

# DOWNTOWN KILLEEN



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## Expanded Improvement Grant

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### **APPLICATION PACKET**

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## **Introduction**

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The purpose of the Killeen Downtown Revitalization Division's Expanded Improvement Grant Program is to reduce vacancy and increase business retention in the Greater Downtown by assisting property owners and tenants with funding to renovate buildings for occupancy by long-term or short-term uses. Grants may be awarded to property owners or tenants for exterior and interior improvements to commercial property within the Greater Downtown.

This grant will match funds of 50% of the total renovation up to \$25,000.

Grants are awarded in accordance with the established selection criteria on a first-come, first-served basis, until available funds are exhausted. The grant cycle opens on October 1. No grants will be awarded for work that has already been done. If the property is located within the Historic Overlay District, all submitted work must comply with the Secretary of the Interior's Standards for Rehabilitation, and Historic District Design Guidelines.

## **Application Instructions**

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Applicants should review the program guidelines, submit the Application with required documents, and follow the application process steps enclosed in this application packet.

**Prior to any work being initiated, the attached Application must be submitted with required supporting documents to Development Services for review by staff at the City Hall Annex building (200 East Avenue D, 2nd floor).**

**If you have any questions, please contact the Development Services at (254) 501-7645.**

**City of Killeen Planning & Development Services  
200 East Avenue D, 2<sup>nd</sup> Floor  
Killeen, TX 76540-1329  
Phone: (254) 501-7645**

## PROGRAM GUIDELINES

### Eligible Properties and Owners

1. An Applicant must be the property owner within the Greater Downtown Boundary as identified in the attached map ; the subject property must be zoned for commercial use.
2. Buildings that are currently vacant within the Historic Overlay District, must be registered with the city prior to the grant application.
3. No application will be accepted for any project from a property owner who is in arrears in the payment of property taxes, special assessments, or other liabilities due the City;
4. Property must have an active/current business status (a business in operation) **OR** The subject property must have an eligible business tenant(s) that will open for business once the building improvements are complete(within 180 days of application). Applicants must supply proof of a lease that identifies at least a minimum of a two-year term. The City of Killeen will require restrictive covenants on the property for two years to ensure the newly renovated building remains occupied for a minimum of two years from the execution of the grant agreement.
5. Property owner must have insurance equal to or greater than the appraised value of the building [based upon the Bell County Appraisal District most recent tax assessment]
6. The applicant must submit a scope of work with at least three quotes from qualified vendors for completing the work, including two Historically Underutilized Businesses as defined by Texas Government Code §2161.061 (if possible).
7. The applicant must submit approved permits for the scope of work with the application.
8. The total costs of eligible grant expenses determine the total project cost. Grant funds can only be used toward eligible expenses. Matching funds must be used towards eligible expenses. The maximum grant amount per application is \$25,000, which requires a total project cost of a minimum of \$50,000. Applicants may spend more than \$50,000; however, the maximum grant will remain \$25,000.

### Eligible Grant Expenditures

#### Eligible Exterior Improvement:

- Re-pointing of brick or painting (including murals)
- Replace doors and windows
- Replace awnings
- Outdoor hard-scape improvements and lighting
- Signage
- Other minor exterior repairs or improvements

#### Eligible Interior Improvements:

- Asbestos abatement
- Structure stabilization (repair and replacement of foundations, footers, load-bearing walls, and roofing systems)
- Plumbing or other BPAT/FOG improvements
- Fire Code improvements
- ADA improvements
- Basic electrical and HVAC
- Room and space reconfiguration, including wall relocations
- Energy efficiency improvements, provided that the improvement is not a historic feature of the building
- Other minor interior repairs or improvements

## **Grant Process**

Property owners or tenants first complete a grant application. City staff reviews the application for funding eligibility. Once an application is determined complete and in compliance with the grant program, city staff will execute a grant agreement that outlines the approved funding amount, total project costs, project timeline and scope of work.

## **Application Submission**

1. Applications can be submitted via MGO Connect at <https://www.mgoconnect.org/cp/portal>. The applicant must meet with the Downtown Revitalization staff prior to submitting. Staff will provide the applicant with general guidance in proposed project and if the project qualifies for grant funds for submission. Incomplete applications will not be accepted.
2. Each application will be reviewed according to the following criteria:
  - Consistency with the goals of the City's Comprehensive Plan
  - Ability to meet the program objectives, legal and financial requirements of the grant program
  - Feasibility of the proposed scope of services and timeline
3. If the application is approved by the Downtown Revitalization Director, the applicant shall sign and complete a funding agreement. After the funding agreement has been executed, the applicant may begin work on the project.

## **Project Timeline**

For scopes of work which require a permit, permits must be obtained prior to the execution of a grant agreement. Any work requiring a permit must be performed by a licensed and insured contractor and if the property is located within the Historic Overlay District comply with the Historic Design Guidelines. Renovations must be completed within 181 days from execution of the grant agreement. The Executive Director of Development Services has the authority to extend time limits for project completion based on extenuating circumstances. Grantees must request an extension in writing and if approved, an amendment to the grant agreement will be executed.

## **Payment Process**

Grant funds will be disbursed by the City of Killeen to the applicant on a matching basis for eligible project expenses. City of Killeen staff must review and approve all reimbursement requests. Applicants must submit paid invoices as proof of payment.

## Grant Guidelines and Requirements

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- **City Permit and Approval.** The applicant is required to obtain all required City permits and City approvals prior to the commencement of any work.
- **Contact Historically Underutilized Business Contractors.** Applicants must request a quote from at least two historically underutilized businesses in Bell County for projects that exceed \$3,000 in improvements in accordance to Texas Government Code §2161.061
- **No Prior Obligations.** Applicants must have all property (real and personal) taxes, utilities obligations and other obligations to the City paid in full at the time of application submittal.
- **Inspection.** The City of Killeen Development Services Department [including Code Enforcement] will inspect the project site [interior/exterior] for code compliance and will also inspect the work performed by the contractor, as required by State or local building codes and/or ordinances, at the completion of the project. These inspections will ensure compliance with all components of the Façade Improvement Grant Program.
- **Grants per Subject Property.** No more than one grant from this program may be awarded to the same property address or building unit within a 2-year period. Individual storefronts contained on one parcel will be considered eligible for funding if they have unique mailing addresses and entrances. Grants are limited to one grant per business.
- **Code Compliance.** The Applicant, by submission of this Application, represents the construction, described within the Application, shall be used in a building which is in compliance with all codes and ordinances.

## Approval Criteria

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Approval of applications shall be based on the funds available with the highest priority given to applications in Category 1, and then, in descending order, with applications in Category 5 having the lowest priority. Grants will be awarded on a first-come, first-served basis with the following criteria prioritization applied when multiple applications have been submitted simultaneously.

**Category 1. Historic Preservation Priority.** Projects within the Historic Overlay District or listed as “high” or “medium” priority in the Historic Resources Survey<sup>1</sup>.

**Category 2. Code Compliance.** Projects that bring the subject property into code. If the property is located within the Historic Overlay District, all facade improvements must be completed in compliance with the Historic Overlay District Design Guidelines.

**Category 3. Visual Impact.** Projects that substantially enhance the visible appearance of the façade to pedestrians and the traveling public.

**Category 4. Other Improvements.** Projects that include new façade improvements whose owners wish to upgrade the appearance of the storefront.

**Category 5. Previous Recipients.** Additional Projects from businesses that have already received a City of Killeen grant in the past.

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<sup>1</sup> Killeen Historic Resources Survey 2008, Preservation Central Inc

## Application Process

The following steps will help guide you through the grant process.

1. **Determine Eligibility:** Review the guidelines in this application packet and set up an appointment with the Downtown Revitalization Director to discuss project plans before applying for a permit or commencing the work. All applicants are required to present their grant project to the Heritage Preservation Officer for review. No grants will be awarded for work that has already been initiated or completed. Questions about historic preservation requirements, please call (254) 501-7630.
2. **Complete the Expanded Improvement Grant Application** (attached) and obtain and enclose the following required items:
  - a. Scale drawing or photographs of proposed work;
  - b. Final color samples and materials to be used; and
  - c. At least three (3) contractor quotes (If available)
3. Applicants must request a quote from at least two historically underutilized businesses for projects that exceed \$3,000 in improvements.
  - a. Applicants must request a quote from at least two historically underutilized businesses (HUB) located in Bell County for projects that exceed \$3,000 in total. For the HUB directory, log on to: [www.window.state.tx.us/procurement/cmb1/hubonly.html](http://www.window.state.tx.us/procurement/cmb1/hubonly.html)  
In the opening screen type in Bell in the "county" field and "submit search". If this list fails to identify a HUB vendor in Bell County that does this type of work, then you are exempt from having to get HUB vendor quotes.  
Applicants should still provide three quotes with their application if the HUB listing search fails to provide a vendor that does this type of work. All quotes submitted by an Applicant must be current and dated no earlier than sixty (60) days prior to the Application submittal.  
Quotes shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number. Quotes shall be itemized in a manner that will allow the City staff to determine the quote components and authenticity of the quote.
  - b. Self-contracted work may be reimbursed for legitimate expenses, excluding labor and the cost of previously acquired materials/equipment.
4. Submit your Expanded Improvement Grant Application with all required items to the Development Services Department at 200 East Avenue D (2nd floor). Applications with all required items will be reviewed by the Downtown Revitalization Director and HPO. The HPO has the authority to grant approval of the application if, in his or her opinion, there are no issues requiring consideration by the Heritage Preservation Board (HPB).
5. **The approval process will include without limitation the following items:**
  - a. Downtown Revitalization Director and HPO will conduct a review of the application form, submitted items and issue approval, request revisions to project components, or determine whether further review and consideration by the HPB is necessary. All Expanded Improvement Grant Applications must be approved and a permit must be issued prior to the initiation of any work, including construction and/or installation of any improvement.

- a. No Applicant has a right to receive grant funds, and the City hereby expressly denies the creation or existence of any perceived property right to the same unless and until an application is approved in accordance with terms of this Application. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of the Historic Overlay District.
  - b. An Applicant who submits an Application that was denied by Downtown Revitalization, HPO and/or the HPB shall not be eligible to re-submit a grant Application for six (6) months from the date the prior Application was finally denied.
  - c. If the proposed project is deemed inappropriate or incompatible with the Historic District Design Guidelines, Historic Overlay District Standards, or other Municipal Codes and Ordinances, the Downtown Revitalization Director will advise the Applicant accordingly and may recommend changes to the design. If the applicant submits a project design based upon the recommendations, the application will be reviewed a second time. If the Applicant disagrees with the HPO on any issue, the HPO shall refer the application to the HPB for resolution.
4. **Funding Commitment Letter:** Upon approval of the Expanded Improvement Grant Application, the Downtown Revitalization Director will issue a Funding Commitment Letter (If you have not received a Funding Commitment Letter from the Development Services Department advising that your Application has been approved, your proposed improvements are not approved for funding or have been determined to be out of compliance with the City's design standards).
  5. **Permit:** Following the issuance of the Funding Commitment Letter, Applicant must obtain a permit from the Building Inspections Division (located in City Hall, 101 N. College Street). The Building Inspections Division will notify you at such time the permit receives approval.
  6. **Completion of Work:** Arrange for construction with selected contractor after receiving the Funding Commitment Letter and City permit. Any changes to the approved improvements, materials, or other considerations must be approved by Downtown Revitalization and the Heritage Preservation Officer (if applicable) in advance, in writing, or the City may withdraw the funding commitment and disqualify the applicant. Approved grant funds are available to the applicant for six (6) months after grant approval, as indicated by the date of the Funding Commitment Letter. If no request for payment has been received following this period, the applicant forfeits any claim to the grant and may not reapply for another grant for one year.

**APPEAL PROCESS:** If an applicant wants to appeal a decision regarding the grant, then the grant application will be brought to the City of Killeen City Council for review and City Council's determination shall be deemed the final action regarding the application.

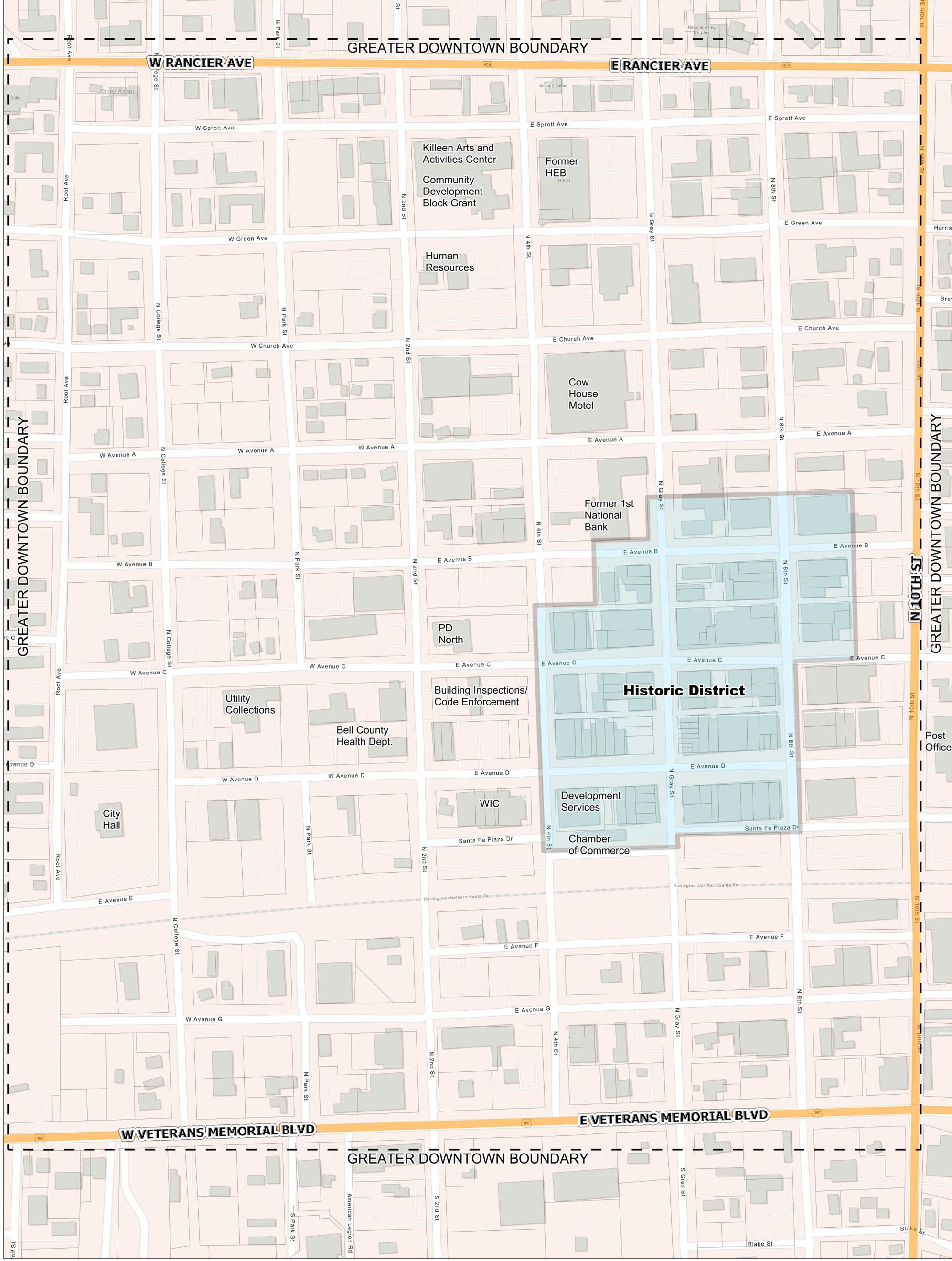
If you have any questions, please contact the Development Services Department at (254) 501-7645.

## **Secretary of the Interior's Standards for Rehabilitation**

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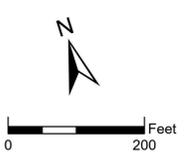
Any proposed improvement project submitted by an Applicant within the Historic Overlay District shall demonstrate and incorporate an awareness of the Standards of Rehabilitation as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.



HOD\_2022  
 Major Roads  
 Greater Downtown

# Greater Downtown and Historic District



**City of Killeen**  
**Planning & Development Services**

Note: Greater Downtown Area Limits: Northern Line: Rancier Avenue, Southern Limit: Veterans Memorial Blvd, Western Limit: Root Ave, Eastern Limit: 10th St.

Path: \\vault\shared\it\GIS\_Projects\GIS\_Projects\_2022\_2025\Planning\Important\_City\_Maps\Historic District\HistoricDistrict\HistoricDistrict.aprx

# Expanded Improvement Grant Application

## APPLICANT INFORMATION

Building Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Building Address (if different than above): \_\_\_\_\_  
 Contact Name(s): \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## BUILDING INFORMATION

Physical Address: \_\_\_\_\_  
 Property Legal Description: \_\_\_\_\_  
 Year of Construction: \_\_\_\_\_ Number of Stories: \_\_\_\_\_  
 Building Space Type (check one):  Commercial, Retail, Restaurant  Office  Other

Building Insurance Information	9a. Insurance Agent Name:	9b. Agent Telephone Number:
	9c. Policy Number:	9d. Policy Effective Date:

### Details of Planned Improvements: (attach additional paper if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### ATTACH THE FOLLOWING REQUIRED DOCUMENTS (Estimate Analysis Form)

- Scaled drawings/plans of proposed work/color samples/description of materials to be used.
- Contractor Quotes/Bids (attach a minimum of three original proposals unless the work is self-contracted).

(1) Contractor's Name \_\_\_\_\_ Cost Estimate \$ \_\_\_\_\_  
 (2) Contractor's Name \_\_\_\_\_ Cost Estimate \$ \_\_\_\_\_  
 (3) Contractor's Name \_\_\_\_\_ Cost Estimate \$ \_\_\_\_\_

*Quotes/bids submitted by an applicant must be current and dated no earlier than sixty (60) days prior to the Application request. Quotes/bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, and telephone number.*

**Total Cost of Proposed Project:** \$ \_\_\_\_\_  
**Total Grant Amount Requested:** \$ \_\_\_\_\_

**Signature page follows.**

# Expanded Improvement Grant Agreement

I have met with Development Services Department, and I fully understand the Expanded Improvement Grant procedures and details established by the City of Killeen. I intend to use this Grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and heritage preservation program.

I affirm and understand that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
- b) I have read and understand the City of Killeen’s Expanded Improvement Grant Program Guidelines and the Historic District Design Guidelines and agree to be bound by and abide by these conditions.
- c) I understand that receipt of a Expanded Improvement Grant Funding Commitment Letter from the City of Killeen does not constitute application or approval for a City of Killeen permit.
- d) I understand that construction of proposed improvements cannot begin until receiving a funding commitment letter and permit from the City of Killeen.
- e) I understand that any changes made to the approved scope of work without prior written approval of the Downtown Revitalization Director will be cause for the City of Killeen to withdraw its funding commitment.
- f) I understand that the owner/applicant is obligated to maintain the building improvements, funded in whole or in part by this project for a period of five (5) years from the date of project completion.
- g) I understand that if approved for the Expanded Improvement Grant, restrictive covenants will be placed on the property for a time of two (2) years, and if the building is sold during the two (2) years following the receipt of the grant, that all grant funding will be reimbursed to the City of Killeen.
- h) I understand that, if the building for which grand funding is approved is occupied by an existing tenant, the tenant's rent may not be increased for a period of two (2) years after the date of receipt of the grant funds.
- i) The Owner hereby agrees, as the Expanded Improvement Program Applicant and property owner (“Owner”), that if the Expanded Improvement Program proposal is awarded, a demand for repayment shall be made and a lien securing the interest of the City of Killeen funds will be placed on the real property requiring repayment of the City funds invested unless: 1) an active and legal commercial business is occupying and operating from the project site address within six (6) months of the date of the reimbursement payment from the City to the Owner; and 2) an active legal commercial business is operating on the project site for a period of five (5) years. In the event of lapses in active commercial activity at the project site due to business failure, lease termination or similar or unforeseen causes during this period, the time period shall be tolled and the owner shall take all measures reasonably necessary including, without limitation, advertising and actively seeking new tenants, to ensure that a replacement legal commercial business commences operation on the project site as soon as possible following cessation of the same. Upon business recommencement, the time period will again begin to lapse.

\_\_\_\_\_  
**Business/Organization Name**

\_\_\_\_\_  
**Applicant’s Signature** **Date**

\_\_\_\_\_  
**Building Owner’s Signature** **Date**

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\_\_\_\_\_  
**Downtown Revitalization Director Approval** **Date**

\_\_\_\_\_  
**Development Services Director Approval** **Date**