



## Denison Alley Access Grant Program Application Package

**For additional information please contact:**

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# Denison Alley Access Grant Program

## Overview

The Denison Alley Access Grant Program is a 100% non-matching, reimbursement incentive of up to \$2,500 funded by the Denison Development Foundation (DDF) to improve business accessibility via alley doors for businesses on Denison's Main Street between Rusk Avenue and Armstrong Avenue ("Alley Grant Zone").

Any retail, non-profit, or commercial building/business owner with a building in the Alley Grant Zone is eligible to apply for these essential improvement funds. There are no minimum project value limitations.

The Alley Access improvement scope may include but is not limited to: walkway/pathway flooring, lighting (indoor/outdoor), ADA accessibility, electric, screening/draping, door locks, remote door controls, back door video, painting (indoor), signage, doors, partitions, etc. All work must be permanent improvements to improve alley access. The grant does not cover overall façade improvements to the alley facing wall of the building, which may be eligible for a grant under the Denison Development Alliance's façade grant program.

Limited funding is available. Therefore, some applications may not be approved.

## Denison Alley Access Grant Guidelines

- This is a one-time offer that will only be available while funds remain. Again, non-matching funds (100%) will be reimbursed up to \$2,500 per appraisal district building address.
- Grants will be administered on a first come, first served basis dependent upon funding, as follows:
  - The proposals will be reviewed for completeness and evaluated. Proposal responses (including requests for additional information, timelines, denial, award letters, etc.) will be addressed individually.
  - All projects must be completed within six (6) months from the Grant Agreement Date or as otherwise pre-approved in writing and acknowledged by Grantor and Grantee.
  - Only those who own businesses or buildings within the designated Alley Grant Zone are eligible to apply and work must be permanent improvements to improve alley access.
- Building or business owners must apply for the grant before work has begun. Grants will not be awarded for work that has already been initiated.
- An Applicant in receipt of written notice by the City of Denison ("City"), who has outstanding code violation(s), or who is a party to pending litigation with the City is not eligible for a grant until those items are resolved; provided however, nothing herein shall be construed as to disqualify the applicant for filing notice(s) of appeal of evaluation issued by the Grayson Central Appraisal District on property owned by applicant and situated within the corporate limits of the City.
- If any City violations occur and noticed in writing by the City during the development of the property (or any other property the applicant may own within the city), the City shall give notice in

writing of such matter and order remediation of such violation(s). The applicant shall have ten (10) business days from the date of the written notice to correct the violation. Failure to remedy the noted violation within such period shall result in the grant awarded being cancelled and no further payments will be made under such grant.

- Applicant shall provide proof that all property taxes have been paid for current and prior years.
- Applicant business shall provide proof of current membership with the Denison Chamber of Commerce.
- Applicant shall review and sign the Denison Alley Access Grant Indemnity Agreement and acknowledge Applicant's responsibility for work at, in or on the building/business
- Alley Access Project Scope may include indoor/outdoor improvements to enhance the safety, visibility and accessibility of the building/business through the alley entrance.
  - If your project includes more than cosmetic improvements or if it includes signage, please contact City of Denison Building Department about Building Permits and Sign Permits at 903-465-2720 ext. 2459. Information is also available online via [www.cityofdenison.com](http://www.cityofdenison.com).
  - Only quality signage, to be completed by professional sign makers and/or related professions, will be considered.
- All design plans (e.g., paint color, sign size, colors, shape, material, and proposed placement) must be approved by the Denison Development Foundation and Main Street Department with the City based on the application information submitted in order to receive funds.
- Grants will be paid as reimbursements when the project is completed as agreed upon, and Checklist Step 3 is complete. They are not intended to be a considered as initial sources of funds for project development.
- Payments should be disbursed from DDF within 14 days after final approval is given.
- Applicant (grant recipient) will receive an IRS 1099 from DDF. Applicant will be responsible for any and all taxes due on grant funds received.

## D3 Alley Access Grant Application Process and Checklist

Applicant, please complete this checklist. Grant administrators will follow this checklist to make sure proper documentation is completed through each step of the project.

Notice: Grant funds will not be paid until all documentation is received and complete from Applicant including all steps such as close-out documentation, proofs of payment, "after" photos, etc.

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

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### STEP 1 (Application Packet)

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- 1-1 \_\_\_\_\_ DDF Alley Access Grant Application and documentation submitted
- 1-2 \_\_\_\_\_ Letter of Intent submitted (with detailed description of proposed improvements)
- 1-3 \_\_\_\_\_ "Before" photos submitted (digital copies required)
- 1-4 \_\_\_\_\_ Budget and Bids for Project submitted
- 1-5 \_\_\_\_\_ Color samples submitted (if applicable)
- 1-6 \_\_\_\_\_ Construction drawings submitted (if applicable, provide copies of info submitted to City)
- 1-7 \_\_\_\_\_ Building Permit Application (if applicable, provide copy of info submitted to City)
- 1-8 \_\_\_\_\_ City of Denison Sign Permit Application (if applicable, provide copy of info submitted to City)
- 1-9 \_\_\_\_\_ Certification of Taxes Paid submitted (online tax office printout showing \$0 balance is acceptable)
- 1-10 \_\_\_\_\_ W-9 submitted to Denison Development Foundation
- 1-11 \_\_\_\_\_ DDF Alley Access Grant Program Agreement submitted
- 1-12 \_\_\_\_\_ Denison Alley Access Grant Indemnity Agreement submitted
- 1-12 \_\_\_\_\_ Proof of Chamber of Commerce Membership submitted

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### STEP 2 (After award agreements are in place)

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- 2-1 \_\_\_\_\_ Architectural drawings submitted (if applicable, this may be done earlier to expedite the process)
- 2-2 \_\_\_\_\_ Building Permit Application(s) Approved by City of Denison \_\_\_\_\_ Permit copy in DDF file
- 2-3 \_\_\_\_\_ Sign Permit Application(s) Approved by City of Denison \_\_\_\_\_ Permit copy in DDF file

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### STEP 3 (Completion of work)

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- 3-1 \_\_\_\_\_ "After" photos submitted (Digital Copies Required)
- 3-2 \_\_\_\_\_ Applicant Letter to Denison Development Foundation acknowledging all work complete, inspected, approved by applicant; acknowledgement that all contractors and service providers have been paid, and there are no outstanding violation(s) of City or Historical Preservation Board ("HPB") code(s).
- 3-3 \_\_\_\_\_ Applicant Invoice to Denison Development Foundation – This request for reimbursement should include total project expenses with itemized bills/invoices and their proofs of payment (i.e. paid receipts, cancelled checks, etc.) and the amount of the reimbursement request as per the agreement.

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### FOR OFFICE USE ONLY:

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- O-1 \_\_\_\_\_ Confirm location on Main Street between Rusk Ave and Armstrong Ave
- O-2 \_\_\_\_\_ Confirm Chamber of Commerce membership
- O-3 \_\_\_\_\_ Confirm receipt of signed Denison Alley Access Grant Indemnity Agreement
- O-2 \_\_\_\_\_ Award Notification Letter sent to applicant
- O-3 \_\_\_\_\_ Confirm grantee is in good standing with City or HPB (no outstanding violations, etc.)
- O-4 \_\_\_\_\_ Staff "final walk-through" complete
- O-5 \_\_\_\_\_ 1099 Form Issued

# Denison Alley Access Grant Program Application

Owner(s) of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_ Relationship to Owner \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

Is the property a Commercial property?    Yes                      No

## PLEASE INCLUDE THE FOLLOWING INFORMATION TO COMPLETE THE APPLICATION:

1. Letter of Intent – A detailed description of the proposed work. Include attachments, if necessary, and any additional information you feel may be helpful in order to visualize the proposed work.
2. Current photograph of property - send digital pictures to [apply@denisontx.org](mailto:apply@denisontx.org) with owner's name, address of property, and the notation "Alley Access Grant"
3. Project Budget and Contractor Bids (if applicable) to be submitted on the contractor's letterhead and contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows the DDF to determine the authenticity of the bid. **If you are doing the work yourself**, immediately contact and meet with DDA staff for explanation of requirements and for pre-approvals.
4. Color swatches (if applicable) and Construction drawings (if applicable)
5. Building Permit Application Packet (if applicable, provide copy of info submitted to City)
6. Signed Permit Application Packet (if applicable, provide copy of info submitted to City)
7. Proof of current membership with Denison Chamber of Commerce.
8. Certification that taxes have been paid.
9. Signed Denison Alley Access Grant Indemnity Agreement

Total cost of improvement project: \$ \_\_\_\_\_

Amount of grant requested: \$ \_\_\_\_\_

Amount to be paid by Applicant: \$ \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The approval of the DDF Alley Access Grant does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.*

## APPLICANT

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

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