

**Effective Date:**  
**Approval:**

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**CITY OF  
LEWISVILLE  
POLICY  
STATEMENTS**

**TOPIC: 1.0 – ADMINISTRATION**  
**REFERENCE: SECTION V.B – ECONOMIC INCENTIVE (NON-  
COMMERCIAL)**

**I. GENERAL PURPOSE AND OBJECTIVES**

The City of Lewisville is committed to strengthening and enhancing our residential neighborhoods in all parts of the city and to an ongoing improvement in the quality of life for its residents. The City of Lewisville will, on a case-by-case basis, consider providing incentives as stimulation for neighborhood improvement in Lewisville via grants as permitted by Chapter 380 of the Texas Local Government Code. It is the intent of the City of Lewisville that said incentives will be provided in accordance with the procedures and criteria herein and all applicable local, state, and federal laws. Nothing herein shall imply or suggest that the City of Lewisville is under any obligation to provide incentives to any applicant. All applicants shall be considered on a case-by-case basis and must be approved prior to any work commencing.

**II. PROPERTY ENHANCEMENT PROGRAM**

The Property Enhancement Program (PEP) shall disburse City funds in the form of grants to qualifying City residents who are owner-occupants of certain detached single-family or detached two-family dwelling units (Residential Dwelling) for the purpose of making exterior repairs, renovations, or sustainable improvements to residents' homes, yards, and on-site improvements that revitalize and create sustainable Residential Dwellings.

1. The PEP, including the creation of specific guidelines, approval of applicants and projects, and disbursement of funds through grants, shall be administered by City staff.
2. The amount of funds available for PEP shall be determined by the City Council through the City's annual budget process.
3. Funds disbursed under PEP shall fulfill the following objectives:
  - a. Bring the Residential Dwelling, yard, or on-site improvements into compliance with the City's Code of Ordinances,
  - b. Protect the health and safety of the residents and/or the neighborhood, or
  - c. improve the aesthetics of the property and/or the neighborhood.

4. Unless stated otherwise herein, an applicant who is awarded a grant under PEP shall not be eligible to be awarded another grant until a full fiscal year (October 1 – September 30) has passed.
5. The PEP shall consist of the following grants:
  - a. **PROPERTY ENHANCEMENT PROGRAM GRANT (PEP Grant).** Eligible projects may be approved for up to a fifty-percent (50%) matching grant, capped at the amounts listed below:
    - **Low-to-Moderate Income** – The City will match a homeowner’s investment up to \$5,000 if their household income is at or below the 80% Median Family Income (MFI) 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.
    - **Above Low-to-Moderate Income** – The City will match a homeowner’s investment up to \$1,000 if their household income is above the 80% MFI as provided in the current HUD Income Limits.
  - b. **GRANT FOR THE REPAIR OR REPLACEMENT OF PRIVATE RETAINING WALLS.** Eligible projects may be approved for up to a fifty percent (50%) matching grant of a homeowner’s investment with a maximum grant of up to \$3,000 to repair or replace a private retaining wall, regardless of household income.
    - This grant may be awarded at the same time as any other grant under PEP.
  - c. **PROPERTY ENHANCEMENT PROGRAM PLUS.** The Property Enhancement Program Plus Grant (PEP Plus) shall provide a grant of up to twenty-five percent (25%) of the cost of a project, for a total grant of between \$4,000 and \$20,000.
    - Unless stated otherwise, an applicant who is awarded a grant under this program is not eligible to be awarded another grant until a full fiscal year has passed.
    - Eligible Residential Dwellings must have been built 40 years ago or older.
  - d. **CODE ABATEMENT GRANT.** The Code Abatement Grant shall disburse City funds in the form of a grant to qualifying City residents who are owner-occupants of Residential Dwellings located in the City of Lewisville for the purpose of bringing the Residential Dwellings, yards, and on-site improvements into compliance with the City of Lewisville Code of Ordinances.
    - An eligible applicant for a Code Abatement Grant is an applicant who meets all other PEP applicant eligibility requirements, as provided in the specific guidelines promulgated by City staff, and whose household

gross income is at or below the 80% MFI as provided in the current HUD income limits.

- An eligible project for a Code Abatement Grant is a project that:
  - has been referred to Neighborhood Services staff by a Lewisville Code Enforcement Officer;
  - is necessary to bring the property into compliance with the City of Lewisville Code of Ordinances; and
  - is otherwise a PEP-eligible project, except that City staff may determine that additional types of projects are eligible for the Code Abatement Grant which would not otherwise be PEP-eligible, so long as the projects meet the program objectives outlined herein.
- An applicant may request that any Code Abatement Grant funds awarded to the applicant be disbursed directly to the applicant's contractor.
- Eligible projects may be approved once every fiscal year. A Code Abatement Grant recipient may not receive another Property Enhancement Program grant during the same fiscal year. The recipient may apply for another Property Enhancement Program grant the following fiscal year.

### **III. NEIGHBORHOOD ENHANCEMENT PROGRAM**

The Neighborhood Enhancement Program (NEP) shall disburse City funds in the form of grants to qualifying City neighborhoods for the purpose of improving neighborhood public spaces in order to beautify or unify the community and neighborhoods. Both grants shall provide positive long-term impacts in the community, nurture a shared sense of neighborhood identity and community pride, and/or improve community resiliency. The NEP includes two grants: a matching reimbursable grant to qualifying City neighborhood groups, including but not limited to homeowner's associations, neighborhood watch associations, and crime watch groups, and an in-kind donation of installation or rehabilitation of neighborhood street signs.

1. The NEP shall be administered by City staff, including but not limited to the creation of specific guidelines, approval of applicants and projects, and disbursement of funds through grants.
2. The amount of funds available for the NEP shall be determined by the City Council through the City's annual budget process.
3. Funds disbursed under NEP shall fulfill the following objectives:
  - a. Improve neighborhood public spaces;
  - b. Beautify or unify the community and neighborhood;
  - c. Provide positive long-term impacts in the community;
  - d. Nurture a shared sense of neighborhood identity and community pride; and/or
  - e. Improve community resilience.
4. Unless stated otherwise herein, an applicant who is awarded a grant under NEP

shall not be eligible to be awarded another grant until the next fiscal year (October 1 – September 30).

5. The NEP supports a partnership between the City of Lewisville and neighborhoods by providing the following grants:

- a. NEIGHBORHOOD ENHANCEMENT GRANT:

For qualifying City neighborhood group applicants, the City will provide a 50% matching reimbursable grant to match up to \$12,500 for a single qualified project. The project budget upon which the City's 50% matching reimbursable grant may include cash, donated or discounted materials or professional services, and/or volunteer labor.

- Grants are available to neighborhood groups, including neighborhood associations, homeowner associations, and crime watch groups that have formed a legal entity and bank account.
- Eligible projects shall include improvements completed within publicly accessible areas owned by the fiscal entity submitting the application, located in neighborhoods in the City of Lewisville. Examples of improvements include: entry way feature improvements, greenbelt improvements, redesigned neighborhood entryway landscapes, projects that create connectivity to existing trails, community garden, and improvements to community spaces.

- b. NEIGHBORHOOD STREET SIGN GRANT:

For qualifying individual (non-neighborhood group) applicants, the City will provide an in-kind grant of up to \$5,000 in value to an eligible applicant for a single eligible project.

- Eligible applicants must:
  - be the owner-occupant of a residential dwelling in a neighborhood; and
  - submit an application including evidence of approval of the proposed eligible project by at least 51% of the homeowners within the neighborhood boundary. This approval must be provided through the signatures of owners of property within the neighborhood boundaries, with a limit of one signature per household. Neighborhood boundaries shall be determined by the members of the neighborhood and reported to City staff at the time of or prior to application.
- Eligible projects are limited to installing or rehabilitating neighborhood street signs within the City's rights-of-way, subject to the approval of the City's Neighborhood Vitality Committee. Funds will not be provided to applicants directly and will solely be used through an inter-departmental agreement to fulfill eligible projects.

#### **IV. LOVE YOUR BLOCK**

The Love Your Block Program shall disburse City funds in the form of a reimbursable mini-grant for qualifying City residents for the purposes of nurturing or enhancing a shared sense of community within a neighborhood, improving neighborhood public spaces, and beautifying the community and neighborhoods.

1. The Love Your Block Program, including the creation of specific guidelines, approval of applicants and projects, and disbursement of funds through grants, shall be administered by City staff.
2. The amount of funds available for the Love Your Block Program shall be determined by the City Council through the City's annual budget process.
3. The Love Your Block Program supports a partnership between the City of Lewisville and neighborhoods by providing a reimbursable mini-grant of up to \$250 for qualifying projects.

**V. GENERAL PROVISIONS**

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of this policy in the future.