to serve as a catalyst for improvements, help ensure long-term building care, and to achieve long-lasting changes and improvements. As the name "Storefront" implies, the Waldo CID intends for the funds to generally be used for visible improvements. Although improvements to other portions of the building may be eligible and allowed, they should be secondary and not the focus of the application.

Following are lists of eligible and ineligible improvements. Since some eligible improvements may not directly meet these objectives, the Waldo CID and the WABA Property Committee may use discretion in approving or denying all or portions of applications based on the ability to meet program objectives. The Waldo CID and the WABA Property Committee may also apply additional restrictions, requirements and conditions as deemed necessary and appropriate to achieve program objectives.

Eligible Expenses:

- ✓ Removing and/or replacing siding or facades
- ✓ Patching concrete
- ✓ Fixing or replacing handrails
- ✓ Repairing or installing gutter and downspout systems in conjunction with other facade improvements
- ✓ Tuck pointing brick and masonry
- ✓ Repairing or replacing cornices, trim, or architectural details
- ✓ Repairing or replacing windows (high insulation values are encouraged)
- ✓ Painting or cleaning exterior
- ✓ Adding approved, architecturally interesting, features or repairing existing architectural features
- ✓ Installing, repairing or replacing appropriate awning or signage
- ✓ Installing or replacing exterior lighting
- ✓ Improving streetscape and landscape (as part of the project)
- ✓ Repairing/replacing parking lots, driveways, sidewalks (as part of a larger project)
- ✓ Replacing doors
- ✓ Decorative fencing (such as wrought iron fencing, excludes barbed-wire or razor-wire)
- ✓ Materials
- ✓ Contracted labor

Non-Eligible Expenses:

- ✗ Interior work
- ✗ Electrical improvements (excluding exterior lighting)
- ✗ HVAC improvements
- ✗ Property acquisition
- ✗ Equipment, Furniture, and Fixtures
- ✗ Roofs
- ✗ In-house labor by property owner, tenant, or employees
- ✗ Other work determined not meet program objectives

Additional information:**Waldo CID**

c/o Dorna Edgar Swan
7222 Wornall Rd
Kansas City, MO 64114
(816) 26-4523/ (816) 569-9460 fax
Dorna@waldokc.org

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Application

Please fill out the following information and return the completed form with all required attachments to the Waldo CID at the address below. Feel free to attached additional documents if needed.

1. Owner/Applicant Information

Applicant: _____ Property Owner: _____
Title: _____ Title: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

Business Name: _____

Project Address: _____

2. Project Information

Project description (describe the proposed improvements, repairs, changes): _____

3. Required signatures

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

I (we) authorize submittal of this application and certify all information provided is true and correct, hereby acknowledge understanding of grant guidelines and agree to the stipulations of the program, and authorize use of before and after photos, drawings and other materials by the Waldo CID to promote the CID and grant program.

Thank you for your application

For Office Use Only

Application accepted as complete by: _____
Date: _____
Action taken: Approved Approved with Conditions Denied
Date: _____ Date Notified: _____
Notes: _____

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Request for Reimbursement

Upon completion of the approved project, please provide the following information and return the completed form and required attachments to the Waldo CID at the address below. Feel free to attached additional documents as needed.

Address: _____

Business Name: _____

Person completing the report: _____

Address: _____

Phone: _____ Email: _____

Name for rebate check (if different from business): _____

Address (if different from above): _____

Has all work been completed and all conditions met? Please describe: _____

Required attachments:

- Verification all work has been completed and conditions met
- All receipts for completed work, and proof of payment (canceled checks, verification from contractor amount due is paid in full, or similar)
- "After" photos showing the changes and completed project

Signature: _____ Date: _____

I certify all information provided is true and correct, and authorize use of before and after photos, drawings and other materials by the Waldo CID to promote the CID and grant program.

Thank you for helping improve Waldo!

Return completed applications to:
c/o Dorna Edgar Swan
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Kansas City, MO 64114
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Dorna@waldokc.org