



102 S. Holden  
Warrensburg, MO 64093  
660-747-9135

## **Window Replacement Grant Program Rules and Process**

### **Program Goals**

The goal of the Window Replacement Grant Program is to encourage maintenance improvements to existing commercial buildings throughout the city in a manner that promotes the success of businesses while also making them more structurally sound, energy efficient, and provide improved aesthetics for our community.

- Promote a high level of maintenance for the exterior of buildings
- Enhance pedestrian safety by increasing maintenance of building facades in zero setback areas
- Promote commercial vitality and increase economic activity and sales tax revenues
- Maintain or improve existing property values and add to the tax base
- Enhance the overall attractiveness of the community

### **Eligible Applicants**

The applicant can be either the property owner or the tenant of a commercial building. Both the applicant and the owner must sign the application form.

### **Non-Eligible buildings**

Owners or tenants of buildings that have one of the following special circumstances are not eligible to apply until the situation is resolved, if applicable:

- Properties and buildings that have special assessments, real estate taxes or personal property taxes that are delinquent
- Property with outstanding code violation orders, unless these are corrected as part of the project
- Property or buildings in litigation, mediation, condemnation, or receivership
- Exclusively residential property
- Tax exempt property

### **Eligible Activities**

The work paid for by the grant funds or applicant's matching funds can take place on either the front or rear façade of the building or on an exterior side facade open to a common space or public right-of-way and must be visible to the public. The types of work that may be funded include, but are not limited to, the following:

- Window repair
- Window replacement
- Incidental carpentry/framing/masonry work necessary to repair or replace the window

### **Program Funding**

1. Applicants can apply to receive up to a maximum amount of \$600.00 in grant funds per grant cycle.
2. All applicants must provide a dollar for dollar matching amount to their grant request.
3. One grant per cycle (October 1 to September 30) may be awarded per property. A property is considered any individual platted lot or tract of land described by metes and bounds.
4. Any work done prior to the approval of a grant application is not eligible for funding.
5. All grants are awarded on a first-come, first-served, competitive basis starting on October 1.
6. Grant funds are only for actual owner-paid expenses approved by the grant committee.
7. If work is performed by a contractor, the contractor must have a current City of Warrensburg business license.
8. Funding is limited and the amount awarded for a project is at the discretion of the City.
9. Grant is only for actual owner/tenant paid expenses approved by the City.
10. Past grant recipients may have to sit one year out if there are an abundance of applications in any given year.

### **Judging Criteria**

1. Projects using Johnson County labor or materials purchased in Warrensburg will score higher.
2. First time applicants will score higher.
3. Projects producing the most visible facade changes and having maximum impact will score higher.
4. Projects that improve pedestrian/public safety will score higher.

### **Application and Payment Process**

1. Complete and submit the application form and attachments to the City of Warrensburg, Community Development Department.
2. Upon receipt of a grant application and packet, staff will determine if the application and packet is complete and contains the necessary information for review. Incomplete packets will be returned to the applicant. Complete packets will be assigned a project number and forwarded to the grant committee for review.
3. If the work to be performed requires a City building permit, a grant will not be approved until the building permit application is approved by the Building Codes Division.
4. The grant review process may take up to 30 days from the date of application. If a building permit is required, that could extend the review period.
5. If the grant is approved, the applicant must fill out a W-9 form and return to the City.
6. The City will issue a Notice to Proceed which will include the amount of grant funds awarded and the amount of matching funds required.
7. Applicant will complete the work at their own expense.
8. All work must be completed by August 15 of the grant cycle.
9. The applicant will then submit 1) photographs of the completed work and 2) copies of paid invoices to prove how the grant money and match money was spent to the City by September 1 of the grant cycle.
10. Once the work has been approved by the grant committee, the City will pay the applicant the awarded grant amount within 30 days.

### **Grant Committee**

The grant committee will consist of one representative each from the Planning and Zoning Division, the Building Codes Division and the Police department.

### **Additional Assistance**

The following is a non-exhaustive list of local contractors who perform window replacements/repairs/materials:

1. **Fix's Glass**  
660-238-7607
  
2. **J&B Windows and Doors**  
660-362-1480
  
3. **W&S Door and Window**  
660-747-6200
  
4. **Integrity Windows & Doors**  
660-422-7663
  
4. **Dugan Glass**  
660-827-4910
  
5. **Soderburg Roofing and Contracting**  
660-362-1171
  
6. **Lowe's Home Improvement**  
660-747-1001