

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. “Diverse and 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. Seven “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 grants that aim 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 “Diverse and Thriving Neighborhoods”. These grants will be available as long as funds for the program are available.

For more information, contact:

City of Lewisville

Neighborhood Services and Inspections Department
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www.cityoflewisville.com/pep

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PROGRAM OBJECTIVE

The City of Lewisville’s Property Enhancement Program (“PEP”) is designed to improve community vitality by addressing residential properties that are in need of enhancement and to help meet the goals of the City of Lewisville Sustainability Action Plan. The PEP exists to provide aid in the form of grants to residential homeowners to make repairs, renovations, or sustainable improvements to the exterior of residents’ homes, yards, and on-site improvements. Through the PEP, homeowners may receive financial assistance through a grant to assist with exterior repairs, renovations, or sustainable improvements to their home and yard. The PEP is designed to revitalize and create sustainable residential dwellings (defined below). The Neighborhood and Inspection Services Department (“Neighborhood Services”) may provide guidance to homeowners on a logical priority for repairs.

APPLICANT ELIGIBILITY

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

The home on the property where the project will take place is:

1. a detached single-family or detached two-family dwelling unit (“residential dwelling”),
2. located within the city limits of Lewisville, Texas,
3. at least five (5) years old on the date of the PEP application, and
4. does not have any City-held liens on the property.

The applicant:

1. owns and occupies the home as their principal residence for at least two (2) years prior to submitting a PEP application,
2. is current on all payments for City-provided utilities for the property on which the home is located, and
3. completes and submits a PEP application provided by the City.

**Please note that certain grants may have additional applicant requirements.

PRIORITIZING APPLICANTS AND PROJECTS

While the funds available for PEP’s current fiscal year are greater than \$10,000, PEP applications shall be reviewed and awarded on a first come, first served basis. Once the remaining funds available for PEP’s current fiscal year are equal to or less than \$10,000, the City will give priority to the following applicants or projects (no order implied) for all grants except the Code Abatement Grant:

1. Applicants that certify they are a low to moderate income household, signified by a household Gross Annual Income which is equal to or below the 80% Median

Family Income (MFI) Limit set by the U.S. Department of Housing and Urban Development (HUD), based on the Dallas, TX HUD Metro FMR Area, as shown in Appendix A as it exists now or may be updated.

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.
4. Projects which will abate violations of the City’s Code of Ordinances.

The City will provide notice that it is prioritizing applicants on its website and by written notice to applicants.

ELIGIBLE PROJECTS

Eligible projects are limited to the exterior of the residential dwelling and surrounding yard and on-site improvements. Eligible projects shall achieve one or more of the following objectives:

1. Bring the residential dwelling, yard, or on-site improvements into compliance with the City’s Code of Ordinances,
2. protect the health and safety of the residents and/or the neighborhood, or
3. improve the aesthetics of the property and/or the neighborhood.

**Please note that certain grants or project types may have additional project eligibility requirements.

Examples of eligible projects include, but are not limited to:

- Accessory Structures Demolition (e.g. pergolas, patios, gazebos, storage sheds, carports, etc.)
- Concrete and Driveway Repair or Replacement
- General Exterior Repair Projects (Siding, Fascia, Trim Replacement)
- Fencing Replacement
- Exterior Door, Locks, and Door Hardware Replacement
- Exterior House Painting and/or fence staining
- Gutter Installation and Drainage Repairs
- Private Retaining Wall Repair or Replacement
- 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. Ineligible projects include but are not limited to the following:

Solely cosmetic repairs. To extend assistance to as many households as possible, items to be repaired, replaced, or removed must be determined by the City to be in disrepair or decay. Solely cosmetic repairs are not eligible for assistance.

Repairs which have been fully covered by an insurance claim. Homeowners that file or have filed 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 their insurance provider. PEP does not cover any portion of a repair or replacement which has been covered by an insurance claim. Deductibles alone are not eligible for reimbursement through PEP. It is within the City's sole discretion to approve or deny assistance to a homeowner for work that has been partially covered by an insurance claim based upon their insurance claim status and the scope of work submitted.

Accessory Structures. Repairs to an accessory structure (examples include, but are not limited to, pergolas, patios, gazebos, storage sheds, carports, garage conversions, etc.) are not eligible for a grant through the PEP. City staff has final determination on whether a structure is an accessory structure. Accessory structures are eligible only for grant funds for demolition.

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

REGULATION OF WORK

Applicants must submit a completed application and receive a Commencement of Work (CoW) before a contract with a contractor to perform the work is signed by the applicant and before construction begins. PEP is not retroactive; therefore, the City of Lewisville will not accept applications for materials that have already been purchased, or repairs for which a contract has already been executed, construction has already begun, or that are completed before the CoW is received. After receipt of a CoW, the applicant will either hire the contractor and enter into any agreement with the contractor or begin work as his/her own contractor and purchase the building materials. The applicant shall be responsible for the completion of the work. The City shall only reimburse homeowners after the project is complete, and the project has been

inspected and approved by City staff and the homeowner has submitted all required documentation. If the homeowner is participating in the Code Abatement Grant and has requested that their grant funds be disbursed directly to their contractor, the City shall disburse such funds upon completion of the project and upon inspection and approval by City staff. For more information about the PEP process, see “Sequence of Events,” below.

All work performed must meet the requirements outlined in these guidelines, including any project-specific requirements listed in Appendix B, as well as any requirements outlined in writing by City staff, and failure to do so may cancel reimbursement.

Lead-Based Paint

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 provide the homeowner with a PDF copy of the pamphlet “Protect Your Family from Lead in Your Home” and will refer the homeowner 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 after the Commencement of Work letter has been issued (see “Sequence of Events,” below) but before any other work begins. Homeowners may also be advised 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 and Warranty Requirements for Contractors

Contractors performing work on PEP-funded projects must:

1. provide proof of General Liability Insurance (ACORD) to the homeowner;
2. be registered as a general contractor with the City of Lewisville’s Building Services Division (“Building Services Division”) if a permit is required;
3. provide a minimum one-year written warranty to the homeowner for general repairs or a five-year warranty for roof repairs, beginning on the date of homeowners’ final acceptance of the work performed;
4. provide copies of all manufacturer and supplier written guarantees and warranties covering major appliances and mechanical equipment installed as a part of the project to the homeowner; and
5. provide a list of all subcontractors hired to complete the project, including contact information. All subcontractors must be registered as a general contractor with the Building Services Division if a permit is required.

Prior to approval of any funding, the applicant shall provide written proof of the required

insurance, contractor’s warranty, manufacturer and supplier written guarantees and warranties, and the list of subcontractors to the City. (See Step 1 in “Sequence of Events,” below, for additional information.)

Permits

Prior to the commencement of work on the project, all necessary permits must be obtained from the Building Services Division, including, but not limited to, any required permits listed in the project-specific requirements outlined in Appendix B. Prior to the distribution of any grant funds, all permits must pass all final inspections with a City Building Inspector. 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 Division at 972-219-3470.

Design Standards

Homeowners are advised to confirm the design requirements of their residential subdivisions, if applicable, before submitting a PEP application. It is the exclusive responsibility of the applicant to ensure that all work adheres to any applicable design standards, including, but not limited to, homeowner’s association (HOA) requirements.

FUNDING ASSISTANCE

Unless stated otherwise, an applicant who is awarded a grant under the PEP is not eligible to be awarded another grant until a full fiscal year (October 1 – September 30) has passed. For example, an applicant who is awarded a grant in September 2023 is eligible to receive another grant in October 2024, or an applicant who is awarded a grant in November 2023 would be eligible again in October 2025. Applicants may choose to combine multiple projects on one application, the costs for which will be combined and used to calculate one grant award accordingly.

Grants Available City-Wide

The following grants are available anywhere within the City of Lewisville.

PEP Grant

Eligible applicants may be approved for a matching grant equal to up to fifty percent (50%) of the cost of the eligible projects, capped at the amounts listed below. PEP Grants are awarded on a first come first serve basis unless the funding becomes limited at which point the City will prioritize applicants and projects as provided for in Prioritizing Applicants and Projects. A minimum grant amount of \$250 must be requested.

- Low-to-Moderate Income – The maximum PEP Grant funds available per

applicant is \$5,000 if the applicant's household gross income is at or below the 80% MFI as provided in the current income limits established by HUD based on the Dallas, TX HUD Metro Fair Market Rent Area ("HUD Income Limits" – see Appendix A). Income verification documents will be required with the application in order to receive this level of grant funding.

- Above Low-to-Moderate Income – The maximum PEP Grant funds available per applicant is \$1,000 if the applicant's household gross income is above the 80% MFI as provided in the current HUD Income Limits (See Appendix A).

Grant for the Repair or Replacement of Private Retaining Walls

Eligible applicants may be approved for a matching grant equal to up to 50% of the cost of the project with a maximum grant of \$3,000 to repair or replace a private retaining wall, regardless of household income. An applicant may apply for and be awarded a Grant for the Repair or Replacement of Private Retaining Walls at the same time as any other grant under the PEP. If repair or replacement of private retaining walls is combined with other projects in a PEP application, the City will calculate the retaining wall project separately as a Grant for the Repair or Replacement of Private Retaining Walls.

PEP Plus Grant

Eligible applicants may be approved for a matching grant equal to up to twenty-five percent (25%) of the cost of the project, for a total grant of between \$4,000 and \$20,000. PEP Plus Grants are awarded on a first come, first serve basis unless the funding becomes limited at which point the City will prioritize applicants and projects as provided for in Prioritizing Applicants and Projects.

Eligible homes must have been built in 1980 or earlier.

Grant Available Within Neighborhood Empowerment Zone No. 2

For certain projects located within the boundaries of Neighborhood Empowerment Zone No. 2 (see Appendix C for boundaries), the following funding assistance is also available in addition to the city-wide grants:

Code Abatement Grant

Eligible applicants may be approved for up to a \$7,500 grant for eligible projects without a match requirement from the applicant.

- An eligible applicant for a Code Abatement Grant is an applicant who meets all

other PEP applicant eligibility requirements and whose household gross income is at or below the 80% MFI as provided in the current HUD Income Limits (see Appendix A). Income verification documents will be required with the application.

- An eligible project for a Code Abatement Grant is a project that: (1) has been referred to Neighborhood Services staff by a Lewisville Code Enforcement Officer; (2) is necessary to bring the property into compliance with the City of Lewisville Code of Ordinances; and (3) except as provided for in this section, is otherwise a PEP-eligible project. For purposes of this grant, eligible projects shall include tree trimming and removal of junked vehicles or unsightly material, in addition to all other types of PEP-eligible projects.
- As part of the application, an applicant may request that any Code Abatement Grant funds awarded to the applicant be disbursed directly to the applicant's contractor.

A Code Abatement Grant may be awarded to an applicant once every fiscal year (October 1 to September 30). The Code Abatement Grant shall be awarded on a first-come, first-served basis until funding is exhausted during any given fiscal year. A Code Abatement Grant recipient may not receive another PEP grant during the same fiscal year (October 1 to September 30). The recipient may apply for another PEP grant the following fiscal year.

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 submission instructions, please contact Neighborhood Services staff by phone at 469-635-5258 or email at bmcbreen@cityoflewisville.com. All mail may be sent to:

City of Lewisville

Neighborhood Services and Inspections Department
151 W. Church Street
Lewisville, Texas 75057

SEQUENCE OF EVENTS

The following is an outline of the sequence of events for a PEP application. Please note that the City reserves the right to change the sequence of events at any time.

Step 1 - Application: Gather documents and complete the PEP application.

The applicant is required to complete a PEP application on a form provided by the City, furnish the documentation listed below to verify eligibility, and any other documentation required by the grant. Please note that applications for a Code Abatement Grant may only be submitted upon request from City staff following a referral by a Lewisville Code Enforcement Officer.

Required documentation includes:

RESIDENCY VERIFICATION

- Lewisville Residency Verification: Copy of a valid government-issued photo identification supporting that the applicant lives in and owns the property. City staff will confirm ownership of the property using Denton Central Appraisal District records.
- City-Provided Utilities: Documentation verifying that all payments for City-provided utilities are current for the residence.

INCOME VERIFICATION – Only for grants limited to low-to-moderate income households (See Appendix A) or when required for prioritization of applicants/projects.

If the applicant intends to apply for the Code Abatement Grant or for the higher match amount for low-to-moderate income homeowners for the PEP Grant or when grant funding levels require projects and applicants to be prioritized, the following documentation shall be required:

- The most recent tax filings for each member of the household, as applicable (see Appendix A). This is typically the IRS Form 1040.
- In lieu of submission of tax filings, an applicant may submit multiple forms of documentation certifying their annual income, including Social Security statements, pension statements, three months of checking and savings account statements, proof of income from child support, alimony, etc. For clarification and submission requirements, please contact City staff.

PROJECT DOCUMENTS

- Depending on the nature of the project, a survey, plat, design, schematic, or engineer's report may be required with the PEP application. If any dimensions of the main residence, fence or retaining wall will be altered or improved, a survey is required.
- If the applicant will make the repairs himself/herself, he/she must submit an itemized estimate or budget detailing material costs for the proposed project with the PEP application.
- If a contractor is making the repairs, the applicant must submit copies of the following with

the PEP application:

- Three (3) itemized bids/estimates from three (3) different contractors
- From the desired contractor, applicants must submit:
 - An ACORD form certifying the contractor's General Liability insurance.
 - 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.
 - All manufacturer and supplier written guarantees and warranties covering major appliances and mechanical equipment installed as a part of the project.
 - A list of all subcontractors hired by the contractor to complete the project, including contact information.

If combining projects on an application, such as replacing a fence and repairing siding, then the applicant must obtain and submit three (3) bids or estimates for each project and fulfill the contractor documentation requirements described above.

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

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 by email (See "How to Apply for Assistance" section for additional information). Neighborhood Services will review the application and determine if the applicant and project are eligible. If the application is not complete, City staff will coordinate with the applicant to collect the necessary documentation. If City staff determines that an applicant or project is ineligible for PEP, the applicant will be notified in writing by e-mail or mail at the address provided in the application. The application serves as the contract between the applicant and the City upon signature by both parties.

Step 3 - Initial Inspection of Property.

Once an application has been reviewed and City staff has determined that the applicant and project are likely eligible for PEP, City staff will contact the 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. If applicant refuses to allow City to inspect the property, applicant will be ineligible for grant funding. City staff and the applicant may execute an amendment to the submitted scope of work if issues are encountered on the project after work begins. For additional information, see the "Amendments to the Scope of

Work” section below. Following the on-site visit, City staff will determine whether a project is eligible for a grant award under PEP. If the project is deemed ineligible at this point, the applicant will be notified in writing of City staff’s decision.

Step 4 – Commence Work.

If the project is approved by Neighborhood Services, the applicant will be notified in writing of the conditional grant award, and matching funds will be reserved. The City of Lewisville makes no financial commitment to applicants until a Commencement of Work letter (“CoW”) authorizing the commencement of work on the project is issued by City staff; the CoW is valid for 180 days, during which time all work on the project must be completed. Once the CoW has been awarded, the applicant may sign a contract with the contractor. Code Abatement Grants may have a shorter timeline due to Code Enforcement requirements. All required permits, if any, for the project must be acquired from the Building Services Division prior to beginning construction. The homeowner will receive the CoW by mail or email, dependent on applicant preference, from Neighborhood Services at the address provided in the PEP application.

If applicable, applicants/contractors must contact Texas811 and take all required steps before beginning work. More info can be found online at <http://www.texas811.org/>.

Step 5 – Project Closeout.

Within 180 days of the date of the issuance of the CoW, all work listed in the scope of work must be completed, including applicable permit inspections, and all necessary paperwork must be submitted to Neighborhood Services by the applicant. Under extenuating circumstances, applicants may request extensions to their CoW. Requests for an extension must be submitted by email or mailed to Neighborhood Services staff at least seven (7) days prior to the CoW expiration, accompanied by a detailed explanation of the reason for the delay. (See “How to Apply for Assistance” section for additional information.) The contractor or homeowner must provide documentation demonstrating 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 Director of Neighborhood & Inspection Services (“Director”). PEP participants shall be reimbursed only for the completed items on the scope of work and shall forfeit the remainder of the grant if the CoW and any extensions have expired before all work is completed. Once all work listed in the scope of work is completed, including passing all applicable permit inspections, City staff will schedule an inspection to review the project within seven (7) business days of receipt of notice of completion. City staff will inspect the site to ensure that the project was completed according to the scope of work submitted with the application and any approved amendments (see “Amendments to the Scope of Work,” below). If City staff determines that the project was not completed according to the scope of work within the time period provided by the CoW, applicant will forfeit their grant funding. If City staff determines that the project is completed, City staff will document the work completed with “after” photographs of the project.

If applicant refuses to allow City to inspect the project upon completion, applicant will forfeit their grant funding.

Once City staff has completed the inspection and determined that the completed project meets the specifications outlined in the scope of work, the homeowner will be required to furnish to the City the following documents within 30 days of City staff's final inspection and approval:

1. Project Closeout Agreement
2. (If applicable) Contractor's Affidavit and Lien Waiver
3. (If applicable) Subcontractor's Affidavit and Lien Waiver
4. Final Invoices (contractor-completed project) or Original Receipts (contractor- or homeowner-completed project)
5. (If applicable) Copy of the building permit(s), including documentation of passing final inspection

Failure to submit this documentation timely may result in a delay in fund payment or applicant's forfeiture of their grant funding, at City staff's discretion.

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 (or, if requested under the Code Abatement Grant, the contractor) no more than 30 calendar days following the homeowner's submission of all necessary documentation listed above.

Note: Disbursement of funds ends the City's involvement in the project. It is the responsibility of the homeowner to notify the contractor of any problems covered under the contractor's warranty following completion of the project.

AMENDMENTS TO THE SCOPE OF WORK

The Director or his/her designee may authorize an amendment to the scope of work after work on a project has begun where there is a danger to life, health, and/or safety. The Director or his/her designee 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. If the amendment results in a change in cost, the City will work with homeowner to amend the grant amount. Homeowner is limited to the maximum grant amount for any amendments to increase the grant amount. An amendment to the scope of work for lead testing or abatement shall not be required to meet the conditions outlined in this section.

An amendment may be authorized only when the following conditions exist:

1. A documented and specific hardship exists that the amendment will alleviate;
2. Failure to amend the scope of work will create a danger to life, health, and/or safety; or
3. The amendment will further the goals, purposes, and effectiveness of the PEP.

Except in case of an emergency, all amendments to the scope of work must be submitted in writing by the homeowner to the Director or his/her designee in person, by mail, or by email, and the City's response shall be provided to the homeowner via email to the email address provided in the application or by mail, return receipt requested, if no email address is provided. (See "How to Apply for Assistance" section for additional information). In the case of an emergency, the Director or his/her designee may verbally authorize an amendment to the scope of work in the field, and 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, with a written copy provided to the homeowner via email at the email address provided on the application or by hand delivery if homeowner does not have access to email.

MISCELLANEOUS

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 for the City-Wide PEP Grant, Code Abatement Grant, and Calculation of MFI

Household Size¹	Low to Moderate Income² at or below 80% of Median	Middle Income² Over 80% of Median
1	\$57,750	Above \$57,750
2	\$66,000	Above \$66,000
3	\$74,250	Above \$74,250
4	\$82,500	Above \$82,500
5	\$89,100	Above \$89,100
6	\$95,700	Above \$95,700
7	\$102,300	Above \$102,300
8	\$108,900	Above \$108,900

80% Median Family Income Limit for the Dallas, TX HUD Metro FMR Area

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

Effective June 15, 2023 through June 14, 2024

Definitions

1. Household Size: The number of individuals living in the household, related or unrelated.
2. Income: Household Gross Income, as reported on household members’ most recent tax filings at the date of application submittal. Example: See line 7b on the IRS’ 1040 form. Other documentation accepted may include, but is not limited to: Social Security award letters, W2s, letter from current employer with current salary, or unemployment letters from the Texas Workforce Commission.

APPENDIX B – Specific Requirements by Project Type

The below requirements are specific program requirements for certain project types. 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 flatwork/driveway permit is required in all driveway and sidewalk replacement projects from Building Services Division prior to start of work.
- b) If demolition work is necessary, a demolition permit is required from Building Services Division prior to start of work.

2) Demolition of Swimming Pools and Accessory Structures

- a) A demolition permit is required in all demolition projects from Building Services Division prior to the start of work.
- b) Swimming Pools must be fully and completely removed 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 the homeowner or the contractor to a concrete recycling facility.

3) Fence Replacement

- a) A site plan, survey, or map must be submitted with the application, designating the location of the new fence.
- b) The new fence must be constructed with metal posts and be stained to ensure durability.
- c) A fence permit is required from Building Services Division prior to the start of work.

4) Retaining Wall Repair or Replacement

- a) Retaining walls must be in disrepair or in decline or decay.
- b) Replacement and repaired retaining walls may be constructed from masonry, concrete, stone, landscape blocks, bricks, stone gabion, or other materials approved by Building Services staff – wooden rail ties, posts, or other organic materials are not eligible.
- c) The applicant must submit a design or drawing showing wall dimensions, materials,

and location, and property survey showing the location of the wall.

5) Roofing Repair/Replacement

- a) Only one layer of shingles may be installed.
- b) A minimum 5-year warranty on roofing materials is required.
- c) A roofing permit is required from Building Services Division prior to the start of work.

6) Tree Planting, Trimming, Removal, and/or Replacement

- a) Applicants must submit with the application 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) Tree Trimming is an eligible project for Code Abatement Grant recipients.
- c) If the tree will be removed, the stump must be ground to soil grade. It is recommended, but not required, that applicants request the tree to be mulched on-site, and the mulch applied on-site in flower beds or other appropriate locations.
- d) To preserve Lewisville's urban and residential tree canopy and meet the goals of the Sustainability Action Plan, applicants may include in the scope of work for any grant under the PEP a fifteen gallon or larger tree. Such tree shall be selected from the list provided in the Unified Development Code Exhibit VIII.3.3-2 and Exhibit VIII.3.3-3, which is reproduced in Appendix D to these guidelines.
- e) For tree planting or replacement, a site plan, survey, or map must be submitted with the application, designating the location of any new tree(s). The location must be approved by Neighborhood Services.
- f) A new tree cannot be planted within utility easements. Applicants shall be aware of all utility infrastructure prior to planting and be aware of any line of sight obstruction for traffic. A new 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

- 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 Division prior to the start of work.

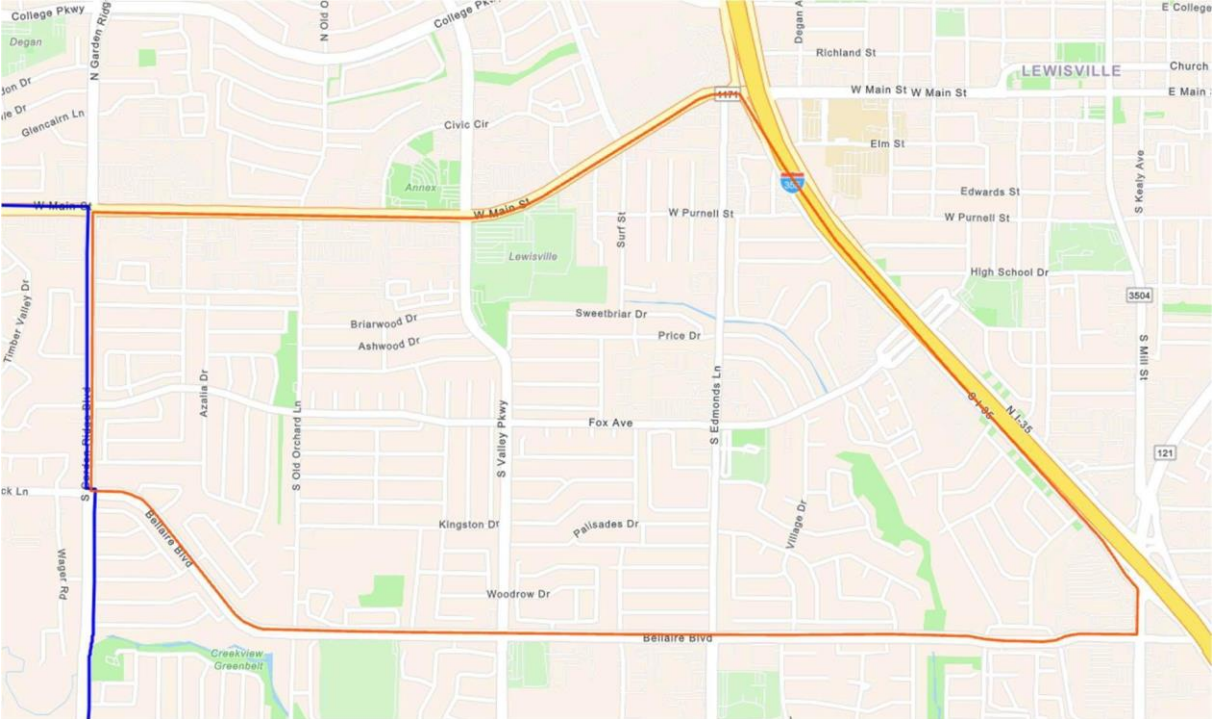
APPENDIX C - Neighborhood Empowerment Zone No. 2 Boundaries

Northern boundary: Main Street

Western boundary: S I 35 E

Southern boundary: Bellaire Boulevard

Eastern boundary: Garden Ridge Boulevard



Appendix D – Unified Development Code Approved Shade and Understory Trees

LEWISVILLE DEVELOPMENT CODE

J. Approved Plant Materials Lists

EXHIBIT VIII.3.3-2 APPROVED SHADE TREES

SHADE TREES	
Common Name	Scientific Name
Afghan Pine	<i>Pinus eldarica</i>
American Elm ^{1,2}	<i>Ulmus americana</i>
Austrian Pine	<i>Pinus nigra</i>
Bald Cypress ¹	<i>Taxodium distichum</i>
Bigelow Oak ¹	<i>Quercus sinuata</i> var. <i>breviloba</i>
Black Hickory ^{1,2}	<i>Carya texana</i> (aka <i>Carya buckleyi</i>)
Black Locust	<i>Robinia pseudoacacia</i>
Bur Oak ¹	<i>Quercus macrocarpa</i>
Caddo Maple	<i>Acer saccharum</i> "Caddo"
Cedar Elm ^{1,2}	<i>Ulmus crassifolia</i>
Chinquapin Oak ¹	<i>Quercus muhlenbergii</i>
Durrand Oak ¹	<i>Quercus sinuata</i> var. <i>sinuata</i>
Green Ash ¹	<i>Fraxinus pennsylvanica</i>
Japanese Black Pine	<i>Pinus thunbergii</i>
Lacebark Elm ²	<i>Ulmus parvifolia</i>
Lacey Oak ¹	<i>Quercus fusiformis</i>
Live Oak ¹	<i>Quercus virginiana</i>
Mexican Sycamore	<i>Platanus mexicana</i>
Monterey Oak (aka Mexican White Oak) ^{1,2}	<i>Quercus polymorpha</i>
Pecan ¹	<i>Carya illinoensis</i>
Pond Cypress	<i>Taxodium accendens</i>
Post Oak ¹	<i>Quercus stellata</i>
Sawtooth Oak	<i>Quercus acutissima</i>
Shumard Red Oak (aka Texas Red Oak) ^{1,2}	<i>Quercus shumardii</i> (aka <i>texana</i>)
Southern Magnolia ^{1,2}	<i>Magnolia grandiflora</i>
Sweetgum ¹	<i>Liquidambar styraciflua</i>
Texas Ash ^{1,2}	<i>Fraxinus texensis</i>
Texas Walnut ¹	<i>Juglans microcarpa</i>
Willow Oak ^{1,2}	<i>Quercus phellos</i>
Winged Elm ^{1,2}	<i>Ulmus alata</i>

¹ Native species, which is preferred but not required.

² Species approved for planting within the right-of-way along Streets and Thoroughfares

EXHIBIT VIII.3.3-3 APPROVED UNDERSTORY TREES

UNDERSTORY TREES	
Common Name	Scientific Name
Carolina Buckthorn ¹	<i>Rhamnus carolina</i>
Chittamwood ¹	<i>Sideroxylon lanuginosum</i> (aka <i>Burmelia lanuginosa</i>)
Crepe Myrtle (tree form)	<i>Lagerstroemia indica</i>
Desert Willow ¹	<i>Chilopsis linearis</i>
Eastern Redbud ¹	<i>Cercis canadensis</i>
Eastern Red Cedar ¹	<i>Juniperus virginiana</i>
Eve's Necklace ¹	<i>Sophora affinis</i>
Hawthorne ¹	<i>Crataegus</i> spp.
Hollywood Juniper	<i>Juniperus chinensis</i> 'Torulosa'
Little Gem Magnolia	<i>Magnolia grandiflora</i> 'Little Gem'
Mexican Buckeye ¹	<i>Ungnadia speciosa</i>
Mexican Plum ¹	<i>Prunus mexicana</i>
Mexican Redbud ¹	<i>Cercis canadensis</i> var. <i>mexicana</i>
Possumhaw Holly (aka Deciduous Yaupon Holly) ¹	<i>Ilex decidua</i>
Prairie Flameleaf Sumac ¹	<i>Rhus lanceolata</i>
Red Buckeye ¹	<i>Aesculus pavia</i>
Roughleaf Dogwood ¹	<i>Cornus drummondii</i>
Rusty Blackhaw Viburnum ¹	<i>Viburnum rufidulum</i>
Texas Buckeye ¹	<i>Aesculus arguta/glabra</i>
Texas Mountain Laurel ¹	<i>Sophora secundiflora</i>
Texas Persimmon ¹	<i>Diospyrus texana</i>
Texas Redbud ¹	<i>Cercis canadensis</i> var. <i>texensis</i>
Thornless Common Honeylocust ¹	<i>Gleditsia triacanthos</i> var. <i>inermis</i>
Wax Myrtle ¹	<i>Myrica cerifera</i>
Western Soapberry ¹	<i>Sapindus drummondii</i>

¹ Native species, which is preferred but not required.