

# Downtown Life Safety Grant Program Application



Property Owner's Name

Telephone No.

E-Mail

Property Owner's Mailing Address

Agent's Name

Telephone 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.

**Has this property received any other funding through the City of Brenham?**

**Source** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Date Funds Awarded** \_\_\_\_\_

**Project description:** Please provide a narrative of the life safety improvements project describing the work to be completed. Please attach additional pages if necessary.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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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/meetings concerning this application. I understand that an incomplete application will not be considered complete or considered for grant funding until all required application materials have been submitted.

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Property Owner's Signature

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Property Owner's Printed Name

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Property Owner's Mailing Address

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Property 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 City (and vice versa) in processing and responding to requirements, information, or issues relevant to this request.

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Property Owner's Signature  
Printed Name

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Property      Owner's

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Agent's Signature

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Agent's Printed Name

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Agent's telephone number

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Agent's Address

## Exhibit “A”

## I. DOWNTOWN LIFE SAFETY GRANT PROGRAM REQUIREMENTS

### A. Goal:

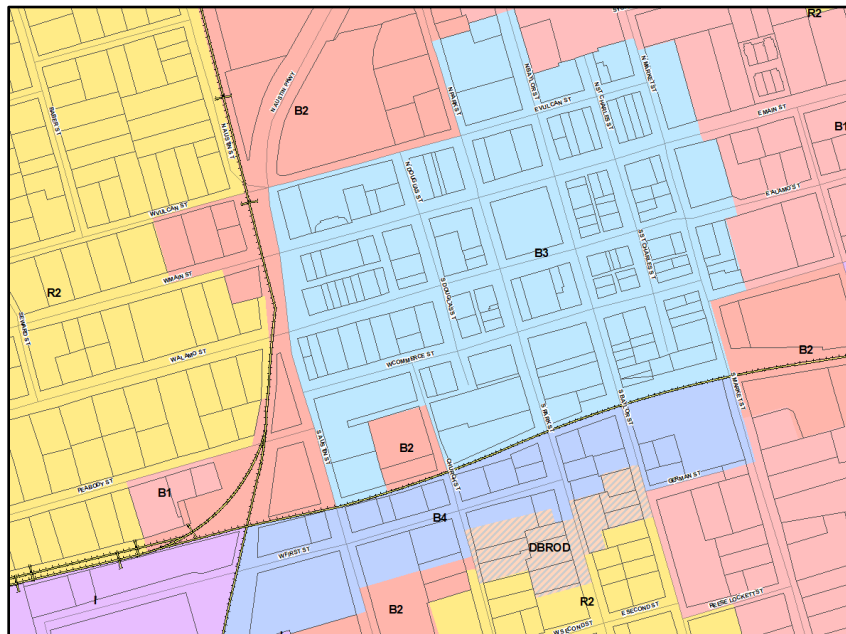
The Grant program seeks to provide financial assistance for the installation of life safety improvements in compliance with the Texas Accessibility Standards, International Fire Code and International Building Code. The Grant program will benefit the Brenham community by assisting Downtown Brenham property owners with necessary life safety improvements to existing buildings. The program will increase the economic vitality of the buildings; promote an increase in sales tax and property values; will improve the health, safety, and welfare of Downtown patrons and stakeholders; will preserve Brenham's architectural and cultural history; and will promote economic development and commercial activity in Downtown Brenham.

### B. Objectives:

The objectives listed below are in priority order. Grant applications will be considered with priority given to projects which result in currently vacant or underdeveloped structures being occupied as a result of the Grant program and projects which have not received other grant funds or economic development incentives from the City of Brenham.

- a. Stimulate redevelopment of vacant second and third story buildings;
- b. Encourage repair of non-conforming buildings that could be a serious growing menace, injurious to public health, safety and welfare;
- c. Encourage private investment in commercial and multi-family housing downtown through the use of public incentives;
- d. Stimulate economic and business development downtown by providing safe, code-compliant occupancy of residential and commercial uses; and
- e. Encourage compliance with applicable Building and Fire Codes and Texas Accessibility Standards.

C. **Eligible Area:** Properties located within the B-3, Historical and Central Business District and B-4, Neighborhood Business District, excluding property owned by a public or government entity. Refer to “Eligible Area” shown below.



**D. Eligible Improvements:** Eligible improvements must be ADA and/or Life Safety improvements required by the Brenham Code of Ordinances. Examples include, but are not limited to, the following:

- a. ADA compliant access/ means of egress;
- b. ADA compliant restrooms;
- c. Fire separation between floors or adjacent occupancies;
- d. Fire/smoke alarm/sprinkler systems;
- e. Fire proofing of stairwells;
- f. Repair/replacement/installation of fire escapes, fire rated walls or windows; and
- g. Additional means of egress (for example doors and windows).

**E. Program Eligibility:**

- a. Grant recipient must be the owner of record or the tenant with the owner's written approval of the proposed changes to the building;
- b. Owner must have no adverse judgments or liens;
- c. The property must be located within the eligible area;
- d. Qualifying buildings are to be used for commercial or multi-family uses; structures used exclusively for single-family residences will not qualify. Apartments and dwelling units located within a multiple-use building intended to be utilized for short-term rentals are an eligible use of grant funds;
- e. New commercial development will not qualify, only structures in existence at the time this program is adopted are eligible;
- f. Work that has been completed or is underway at the time the grant application is submitted will not qualify;
- g. The property owner must agree to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use; and
- h. Property owner must be in good standing with the City of Brenham; any fines, fees or unpaid taxes owed to the City of Brenham by the property owner must be paid in full prior to the application being accepted.

**F. Requirements of the Grant Program:** Matching grants will be awarded for any approved Downtown Life Safety Grant applications. Project proposals must be reviewed and approved before rehabilitation work begins. The Grant Requirements are as follows:

- a. Matching grant amounts are awarded for up to 50% of the total estimated cost, up to \$60,000 per property, on a reimbursement basis. Individual properties may not receive more than \$60,000 in grant funds and are not eligible to re-apply once the maximum funds have been allocated.
- b. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Grants will be awarded based on the number of approved improvements and the cost of said improvements.
- c. 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.
- d. The total budgeted amount for the Downtown Life Safety Grant program may restrict the City's ability to fund a grant request.
- e. Professional Fees (e.g. Architectural and/or Engineering fees) incurred by the applicant are not eligible for reimbursement.
- f. The Historic Preservation Board shall review proposed exterior changes to buildings requesting funding from the Downtown Life Safety Grant program.

**G. Reimbursement Procedure:** Matching grant monies will be disbursed upon the completion of the improvements after inspection and approval of the work by the City of Brenham. 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.
- 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 City of Brenham to confirm expenses.

**H. Project Duration:** Approved Construction must begin within ninety (90) days from the date of grant approval. Approved Construction must be completed and approved by the City within one-hundred and eighty days (180) days from the construction start date or the grant funding will be automatically withdrawn and funds will revert back into the program and reimbursement will not be made. Projects which are expected to extend beyond one-hundred and eighty days (180) of construction may be permitted and will be evaluated at the time a complete application is submitted and prior to the fully executed Chapter 380 Agreement.

**I. Changes to Approved Scope of Work:** The City of Brenham must approve in writing any proposed 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 may require the authorization of the City Council.

**J. Eligible Labor:** Matching grant monies may not be used to pay the property owner or any member 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 Brenham. The total funds available in the matching grant program at any given time may restrict the City'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. Factors to be considered will include, but not be limited to, the necessity of repairs or improvements, the benefit to the building and the general public, and the anticipated impact on economic development and commercial activity in Downtown Brenham.

## **II. INITIATING REQUESTS FOR THE DOWNTOWN LIFE SAFETY GRANT**

**A. Submittal Requirements:** A complete application shall be submitted to the Development Services Department. Staff will review the provided information and may request additional information, if needed. A complete application shall include:

- a. A completed application form;
- b. A narrative of the project describing the work to be completed;
- c. Drawings/plans detailing the proposed improvements;

- d. Two (2) itemized cost estimates from two (2) independent sources for each proposed life safety improvement. Additional cost estimates are welcome, a minimum of two (2) is required. 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; and
  - f. Owner's certification and proof of property ownership.
- B. Downtown Life Safety Grant Program Review Panel:** The program applications will be reviewed by the Downtown Life Safety Program Review Panel to ensure all funds are awarded to viable improvements that are in compliance with adopted code requirements. The Review Panel shall consist of the following individuals:
- a. Fire Marshal;
  - b. Chief Building Official;
  - c. Public Utilities Representative;
  - d. Economic Development Representative; and
  - e. Main Street Representative
- C. City Council Review:** With prior recommendations from the Historic Preservation Board regarding projects changing the exterior of a structure, and recommendations from the Review Panel, all matching grant applications will be forwarded for consideration by the Brenham City Council. The City Council may vote to approve, approve with modifications, or deny each matching grant application. If approved, a pre-construction conference will be held with the property owner before the project may commence.
- D. Project Construction:** Upon grant application approval by the City Council, City staff will schedule a mandatory pre-construction conference with the property owner concerning each approved application within thirty (30) days.
- E. Contact Information:**  
Development Services Department  
200 W. Vulcan Street  
Brenham, TX 77833  
979-337-7220  
[inspections@Cityofbrenham.org](mailto:inspections@Cityofbrenham.org)

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

The following steps outline the process required to obtain funds through the Downtown Life Safety Grant Program. Grant applications for the initial program year shall be submitted by January 30<sup>th</sup>, 2026 for consideration. Subsequent funding will be considered in conjunction with each fiscal year (beginning October 1 and ending September 30<sup>th</sup>) and shall be processed on a first come, first serve basis. Please be aware that in an effort to assist as many applicants as possible with the limited program funds available, the City of Brenham cannot guarantee that all matching grant requests will be funded.

#### **Step 1**

- The applicant will request a pre-application meeting.
- The applicant will complete the grant application and associated support materials.
- The applicant will submit the application packet to the Development Services Department.

#### **Step 2**

- Development Services staff will check application for completeness.
- Development Services staff will review the proposed improvements with appropriate departments.
- Development Services staff will meet with the applicant to resolve any identified problems.

#### Step 3

- The Review Panel will meet and render a recommendation.
- Development Services staff will notify property owner of their recommendation.

#### Step 4

- Development Services staff will place the grant request on next available City Council agenda.
- City Council will render a decision.
- Development Services staff will notify the property owner of the City Council's decision.

#### Step 5

- The applicant and/or agent will acquire required permits.
- The applicant will begin work on improvements as approved, and request inspections in accordance with issued permit and the Development Services Department. Staff will inspect work and applicant shall resolve any identified problems.
- When construction is completed, the applicant shall obtain a passing inspection and/or a Certificate of Occupancy.

#### Step 6

- Once the work has been approved by the City, the applicant will submit a written request for reimbursement, all bills paid affidavit, W9, HB 1295 Form, a release of lien from contractors, sub-contractors, and/or suppliers, and documentation of proof of payment.

#### Step 7

- Development Services staff will review proof of payment documents.
- Development Services staff will work with applicant to resolve any identified problems.
- Development Services staff will disburse grant monies to the property owner.