

## Item H-6

Consider a resolution approving the terms and conditions of a Life Safety Grant Program to promote economic development and stimulate business and commercial activity in the city; establishing guidelines and criteria for approval of incentives related to life safety code requirements; and providing an effective date.

## Life Safety Grant Program Overview

The goal and purpose of the City of Keller Life Safety Grant Program is to encourage the rehabilitation, enhancement, and restoration of existing buildings and business operations by providing financial assistance for the installation and compliance of the International Building and Fire Codes' fire suppression and other life safety requirements. The program will benefit the City of Keller by increasing the economic vitality of commercial buildings and property values in Keller.

# History

<b>March 2024</b>	<ul style="list-style-type: none"><li>• ED Staff begins researching other Life Safety Grant programs including the Cities of Bryan, Collyville, Huntsville, Lampassas, McKinney and San Marcos</li></ul>
<b>July 17, 2024</b>	<ul style="list-style-type: none"><li>• KEDB Work Session – Discussed Life Safety Grant Research and merits for creating a program in Keller</li></ul>
<b>Aug. 6, 2024</b>	<ul style="list-style-type: none"><li>• Proposed program concept first introduced to City Council in an Economic Development Update</li></ul>
<b>Oct. 1, 2024</b>	<ul style="list-style-type: none"><li>• City Council Work Session – Discussed the Proposed Life Safety Grant Program</li></ul>
<b>Oct. 21, 2024</b>	<ul style="list-style-type: none"><li>• KEDB Reviews and Recommends program for approval to City Council</li></ul>

# Proposed Grant Program Overview

Grant Type	Matching
City Contribution	50%
Award Limits	\$50,000
Eligible Projects	Life Safety Requirements

# Eligibility Requirements

<b>Buildings</b>	<ul style="list-style-type: none"><li>• Existing buildings for commercial use in the city limits of Keller</li><li>• Expansion of existing buildings that trigger a new life safety system or the expansion of an existing system are eligible for consideration</li></ul>
<b>Zoning</b>	<ul style="list-style-type: none"><li>• All non-residential zoning districts</li></ul>
<b>Taxes/Liens</b>	<ul style="list-style-type: none"><li>• Property must be free of city liens or delinquent property taxes</li><li>• Applicant must not be past due in sales tax remittance</li></ul>
<b>Past Grant Funding</b>	<ul style="list-style-type: none"><li>• Buildings must not receive Life Safety Grant Funding less than 5 years prior to application date</li><li>• Applicants may have received or simultaneously apply for Façade Improvement Grant Funding</li></ul>
<b>Construction/Design</b>	<ul style="list-style-type: none"><li>• Any design or construction costs of the life safety improvements prior to grant approval by City Council, are ineligible for grant funding.</li></ul>

# Eligible Improvements

<b>International Fire Code (IFC)</b>	<ul style="list-style-type: none"><li>• Fire Suppression Systems (Sprinklers)</li><li>• Alarm Systems</li><li>• CO2 Monitoring Systems (as required for restaurants)</li></ul>
<b>International Building Code (IBC)</b>	<ul style="list-style-type: none"><li>• ADA Accessible restrooms</li><li>• Asbestos Study and Abatement</li></ul>

# Application Requirements

<b>Project Eligibility</b>	<ul style="list-style-type: none"><li>• All project eligibility requirements must be met to be considered for the grant program</li></ul>
<b>Complete Application</b>	<ul style="list-style-type: none"><li>• Completed grant application signed by the applicant and the owner of the property (if different from the applicant)</li></ul>
<b>Photos</b>	<ul style="list-style-type: none"><li>• Photo(s) of the building and areas to be improved</li></ul>
<b>Description</b>	<ul style="list-style-type: none"><li>• Written description of proposed improvements and an explanation of how the grant will affect the overall project</li></ul>

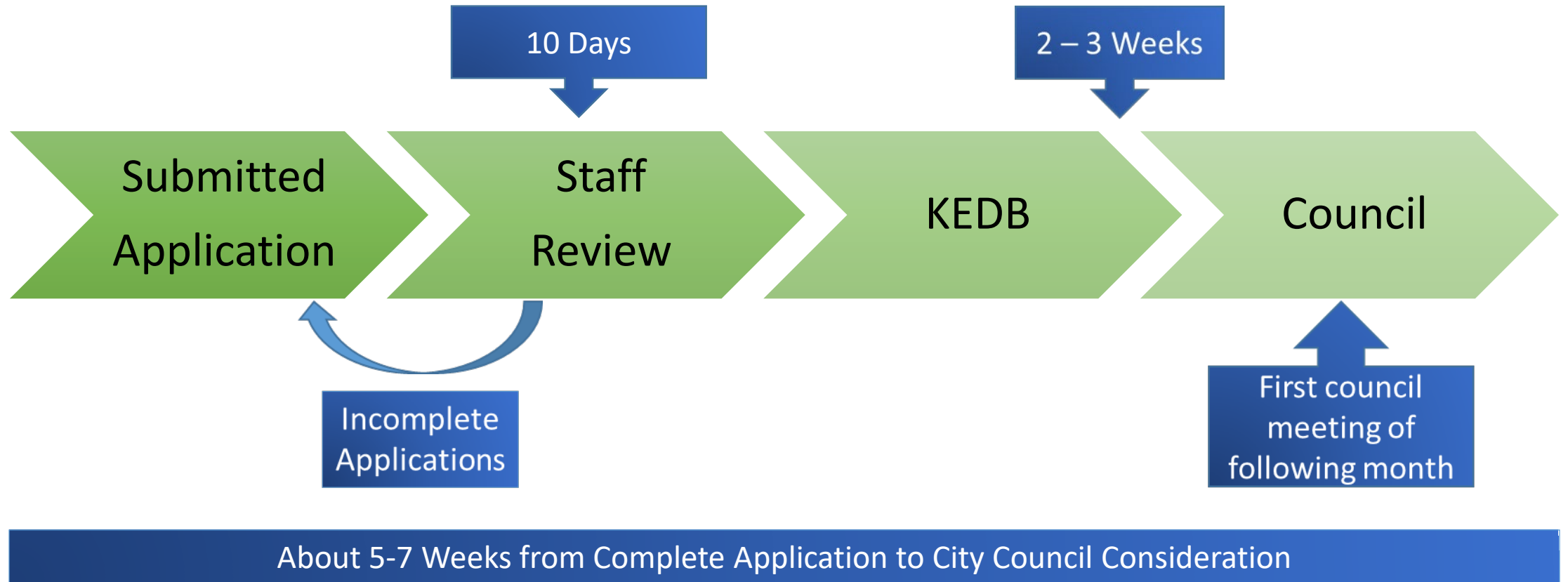
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# Submittal & Review Process

<b>Recommendations</b>	<ul style="list-style-type: none"><li>• Meet with city staff prior to submitting an application</li></ul>
<b>Submitted Applications</b>	<ul style="list-style-type: none"><li>• Only complete applications for eligible projects will be advanced for consideration to the KEDB and the Keller City Council</li></ul>
<b>Incomplete Applications</b>	<ul style="list-style-type: none"><li>• Will not be considered and shall expire after six (6) months</li><li>• The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant</li></ul>
<b>KEDB</b>	<ul style="list-style-type: none"><li>• Considers eligible requests and provides recommendations for the grant award and fund allocation to City Council</li><li>• Complete applications must be received at least ten (10) business days prior to that meeting to be considered</li></ul>
<b>City Council</b>	<ul style="list-style-type: none"><li>• Consider the request at their first meeting of the month following the KEDB meeting</li></ul>



# Potential Grant Process & Timeline



# Considerations for Grant Awards & Fund Allocation

<b>Grant Funds</b>	<ul style="list-style-type: none"><li>• The availability of grant funds allocated for the fiscal year and other applications</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• Project compliance with the terms and conditions set forth in the policy</li></ul>
<b>Economic Impact</b>	<ul style="list-style-type: none"><li>• The anticipated economic impact of the project on the revitalization of Keller for redevelopment</li><li>• Anticipated increase in the taxable value of the subject property and the potential stimulus of economic activity for the surrounding properties</li></ul>
<b>Project Cost</b>	<ul style="list-style-type: none"><li>• Overall project cost being paid by the applicant, outside of the grant amount</li></ul>
<b>Keller Contractors</b>	<ul style="list-style-type: none"><li>• Additional consideration given to projects utilizing a Keller business</li></ul>
<b>Case-By-Case</b>	<ul style="list-style-type: none"><li>• Other matters deemed appropriate by the City Council may be considered on a case-by-case basis</li></ul>

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# Approved Grant Process

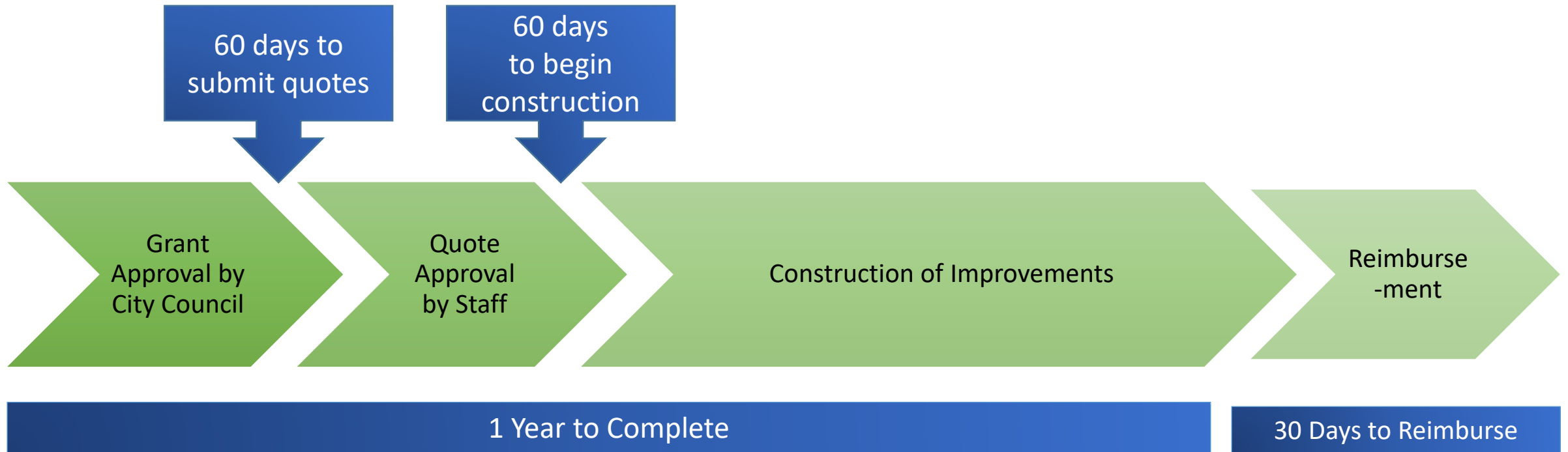
<b>Agreement</b>	<ul style="list-style-type: none"><li>• Grantee will be required to sign and return the Chapter 380 Agreement within two (2) weeks of grant approval by City Council to be eligible for payment of the grant</li></ul>
<b>Deadlines</b>	<ul style="list-style-type: none"><li>• Two (2) quotes (three is encouraged) from bonafide contractors, for each eligible improvement within sixty (60) days of grant approval by City Council</li><li>• Contractor must be registered with the City of Keller and obtain appropriate permits prior to construction</li><li>• Construction of improvements must commence within sixty (60) days of staff approval of quote</li><li>• Construction must be completed within one (1) year of grant approval by City Council</li><li>• The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one-time (6) month extension to complete the project from the Director of Economic Development</li><li>• Projects that exceed these deadlines are in default of the Chapter 380 agreement must reapply for grant consideration by City Council</li></ul>

# Approved Grant Process

## Reimbursement

- Payment will be made after all work is satisfactorily completed according to the terms of the approved Chapter 380 Agreement and passed all city inspections
- Submissions of:
  - All receipts paid
  - Notarized lien release from each contractor
  - Photos of all improvements
  - Complete W-9 Form for grantee
- Payment of the grant shall be in the form of a reimbursement, not to exceed 50% of the actual cost of receipts paid or the amount specified in the Chapter 380 Agreement, whichever is less.
- Improvements become permanent fixtures of the property and the removal, modification of or failure to maintain these improvements could result in recapture of the grant funds.

# Potential Approved Grant Process & Timeline



## Summary

- The Life Safety Grant (LSG) Program will closely mirror the same process as the Façade Improvement Grant and can be used in conjunction with it
- The LSG Program provides specific parameters that allow staff to market it effectively and recruit desirable tenants to existing buildings that would otherwise be under-leased or vacant
- The ED Incentives Budget will be utilized for the grant awards, which will be considered and approved on a case-by-case basis only by City Council



**Questions?**  
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