

# Life Safety Grant Application

Date Received:

Case Contact:

Owner's Name Telephone No. Fax No. E-Mail

Owner's Mailing Address

Agent's Name Telephone No. Fax No. E-Mail

Agent's Mailing Address

Building Name and Address

Subdivision Block Lot(s)

Zoning of Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

**Life Safety Improvement #1:** \_\_\_\_\_ **Grant Request:** \$ \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 1:** \$ \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 2:** \$ \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.

**Life Safety Improvement #2:** \_\_\_\_\_ **Grant Request:** \$ \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 1:** \$ \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 2:** \$ \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.

**Life Safety Improvement #3:** \_\_\_\_\_ **Grant Request:** \$ \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 1:** \$ \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_ **Total for Cost Estimate No. 2:** \$ \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.



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**Certification**

I hereby certify that I am the owner of the above described property for the purpose of this application. I also understand it is necessary for me or my authorized agent to be present at any and all public hearings in regard to this case.

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Owner's Signature

Owner's Printed Name

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Owner's Mailing Address

Owner's Telephone

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**Agent Authorization**

In lieu of representing this request, myself as owner of the subject property, I hereby authorize the person designated below to act as my agent for the application, processing, representation and/ or presentation of this request. The designated agent shall be the principle contact person with the Lampasas EDC (and vice versa) in processing and responding to requirements, information, or issues relevant to this request.

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Owner's Signature

Owner's Printed Name

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Agent's Signature

Agent's Printed Name

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Agent's telephone number

Agent's Address

**LAMPASAS ECONOMIC DEVELOPMENT CORPORATION  
LIFE SAFETY GRANT PROGRAM**

This Agreement is by and between the LAMPASAS ECONOMIC DEVELOPMENT CORPORATION (hereinafter referred to as "LEDC") and \_\_\_\_\_, property owner of \_\_\_\_\_, located in the City of Lampasas. (herein after referred to as "Grant Recipient").

As part of the LEDC's Life Safety Grant, both parties agree that this program supports business owners by mitigating life safety concerns in existing structures in the City of Lampasas; encourages private investment in commercial development that may otherwise be cost prohibitive; and to stimulate redevelopment to increase sales tax revenues and property values.

The Grant Recipient agrees and accepts funding from the LEDC up to 50% of the cost of the approved Life Safety improvement(s), not to exceed \$20,000. The Grant Recipient agrees to comply with the requirements of the Life Safety Grant Guidelines outlined in Exhibit "A."

The Grant Recipient shall complete all work in the scope approved by the LEDC according to Exhibit "A." All work and materials shall be in strict conformity with the specifications.

- (a) In the event that Grant recipient allows *ad valorem* taxes on any Lampasas property, owed by Grant recipient to the City, to become delinquent, then in such event the Grant shall terminate and all Grant funds provided shall be recaptured by the LEDC.
- (b) In the event that the LEDC determines that Grant recipient is in default of *any* of the terms or conditions of the Grant, then in such event the LEDC shall give the Grant recipient thirty (30) days written notice to cure such default. In the event such default is not cured, or if the Grant recipient has not commenced to cure said default with due diligence to the satisfaction of the LEDC within the thirty (30) days' notice period, then the Grant shall terminate and the LEDC shall recapture all funds provided to the Grant recipient pursuant to the Grant.

The date of termination as that term is used in this subsection shall, in every instance, be the 30th day after the day the LEDC sends notice of default, in the United States mail, to the address shown for the Grant recipient. Should the default be cured by the Grant recipient within the thirty (30) day notice period, the Grant recipient shall be responsible for so advising the LEDC and obtaining a release from the notice of default from the LEDC, failing in which, the Grant remains terminated.

In every case of termination set forth above:

- (1) the LEDC shall determine, in its sole discretion, whether default by the Grant recipient has occurred as to the terms and conditions of this agreement, which determination shall not be unreasonably withheld or delayed;
- (2) Grant recipient will forfeit any and all payments received or due in the future, pursuant to this Grant agreement; and
- (3) Grant recipient shall be responsible for repayment of any payment previously provided to the Grant recipient under the terms of the Grant during the period that this agreement was in effect, within 30 days of notice from the LEDC that the Grant has been formally terminated and the LEDC is exercising its right to Recapture its prior Payments to the Grant recipient, under the Grant.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

LEDC:

\_\_\_\_\_ Date: \_\_\_\_\_  
LEDC Board President

APPROVED AS TO FORM:

\_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney

ACCEPTED BY:

\_\_\_\_\_ Date: \_\_\_\_\_  
Economic Development/Business Liaison

## Exhibit "A"

### I. LIFE SAFETY GRANT GUIDELINES

- A. Goal:** The Life Safety Grant seeks to provide financial assistance for the installation and compliance of the adopted International Building and Fire Safety code requirements. The program will benefit the City by assisting property owners with improvement of existing commercial buildings in the form of a reimbursement program. The program will increase the economic vitality of the buildings, increase sales tax and property values, and preserve and enhance architectural and cultural history in Lampasas.
- B. Objectives:**
- a. Mitigate unsafe conditions to the public;
  - b. Encourage private investment in commercial re-development;
  - c. Stimulate economic and business development by providing safe environments for workers, businesses and the public;
  - d. Stimulate redevelopment to increase sales tax revenues and property values.
- C. Eligible Area:** Eligibility determined by the LEDC; refer to "Eligible Area" shown on ATTACHMENT "I."
- D. Eligible Improvements:** Eligible improvements must be required Life Safety improvements required by the adopted City of Lampasas Building and Fire Safety Codes. Examples include, but are not limited to the following:
- a. Fire separation between floors or adjacent occupancies;
  - b. Fire/smoke alarm/sprinkler systems;
  - c. Fire proofing of stairwells;
  - d. Repair/replacement/installation of fire escapes, fire rated walls or windows;
  - e. Additional means of egress, panic hardware; (for example doors and windows).
- E. Program Eligibility:**
- a. Grant recipient must be the owner of record or the tenant with the owner's approval of the proposed changes to the building.
  - b. Qualifying buildings are to be used for commercial purposes.
  - c. New commercial development will not qualify, only structures in existence at the time this grant is adopted are eligible.

- d. Work that has been completed at the time the grant application is submitted will not qualify.
- e. Work that is underway at the time the grant application is submitted may qualify.
- f. The property owner must be willing to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use.
- g. Property owner must be in good standing with the City of Lampasas, any fines, fees or unpaid taxes owed to the City of Lampasas by the property owner are paid in full prior to the application being accepted.

**F. Policy and Conditions of the Grant Program:** Project proposals must be reviewed and approved before work begins. Guidelines are as follows:

- a. Matching grant amounts are awarded for up to 50% of the total estimated cost, up to \$12,000 of each life safety improvement, on a reimbursable basis.
- b. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Grants will be awarded based on the number of life safety improvements and the costs of each improvement. For example; if the property has three separate life safety improvements required prior to opening, then the property owner is eligible for three separate grant awards, each limited to up to 50% of the total estimated repair cost, not to exceed a total of \$20,000.
- c. The aggregate total of grants awarded to a property may not exceed \$20,000.
- d. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Agents of the property owner are not eligible to receive reimbursement. Reimbursement checks will only be issued to the owner of the property, the business owner and/or the property owner's or business owner's designated financial institution.
- e. The total funds available in the Life Safety Grant account at any given time may restrict the LEDC's ability to meet a grant request.
- f. Professional Fees (Architectural and/or Engineering fees) incurred by the applicant are not eligible for reimbursement.

**G. Reimbursement Procedure:** As a general rule, all commercial or private funding for a project must be expended prior to the use of the LEDC funding. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the LEDC. Documentation of proof of payment must be submitted with a written request for reimbursement. Acceptable proofs of payment for reimbursement include, but are not limited to the following:

- a. Itemized contractor and/or sub-contractor's invoices with the corresponding receipts and /or cancelled checks
- b. Paid Invoices for materials and/or supplies with the corresponding receipts and/or cancelled checks, or
- c. A release of lien from contractors, sub-contractors, and/or suppliers (A sample of the release of lien is available upon request)

The owner of the property will supply any additional documentation as required by the LEDC to confirm expenses.

- H. **Project Duration:** Approved Construction must begin within sixty (60) days from the date of grant approval, and must be completed within three hundred and sixty-five (365) days or funds will be recycled back into the program and reimbursement will not be made.
- I. **Changes to Approved Scope of Work:** The LEDC must approve any changes made to the scope of work. Funding will not be awarded for any changes under construction without prior approval. Significant changes to the scope of work will require the authorization of the LEDC. Minor changes (those less than 10% of the incentive amount, not to exceed the \$12,000 project maximum) may be approved by staff.
- J. **Eligible Labor:** Matching grant funds may not be used to pay the property owner or members of the owner's family for labor on the project.
- K. **Grant Limitations: Life Safety improvements must comply with all state and local laws including all ordinances and regulations of the City of Lampasas.** The total funds available in the matching grant program at any given time may restrict the LEDC's ability to fully fund a grant request. Matching grants shall be processed on a first come - first served basis, as grant monies are limited, and can be competitive. Consideration will include the necessity of the repairs or improvements, and the benefit to the building, local economy and the general public.

## II. INITIATING REQUESTS FOR THE LIFE SAFETY GRANT

- A. **Submittal Requirements:** Eligible property owners (see ATTACHMENT "1") interested in the program should submit three (3) copies of the following to the LEDC. Staff and LEDC representatives will review the provided information and may request additional information, if needed.
  - a. A completed application form.
  - b. A narrative of the project describing the work to be completed (max. 750 words).
  - c. Drawings/plans detailing the proposed improvements (PDF format).
  - d. Two (2) itemized cost estimates from two independent sources. Cost estimates from the property owner or any entity to which the property owner is associated will not be accepted.
  - e. Current tax certificate showing no delinquent taxes for the property.
  - f. Owner's certification and proof of ownership.
- B. **Life Safety Program Review Panel:** The program applications will be reviewed by the Life Safety Program review panel to ensure all funds are awarded to viable improvements that are in compliance with the City's adopted

International Building and Fire Safety Code requirements. The Review Panel shall consist of the following individuals; Fire Marshal, Building Official and (2) Economic Development representatives. Please be aware that in an effort to assist as many applicants as possible with the limited program funds available, the LEDC cannot guarantee that all matching grant requests will be funded.

- C. **LEDC Review:** With recommendations from the Review Panel, all matching grant applications will be forwarded for consideration by the LEDC. The LEDC may vote to approve, approve with modifications, or deny each matching grant application. If approved, a pre-construction conference will be held before the project can commence.
  
- D. **Project Construction:** Upon application approval by the LEDC, City staff will schedule a mandatory pre-construction meeting for each approved application within sixty (60) days. Project construction must be completed within three hundred and sixty-five (365) days from the beginning of construction, or monies for said project will not be distributed and returned to the program fund for the following fiscal year.
  
- E. **Contact Information:**  
Director of Economic  
Development  
  
City of Lampasas  
312 E Third Street  
Lampasas, Texas 76550  
Ph: 512-556-6831

### **III. APPLICATION PROCESS FOR THE LIFE SAFETY GRANT PROGRAM**

There are several steps to obtaining funds through the Life Safety Program depending on the type of improvements proposed. The application will be reviewed for completeness and eligibility before initiating the process.

- A. **Design Approval:** The proposed changes must be reviewed and approved by the Review Panel and LEDC before the grant can be awarded.
  
- B. **Review Process:** Members of the Review Panel will work with the owner to determine the appropriate review process(s). At a minimum, the owner will need to supply the reviewing entity with a written description and detailed plans of the proposed changes. Descriptions should be specific as to materials to be used and any technical specifications pertinent to the proposal. Owner will also supply an itemized cost estimate for the improvements from a minimum of two (2) contractors. The adopted International Building and Fire Safety Code requirements

and the City of Lampasas Code of Ordinances will serve as the basis for reviewing the correctness of the proposed life safety improvements. Copies of these guidelines are available on the City of Lampasas website. Additional information may be required by staff as needed.

- C. **Building Standards Approval:** If funds are to be used to add construction, improvements within a right-of-way; correct code violations; improve structural stability; the LEDC must review the planned changes and City staff issue the required permit(s) before the grant can be awarded. Submissions will vary depending on the improvements planned. Applicants should contact the Economic Development Director, at 512-556-6831, for information specific to their project. **All work undertaken will be inspected and must be found in compliance with all applicable building codes and regulations before the grant is awarded.**
- D. **Financial Approval:** LEDC will review the two (2) itemized cost estimates for the project, proof of title to the building and proof that taxes are current. The applicant is required to have completed the design and/or building standards review(s) and received approval(s) before staff will review the grant application. The Review Panel will review all submitted materials and the grant request will then be placed on the next available LEDC agenda (third Wednesday of each month). LEDC will approve or deny the grant request based upon their review of the application packet.
- E. **Inspections:** Inspections may occur periodically throughout the construction phase and access must be provided to staff for inspection purposes. At the completion of construction, the applicant will submit a written request for final inspection. A final inspection is required prior to requesting reimbursement, and will verify that all work approved for the grant is completed.
- F. **Reimbursement:** Once the LEDC has accepted the completed construction, the applicant may submit for reimbursement. Documentation of proof of payment must be submitted with the request in accordance with Section G "Reimbursement Procedure" of the Life Safety Grant document.

