



Denison Fire Suppression and Sealing Grant Process

Note: If considering requesting this assistance within the next 18-24 months send a preliminary Letter of Intent to DDA immediately (send to info@denisontx.org).

OVERVIEW:

The Denison Fire Suppression Matching Grant Program assists in the installation of fire suppression systems and fire barrier improvements in Denison's high-density, mixed-use downtown (see attached map and description for qualifying areas). The primary purpose is to help save lives and reduce damage to private and public property. Secondly, the program encourages infill development investment including lofts, restaurants, shops, offices, and more, which will continue to strengthen Downtown Denison. Funding is limited.

The Denison Development Alliance (DDA) provides a 50/50 match of expenditures up to \$100,000. Grant funds may be used toward labor and construction materials only. Reimbursement excludes permits, engineering costs, and similar expenses. This grant is intended to be a reimbursement of outlaid expenses and should not be considered as initial sources of funds for project development.

Note: An applicant in receipt of written notice by the City of 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 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.

GUIDELINES FOR APPLICATION:

Please follow this process to ensure clear communication and coordination of services.

Step 1: Communicate your plan and request pre-approval for project

- **Letter of Intent**
Provide Denison Development Alliance with a detailed description of the existing property and proposed improvements within the full scope of the project/development. These improvements may include three categories: In-building, Underground, and Fire Barrier. Attachments may include pictures, sketches, aerials, square footage of the building, and any additional information you feel may be helpful in visualizing the proposed work. This information will be shared with all City of Denison representatives.
- **Key Personnel / Vendors**
Identify and introduce the key players you will be hiring for this project. Please provide name(s) and contact information for the following:
 - State of Texas licensed life safety company and/or appropriate licensed engineer who will design a system and plan for facility/building Fire Suppression Improvement Plan.
 - Other general contractor(s) who will be performing the Fire Sealing work.
- **Pre-approval Meeting with City of Denison representatives**
Project plans and designs will require approval. City of Denison officials will participate to offer input and to plan their budget accordingly.

- Fire Marshal or designee will provide comments on fire suppression design and additional fire safety improvements
- City staff comment on building and infrastructure modifications, implementation plan, and city-related expenses budget through the following:
 - Public Works Department
 - Building Department
 - Main Street
 - Historic Preservation Board approval for designs to ensure historic standards are met if exterior improvements and modifications effect historical significance.
- **Proposed Budget** (see Exhibit A)
Provide the total cost of improvement project and anticipated completion date. DDA and the City of Denison will use the information obtained in the pre-approval meeting(s) to estimate the scope of work and budget for city-related improvements.
 - Fire Suppression – In-building (Including fire alarm system if included in the bid. All fire suppression systems require a monitored alarm system.)
 - Fire Suppression – Underground (to connect your system to the City’s water line)
 - Fire Barrier/Sealing improvements (fire rated walls, fire rated ceilings, fire rated floors, fire rated foam, removing gaps/opening/cracks, etc.)

Step 2: Secure approvals and final Improvement Plan(s) documents

- Submit all proofs of approval to DDA
 - *It is not necessary to provide copies of the final plans, only the signed approvals that the design, implementation strategy, and other aspects of the project have been accepted by the appropriate City of Denison representatives. Also specifically provide a copy of the building permit.*
- Submit final list of Key Personnel / Vendors
- Finalize the Fire Suppression / Fire Barrier Improvement Plan
- Finalize all Contractor bids
 - *Bids must be submitted on the contractor’s letterhead and shall contain the contractor’s name, address, telephone number, and shall itemize the bid in a manner that allows the DDA to determine the authenticity of the bid.*
- Submit Building permit(s) when received

Step 3: Finalize Agreements

- Sign grant agreement with Denison Development Alliance and provide exhibits, if needed
- Sign DDA Fire Suppression Indemnity Agreement
- Submit complete IRS Form W-9 to DDA

Step 4: Completion of work and request reimbursement

- Submit final inspections as required. This includes final inspections from the Fire Marshal, City of Denison, etc.
- Submit itemized expenses on spreadsheet (see *Exhibit B* for minimum information requirements)
 - Along with the spreadsheet, submit eligible expenses including, but not limited to, bills, invoices, and/or statements with their respective proofs of payment. Proofs of payment

constitute paid receipts, cancelled checks, credit card bills with payment(s) highlighted, bill/invoice/statement marked paid from the vendor, etc.

- To be deemed an “eligible expense” the following must be clearly shown on these documents:
 - The name of the vendor
 - Item(s) purchased/service(s) provided
 - Amount(s) paid
 - Date(s) of payment
- Bills, invoices and statements with their proofs of payment must be submitted in the order in which they appear on the spreadsheet
- Request reimbursement from DDA with spreadsheet of bills/invoices/statements and proofs of payment with Denison Development Alliance.

Submission of grant materials can be made in person at the Denison Development Alliance office located at 115 N. Rusk Ave., Denison, TX 75020 or by email to tbarney@denisontx.org.

~ Exhibit A ~

Sample Worksheet for Calculating City/DDA Participation

(Submit Excel spreadsheet separately)

Project	Projected Expenses	Actual Expenses
Fire Suppression – In Building	\$	\$
Fire Suppression – Underground	\$	\$
Fire Barrier Improvements	\$	\$
Infrastructure Improvements	\$	\$
<i>Total Project Estimate Expenses</i>	\$	\$
DDA 50/50 match (up to \$100,000)	\$	\$

~ Exhibit B ~

Sample itemized expenses and proof of payment summary spreadsheet (preferably on Excel spreadsheet)

You may include as much detail as you wish, but as a minimum include:

Category / Item:	Payee:	Amount:	Proof of payment: Paid Invoice, Credit Card receipt, Paid receipt, etc.	Note:
Fire Suppression – In Building				
List work that was completed (add as many lines as necessary)	XYZ	\$	Invoice # - check #	Kitchen
In Building SUBTOTAL		\$		
Fire Suppression – Underground				
List work that was completed (add as many lines as necessary)	LMN	\$	Invoice # - check #	Materials
Underground SUBTOTAL		\$		
Fire Barrier Improvements				
List work that was completed (add as many lines as necessary)	LMN	\$	Invoice # - check #	Materials
Fire Barrier SUBTOTAL		\$		
TOTAL		\$		

REMINDER: Bills, invoices and statements with their proofs of payment must be submitted in the order in which they appear on the spreadsheet.

Denison Contacts for Fire Suppression Projects

City of Denison

Fire Marshal	firemarshal@cityofdenison.com	
Director of Public Works Ronnie Bates	rbates@cityofdenison.com	Mobile: 214.649.9596
Planning and Community Development Director Mary Tate	mtate@cityofdenison.com	903.465.2720 x.2521
Building Department Chief Building Official Betty Floyd	bfloyd@cityofdenison.com	903.465.2720 x 2459
Main Street Director & Historic Preservation Officer Donna Dow	ddow@cityofdenison.com	903.464.4452
Fire Chief Kenneth Jacks	kjacks@cityofdenison.com	903.464.4427 x 2201

Denison Development Alliance

President Tony Kaai, CEcD	tkaai@denisontx.org	Office: 903.464.0883 Mobile: 903.821.8088
VP of Business Development Tiffany Barney	tbarney@denisontx.org	Office: 903.464.0883 Mobile: 903-821-8028