

**CITY OF LEWISVILLE**

**PROPERTY ENHANCEMENT PROGRAM GUIDELINES**



**LEWISVILLE**

Deep Roots. Broad Wings. Bright Future.

## NEIGHBORHOOD VITALITY

Neighborhood Vitality is a long-lasting series of community improvement and engagement programs which create thriving neighborhoods and stronger communities. “Thriving Neighborhoods” is one of the Big Moves identified in the Lewisville 2025 plan. The Lewisville 2025 plan is a strategic plan designed to guide the City of Lewisville over the next several years as we move towards celebrating our centennial in 2025. The Lewisville 2025 plan was developed during more than a year of public input and discussion that garnered hundreds of ideas and suggestions. Nine “Big Moves” were identified by the community as goals for 2025.

The Property Enhancement Program (**PEP**) supports a partnership between the City of Lewisville and residential homeowners by providing a reimbursable grant of **up to \$5000** that aims to improve and enhance households as well as create a shared sense of community in a neighborhood. This program supports the City’s Neighborhood Vitality program and Big Move “Thriving Neighborhoods”. This grant will be available as long as funds for the program are available.

**For more information, contact:**

**City of Lewisville**

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## **Objective**

The City of Lewisville's Property Enhancement Program ("PEP") is designed to improve community vitality by addressing residential properties that are in disrepair. The PEP exists to aid residential homeowners to make essential repairs when they lack sufficient resources. Through the PEP, homeowners may receive financial assistance through a grant-rebate to assist with exterior repairs to their home.

## **Eligibility**

A homeowner may be eligible for assistance under the PEP, if the following conditions are met:

### The home

1. is a detached single or detached two-family dwelling unit,
2. is located within the city limits of Lewisville, Texas,
3. is at least five years old on the date of the PEP application.

### The applicant

1. owns and occupies the property as his/her principal residence on a year-round basis,
2. provides documentation confirming that all payments for City-provided utilities are current for the property,
3. completes and submits a PEP application provided by the City.

## **Prioritizing**

In reviewing PEP applications, the City reserves the right to give priority to the following groups (no order implied):

1. Homeowners that certify their Gross Annual Income is equal to or below the 80% Median Family Income Limit set by the U.S. Department of Housing and Urban Development (HUD), based on the Dallas, TX HUD Metro FMR Area (See p.7)
2. Homeowners that are 62 years of age or older.
3. Homeowners that identify as disabled, which is defined as "any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment" by the U.S. Department of Housing and Urban Development.

## **Eligible Projects**

Eligible projects are limited to the exterior of the residential dwelling. Eligible repairs should achieve one or more of the following objectives:

1. bring the dwelling into compliance with the City's residential housing standards,
2. protect the health and safety of the residents and/or the neighborhood,
3. improve the aesthetics of the property and/or the neighborhood.

Examples of eligible repairs include:

- Concrete and Driveway Repair or Replacement
- General Repair Projects (Siding, Fascia, Trim Replacement)
- Fencing Replacement
- Exterior Door Replacement, Locks, and Door Hardware
- Exterior House Painting
- Gutter Installation and Drainage Repairs
- Residential Structures Demolition (Accessory Structures included, e.g. Sheds, Carports, Patios, Pergolas, etc.)
- Roofing Repair or Replacement
- Swimming Pool Demolition, Removal, and Backfill
- Tree Trimming, Planting, Removal and Replacement
- Walkway Repair or Replacement
- Window Replacement

## Ineligible Projects

Although the PEP is designed to respond to a wide variety of problems, there are limits as to what it can address.

**It is primarily a rehabilitation program.** Often, the most recent item, system, or structure to fail in a home may prompt the homeowner to seek assistance from the PEP, while many other items are also in need of immediate repair. The PEP is designed to respond to the most urgent need of a home's exterior that, if left unrepaired, would lead to further deterioration or to the house becoming unlivable. Staff may provide guidance to homeowners on a logical priority for repairs, and Neighborhood Services may identify repairs that take precedence.

**It is not a remodeling service.** To extend assistance to as many households as possible, items must be determined to be in disrepair or decay. Solely cosmetic repairs are not eligible for assistance.

**Repairs covered by insurance.** Homeowners that file an insurance claim for the repair of their real property must submit all documentation related to the insurance claim, including loss inventories, claims adjuster inspection reports, and proof of any financial settlement or reimbursement from your insurance provider. It is within the City's sole discretion to approve or deny assistance to a homeowner based upon their insurance claim status and the scope of work submitted.

**Unsafe or Substandard Structures.** Unsafe or substandard structures that cannot be made safe for habitation with the matching funds under this program are only eligible for demolition. The City will

provide notice of the hazards, and the reason(s) assistance is limited to demolition only.

**Accessory Structures, Luxury Items, Additions, etc.** Repairs to an accessory structure (Examples include pergolas, patios, gazebos, storage sheds, carports, unpermitted garage conversions, etc.) are not eligible for funding through the PEP. City staff has final determination on which items are considered luxury or non-essential and are ineligible for reimbursement.

**Ineligible Applicants.** Applicants that have been previously awarded a PEP Grant, and failed to comply with these guidelines, are ineligible to apply for future grant funds. Applicants that have provided false, incorrect, or misleading information are ineligible to apply for future grant funds. The City of Lewisville reserves all right to cancel any PEP grant award at any time for failure to comply with the program guidelines, and the applicant will be notified in writing of their denial.

## **Regulation of Work**

The City shall only reimburse homeowners after the work is complete and the project is inspected by City staff. The Property Enhancement Program is not retroactive for completed projects - applicants must submit a completed application and receive a Commencement of Work (CoW) letter from the City of Lewisville before a construction contract is signed by the applicant and before construction begins. The City of Lewisville will not accept applications for repairs that have already been purchased, began construction, or that are completed. The City will not hire the contractor, enter into any agreement with the contractor, or be responsible for the completion of the work.

All work performed must meet the following requirements and failure to do so may cancel reimbursement:

### **Lead-Based Paint**

A project that will affect painted surfaces in a house built before 1978 is subject to lead-based paint safe work practices. If work on a home built before 1978 will affect more than 6 square feet of interior painted surfaces or 20 square feet of exterior painted surfaces, the City will refer the homeowner to the pamphlet "Protect Your Family from Lead in Your Home." Also, the homeowner will be referred to the EPA Renovation, Repair and Painting (RRP) program for further information and to the Texas Environmental Lead Program (ELP) of the Texas Department of State Health Services for information regarding permitting and using properly certified inspectors and renovators as needed. Any costs associated with lead-based paint activities (testing, use of qualified contractors, etc.) may be included as part of the project budget. If applicable to the project, Homeowners may be required by City staff to purchase and submit a Lead Inspection Report and/or a Lead Clearance Report from an EPA Certified Lead Inspector. Homeowners may also be advised or required by City staff to hire an EPA Certified Lead Renovator or Contractor to complete the project, depending on the scope of work and lead inspection results.

### **Insurance Requirements for Contractors**

Contractors performing work on PEP-funded projects must:

1. provide proof of General Liability Insurance (ACORD),

2. register as a general contractor with the City's Building Inspections Department,
3. provide a minimum one-year written warranty for the completed work.

Prior to approval of any funding, the applicant shall provide written proof of the contractor's liability insurance and warranty to the homeowner and the City.

### **Permits**

Prior to the commencement of work on the project, all necessary permits must be obtained from the [Building Services Department](#). The applicant shall be responsible for ensuring all documentation requested by City staff is provided. For clarification on the permit application process, please contact the Building Services Department at 972-219-3470.

### **Design Standards**

Homeowners are advised to confirm the design requirements of their residential subdivisions before submitting a PEP application. All work must adhere to any design standards established by the City and their residential subdivision, including homeowner association requirements.

### **Funding Assistance Levels**

Eligible applicants and projects may be approved for a fifty-percent (50%) matching grant, capped at the amounts listed below. Once the project is completed and the payment is disbursed, no additional assistance may be requested for the remaining fiscal year. PEP Grants are awarded on a competitive basis, and applicants may apply for and receive a PEP grant once per fiscal year (October 1 to September 30). A minimum grant amount of \$250 may be requested.

Low-to-Moderate Income – The City will match a homeowner's investment up to \$5,000 if his/her household gross income is at or below the 80% MFI (Median Family Income) as provided in the current income limits established by the US Department of Housing and Urban Development (HUD) based on the Dallas, TX HUD Metro Fair Market Rent Area (HUD Income Limits – see Appendix A).

Above Low-to-Moderate Income – The City will match a homeowner's investment up to \$1,000 if his/her household gross income is above the 80% MFI as provided in the current HUD Income Limits (See Appendix A).

Replacement of Private Retaining Walls on Thoroughfares – In addition, the City will match a homeowner's investment up to \$3,000 to repair or replace a private retaining wall adjacent to a public thoroughfare, regardless of household income.

### **Non-Discrimination**

The City does not discriminate in housing or services, directly or indirectly, based on race, color, religion, sex, national origin, age, familial status, or disability.

## How to Apply for Assistance

Lewisville residents can apply for the PEP by submitting an application in person, by mail, or email. For complete submittal instructions, please contact Neighborhood Services staff by phone at (972) 219-5099, or email [lhassett@cityoflewisville.com](mailto:lhassett@cityoflewisville.com).

## Sequence of Events

The following is an outline of the normal sequence of events for a PEP application.

### **Step 1 - Application: Gather documents and complete the PEP Grant Application.**

The applicant is required to furnish the following documentation to verify eligibility:

1. Lewisville Residency Verification: Copy of a valid government issued photo identification supporting that the applicant lives in and owns the property.
2. City-Provided Utilities: Documentation verifying that all payments for City-provided utilities are current for the residence.
3. Survey/Plat/Design Schematic/Engineering Site Plan: Depending on the nature of the repairs, a survey, plat, design, schematic, engineer's report, or engineering site plan may be required. If any dimensions of the real property will be altered or improved, a survey is required.

If the homeowner will make the repairs himself/herself, he/she must submit to the City the following documents:

1. An itemized estimate or budget detailing material costs for the proposed project.

If a contractor is making the repairs, the homeowner must obtain from the contractor and submit to the City copies of the following documents:

1. An itemized bid/estimate, or a signed project budget with design agreement.
2. An ACORD form certifying the contractor's General Liability insurance.
3. At least a one-year warranty for general repairs and a five-year warranty for roof repairs, beginning on the date of final acceptance of the work performed. The warranty must be in a form acceptable to the City.
4. All manufacturer and supplier written guarantees and warranties covering major appliances and mechanical equipment installed as a part of the project.
5. A list of all subcontractors hired to complete the project, including contact information.

**Homeowners must obtain at minimum three (3) bids/estimates for the project and submit them for review.**

Additional Documentation may be requested by Neighborhood Services, depending on the project. Please review Appendix B for project specific requirements.

Income Verification: If the applicant intends to apply for the higher match amount for low-to-moderate income homeowners, the following documentation shall be required:

1. The most recent tax filings for each legal homeowner.
2. In lieu of submission of a tax return, an applicant may submit all documentation certifying their annual income, including social security statements, pension statements, three months of checking and savings statements, income from child support, alimony, etc. For clarification and submission requirements, please contact City staff.

### **Step 2 – Application Review.**

Interested applicants that have filled out an application and gathered the necessary documentation should submit their applications directly to Neighborhood Services staff in person, by mail, or email. Neighborhood Services will review the application and determine if the project meets program guidelines. If the application is not complete, City staff will coordinate with the applicant to collect the necessary documentation.

### **Step 3 - Initial Inspection of Property.**

Once an application has been reviewed, City staff (972.219.5099) will contact that applicant for a mandatory on-site project conference. At the conference, the City staff and the applicant will review the application and confirm the scope of work for the project. City staff will conduct an inspection of the property and take photographs of the pertinent work areas. City staff and the applicant may execute an amendment to the submitted scope of work if issues are encountered on the project after construction begins. For additional information, see the “Amendments to Scope of Work” section, below.

### **Step 4 – Commence Work.**

If the project is approved by Neighborhood Services, the applicant will be notified of the grant award, and matching funds will be reserved. The City of Lewisville makes no financial commitment to applicants until an application is accepted and a Commencement of Work (CoW) letter is issued; the CoW is valid for 180 days. All required permits, if any, for the project must be acquired from Building Inspections prior to beginning construction. The homeowner will receive a letter or email from Neighborhood Services authorizing the commencement of work on the project.

### **Step 5 – Project Closeout.**

Within 180 days of the date of the commencement of work letter, all work listed in the scope of work must be completed, and all necessary paperwork submitted by the applicant. Under extenuating circumstances, applicants may request extensions to their CoW. Requests for an extension must be submitted by email or mailed 7 days prior to the CoW expiration, accompanied by a detailed explanation of the reason for the delay. The Contractor/Homeowner must demonstrate that the cause of the delay is out of their control, along with a calendar estimate detailing substantial progress toward project completion. Thirty (30) day extensions will be

granted at the sole discretion of the Neighborhood Services Director. PEP participants forfeit their incentive reservation once the CoW has expired. Once the project construction is completed, City staff will schedule an inspection to review the project. City staff will inspect the site, and ensure repairs were completed according to the scope of work. Staff will document the work completed with “after” photographs of the work site.

Once it has been determined that the work meets the specifications outlined in the scope of work, the homeowner will be required to furnish to the City the following documents:

1. (If applicable) Contractor’s Affidavit and Lien Waiver
2. (If applicable) Subcontractor’s Affidavit and Lien Waiver
3. Project Closeout Agreement
4. Final Invoices or Receipts

If the homeowner completed the repairs, the homeowner will also be required to submit the original receipts detailing their material purchases.

### **Step 6 – Fund Payment.**

Upon the completion of the project and receipt of all the required documentation, the eligible funds will be disbursed to the homeowner in no more than 30 calendar days from submission of all necessary documentation and final inspection of work by City staff.

Note: It is the responsibility of the applicant to notify the contractor of any problems covered under the contractor’s warranty.

### **Amendment to the Scope of Work**

Neighborhood Services staff may authorize an amendment to the scope of work in cases where there is a danger to life, health, and/or safety. City staff must approve any amendment to the scope of work prior to the commencement of said work, even if the cost of the project will not change.

An amendment must be made on the following basis:

1. A documented and specific hardship exists; and
2. The amendment will further the goals, purposes and effectiveness of the PEP.

In the case of an emergency, Neighborhood Services staff may verbally authorize an amendment in the field. It is understood that a written and fully executed amendment to the scope of work will be processed on the next working day after the emergency approval was granted.

The PEP is subject to the availability of funds. Applicants are subject to all guideline changes. These guidelines are subject to change without notice.

## Appendix A – Funding Assistance Levels

Household Size	Low to Moderate Income 80% of Median	Middle Income Over 80%
1	\$46,550	Above \$46,550
2	\$53,200	Above \$53,200
3	\$59,850	Above \$59,850
4	\$66,500	Above \$66,500
5	\$71,850	Above \$71,850
6	\$77,150	Above \$77,150
7	\$82,500	Above \$82,500
8	\$87,800	Above \$87,800
Maximum Grant Award	\$5000	\$1000

80% Median Family Income Limit

U.S. Department of Housing and Urban Development (HUD)

Dallas, TX HUD Metro FMR Area

Effective October 1, 2019 through September 30, 2020

Household Size: The number of individuals living in the household, related or unrelated.

Income: Household Gross Income, as reported on household members' most recent tax returns. Example: See line 6 on the [IRS' 1040 form](#).

## **Appendix B – Specific Requirements by Project Type**

The below requirements are minimum standards enforced by Neighborhood Services; these minimum requirements are meant to serve as a guide to homeowners and contractors to perform work that meets or exceeds the goals of the Property Enhancement Program. Neighborhood Services reserves the right to impose additional requirements on specific projects when the unique variables inherent to the individual property or scope of work merit additional requirements. For clarification on specific projects, please contact City staff at 972.219.5099.

### **1) Concrete Driveway/Sidewalk Replacement**

- a) A design drawing must be submitted, showing the materials, design, dimensions, and placement of the driveway/sidewalk on the property.
- b) A flatwork/driveway permit is required from Building Services.

### **2) Demolition of Residential Structures Minimum Requirements**

- a) Residential properties that have been designated substandard by a City Building Inspector, Building Official, or City Council are eligible for a PEP Grant for demolition only.
- b) Applicants must submit a future-use plan to Neighborhood Services, detailing the intended usage of the property after demolition.
- c) Applicants must agree to a pre-demolition inspection and audit of property and contents. All hazardous household materials, chemicals, and waste products must be removed and delivered to an appropriate recycling facility prior to demolition - an invoice of proper hazardous waste disposal must be provided.
- d) All structures must be demolished, including fencing, sheds, pools, decking, flatwork, etc. No household items, trash, trashcans, debris, wood, concrete, or other artificial materials may be left on the property.
- e) Demolition activities must make every effort to restrict damage to trees and other plants located on-site.
- f) Bare soil is not allowed to remain on site; Staff may require biodegradable (non-plastic) erosion control fabric must be applied, or native grasses/vegetation be included as part of the scope of work.

### **3) Demolition of Swimming Pools and Accessory Structures**

- a) A demolition permit is required in all demolition projects from Building Services.
- b) Swimming Pools are only eligible for a full and complete removal with engineered or non-engineered backfill of clean fill dirt. All plumbing, electrical, and pump systems must be removed. Mulch, compost-mix, biodegradable (non-plastic) erosion control fabric, or native grasses/vegetation may be included in

the scope of work.

- c) All concrete must be delivered by contractor to a concrete recycling facility.
- d) Accessory structures are eligible for demolition only. Accessory structures include decking, patios, pergolas, sheds, gazebos, and other structures as designated by Neighborhood Services.

#### **4) Retaining Wall Replacement Minimum Requirements**

- a) Retaining walls must be adjacent/parallel to a public thoroughfare, street, alley, and/or sidewalk.
- b) Retaining walls must be in disrepair or in decline/decay.
- c) Replacement retaining walls may be constructed from masonry, concrete, stone, landscape blocks, bricks, stone gabion, or other approved materials - wooden rail ties, posts, or other organic materials are not eligible.
- d) Homeowners/Contractors must submit a design/drawing showing wall dimensions, materials, and location. A property survey showing the location of the wall must also be submitted.

#### **5) Roofing Repair/Replacement Minimum Requirements**

- a) Only one layer of shingles may be installed.
- b) A minimum 5-year warranty on roofing materials is required.
- c) A roofing permit must be obtained from Building Services.

#### **6) Tree Planting, Removal, and/or Replacement Minimum Requirements**

- a) Applicants must submit an estimate from an International Society of Arboriculture (ISA) certified arborist recommending whether the tree be removed or trimmed. More info can be found online at <http://www.treesaregood.org/findanarborist>.
- b) If the tree will be removed, the stump must be ground to soil grade. If prudent, it is recommended applicants request the tree to be mulched on-site, and the mulch applied on-site in flower beds or other appropriate locations.
- c) To preserve Lewisville's urban and residential tree canopy, applicants may include in their scope of work a fifteen gallon or larger replacement tree. The tree must be a native, non-invasive species. Applicants are encouraged to select trees adapted for our North Texas climate and the Blackland-Prairie region.
- d) Applicants/Contractors must obtain a DIG TESS before beginning work. More info can be found online at <http://www.texas811.org/>.
- e) A site plan/survey/map must be submitted, designating the location of the new tree(s). The location must be approved by Neighborhood Services.
- f) The new tree cannot be planted within utility easements. Applicants shall be aware of all utility infrastructures prior to planting and be aware of any line of sight obstruction for traffic. The tree must be planted a minimum of 10 feet away from all City infrastructure, including public sidewalks, public

streets, public alleys, and the water meter.

For more information on tree planting, native trees, and tree care, visit <http://texastreeplanting.tamu.edu/index.html>

## **7) Window Replacement Minimum Requirements**

- a) Itemized estimate must include the U-Factor, Solar Heat Gain Coefficient, Visible Transmittance, and Air Leakage ratings of each window.
- b) A window permit is required from Building Services.
- c) A lead inspection from an EPA Certified Inspector is required if the home was built during or before 1978; this inspection and/or clearance testing may be included in the project budget.
- d) An EPA Lead Certified Contractor may be required to perform the replacement, depending on the lead Inspection results.