



Denison Perimeter Façade Grant Program Information Packet

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Submit application and supporting documents to:
Denison Development Alliance
115 N. Rusk Ave., Denison, Tx 75020 903.464.0883
tbarney@denisontx.org



Façade Grant Program Overview

Denison Development Alliance

Denison Perimeter Façade Grant Overview

All Façade Grant Programs are incentive matching (50/50) grant programs funded by the Denison Development Alliance (DDA) to improve the appearance of buildings that are in highly visible areas as defined by the Denison Development Alliance and to encourage quality design. Façade Grants are designated to assist in three areas, each with unique requirements and qualifications: the Downtown (Commercial Historic Overlay District - CHOD), Perimeter, and Gateway. While the CHOD grants require approval from the Historic Preservation Board, the Perimeter and Gateway grants do not.

Any retail, non-profit, or commercial building/business owner within the designated program areas (*see map below*) is eligible to apply. The grant application and support documents must be submitted prior to any work being initiated. Limited funding is available; therefore, some applications may not be approved due to limited funding.

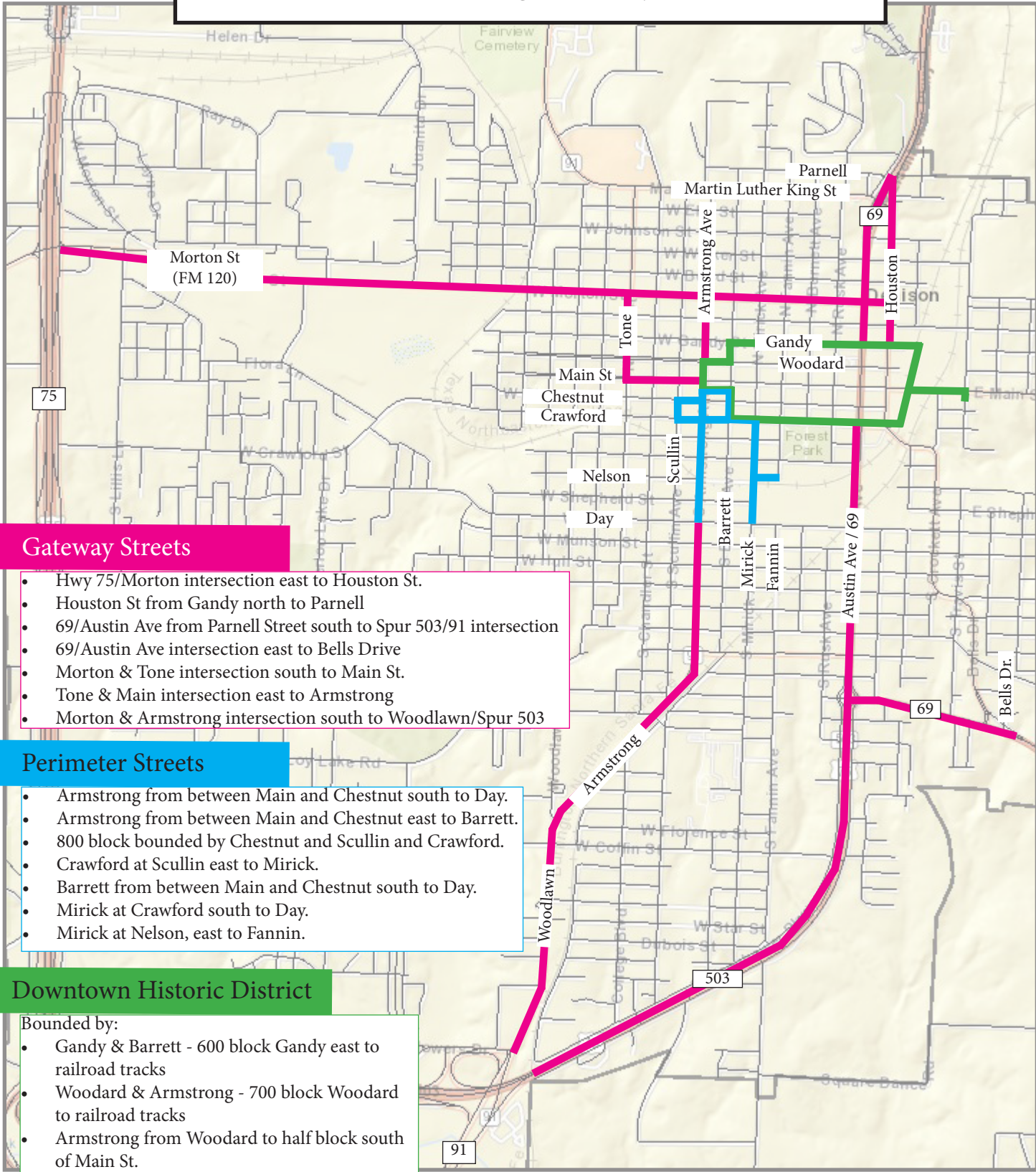
An Applicant in receipt of written notice by the City of outstanding code violation(s) or who is a party to pending litigation with the City is not eligible for a grant until those items are resolved; provided however, nothing herein shall be construed as to disqualify the applicant for filing notice(s) 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.

Map of Designated Program Areas for Perimeter

The Perimeter Grant designated areas are in blue on the following map:

Facade Grant Program Project Zones



Gateway Streets

- Hwy 75/Morton intersection east to Houston St.
- Houston St from Gandy north to Parnell
- 69/Austin Ave from Parnell Street south to Spur 503/91 intersection
- 69/Austin Ave intersection east to Bells Drive
- Morton & Tone intersection south to Main St.
- Tone & Main intersection east to Armstrong
- Morton & Armstrong intersection south to Woodlawn/Spur 503

Perimeter Streets

- Armstrong from between Main and Chestnut south to Day.
- Armstrong from between Main and Chestnut east to Barrett.
- 800 block bounded by Chestnut and Scullin and Crawford.
- Crawford at Scullin east to Mirick.
- Barrett from between Main and Chestnut south to Day.
- Mirick at Crawford south to Day.
- Mirick at Nelson, east to Fannin.

Downtown Historic District

- Bounded by:
- Gandy & Barrett - 600 block Gandy east to railroad tracks
 - Woodard & Armstrong - 700 block Woodard to railroad tracks
 - Armstrong from Woodard to half block south of Main St.
 - Main St - 700 block east to S. Crockett Ave (including Traveler's Hotel)
 - Chestnut & Barrett - 600 block Chestnut east to railroad tracks
 - Crawford & Barrett - 600 block Crawford east to railroad tracks



Perimeter Façade Grant Guidelines

Denison Perimeter Façade Grant Program

The Denison Perimeter Façade Grant Program focuses on projects along designated “Perimeter” areas – adjacent to Downtown Denison (see map). The grant application and support documents must be submitted to the DDA for review prior to any work being initiated. Grant funding limit is up to \$25,000 per building address, based on façade square footage with a maximum of \$1,000 attributable to signage.

ELIGIBILITY

- Façade Grants are a one-time offer that will only be available while funds remain available.
- Previous Façade Grant recipients may apply for additional funds under the newer, higher funding limits. Any funds received from previous façade grant awards will be deducted from the new Denison Façade Grant Program maximum available per building.
- Building or business owners must apply for the grant before restoration or renovation work has begun. Grants may not be awarded for work that has already been initiated or completed.
- Funds may only be used for exterior (façade) work on commercial and non-profit buildings. Residences and government buildings are excluded.
- The project address must be within the designated Perimeter designated area
- Applicant shall provide certification (proof) that all property taxes have been paid for current and prior years. Tax office website printouts showing zero balance(s) will suffice.
- New construction is excluded.
- Applicant shall be clear of any outstanding code violations with the City of Denison.
- Applicant business shall show proof of current membership with Denison Chamber of Commerce.
- Signage only grants are not accepted. Signage is only included as part of a façade improvement project for Perimeter grants. Only quality signage, to be completed by professional sign makers and/or related professions, will be considered.

PROPOSALS

- Grants will be administered on a first-come, first-served basis dependent upon the availability of funds.
- Applicants will be considered for approval when complete applications, including all support documents, are received. 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.

PROJECTS

- All projects must be completed within one calendar year from the Façade Grant Agreement Date or as otherwise pre-approved in writing and acknowledged by Grantor and Grantee.
- 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 in 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 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.
- Matching funds (50/50) will be given up to the grant maximum.
 - Minimum project value considered \$1,000 (\$500 matching funds).

- Maximum grant considered is \$25,000, with maximum \$1,000 attributable to signage, per appraisal district building address, based on façade square footage.
- Matching funds are granted based on the dimensions (per foot) of the building width x height not counting insets or bump-outs. The resulting square footage calculations will be used to determine grant funding eligibility as follows:
 - Street-front façade reimbursement at \$7.00 per square foot.
 - Non-street-front visible sides (including sides above other buildings) and back sides reimbursements at \$1.50 per square foot.
- All design plans (e.g., paint color, sign size, colors, shape, material, and proposed placement) must be approved by the Denison Development Alliance in order to receive funds.
- If your project includes more than cosmetic improvements or if it includes signage, contact City of Denison Building Department about Building Permits and Sign Permits.
 - 903-465-2720, ext. 2459 or
 - Online via www.cityofdenison.com > City Services > Building, Permitting and Inspecting

REIMBURSEMENT

- Grants will be administered as reimbursements once projects have been completed as agreed upon, and all items listed in Checklist Step 3: Grant Close Out have been received. This includes, but not limited to, Letter of Completion, digital ‘after’ photos, proofs of payment for work completed (after insurance claims), and a final inspection of the changes by the DDA.
- Grantor payments will be processed within 15 days after final approval is given.
- Applicant (grant recipient) will receive an IRS 1099 from DDA. Applicant will be responsible for any and all taxes due on grant funds received.



Denison Perimeter Façade 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 WITH THE COMPLETED 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 visualizing the proposed work.
2. Completed IRS Form W-9 (*available online*)
3. Current photographs of property (digital) (*current, new, high resolution photos – not scans of prior photos*)
4. Copy of Building Permit and/or Sign Permit (if applicable – provide info submitted to City)
5. Certification of Taxes Paid
6. Proof of current membership in the Denison Chamber of Commerce.
7. Contractor Bids (if applicable) shall 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. **If you are doing the work yourself**, please have detailed, itemized costs or bids prepared for materials and labor and include this information with the Letter of Intent.

Total cost of improvement project: \$ _____ Anticipated Completion Date: _____
 Amount requested as grant: \$ _____ Amount paid by Applicant: \$ _____

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. DDA Façade Grant approval 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: _____ Title: _____

Date: _____

Dimensions & Square Footage Calculations (in feet):

	Width	Height	Square Footage	Street Front	Office Use Only	Eligible Match
Front of building	X	=		Yes	@ \$7	
Side of building	X	=		<input type="checkbox"/> No <input type="checkbox"/> Yes	No @ \$1.50 Yes @ \$7	
Side of building	X	=		<input type="checkbox"/> No <input type="checkbox"/> Yes	No @ \$1.50 Yes @ \$7	
Back of building	X	=		No	@ \$1.50	

Checklist for Perimeter Façade Grants

Applicant, please maintain this checklist to track your grant progress. DDA will follow this checklist to make sure proper documentation is completed through each step of the project.

Applicant: _____ Address: _____

STEP 1 Application Packet Submission and Review

Applicants will be considered and qualified, as funds are available, on a first-come, first-served basis.

- Complete Perimeter Façade Grant Application will be reviewed by Committee.
- Committee request for additional information, if needed.
- Façade Grant Award Letter issued (can be via email)

- 1-1 _____ DDA Perimeter Façade Grant Application submitted complete, Date: _____
- 1-2 _____ Letter of Intent submitted
- 1-3 _____ “Before” digital photos submitted (*original digital files are preferred over scanned photographs*)
- 1-4 _____ Color samples submitted
- 1-5 _____ Budget (or bids) for Project submitted
- 1-6 _____ W-9 submitted
- 1-7 _____ Certification of Taxes Paid submitted (*website printout showing zero balance will suffice*)
- 1-8 _____ City of Denison Building Permit Application submitted to the City of Denison (*if required by City*)
- 1-9 _____ City of Denison Sign Permit Application submitted to the City of Denison (*if required by City*)
- 1-10 _____ Proof of current membership with Denison Chamber of Commerce
- 1-11 _____ DDA Award Notification sent via email/mail Date: _____
(*Award Letter may be issued with contingencies if applicable.*)

STEP 2 Final Preparation and Completion of Work

- Program and Indemnity Agreements signed and submitted and Paperwork Complete.
- Architectural drawings submitted (if required, this may be done earlier to expedite the process).
- Contractor insurance and City permits secured.
- Work is completed.

- 2-1 _____ DDA Façade Grant Program Agreement submitted
- 2-2 _____ DDA Façade Grant Indemnity Agreement submitted
- 2-3 _____ Contractor Certificate of Insurance submitted (*before work begins - if required*)
- 2-4 _____ Building Permit copy submitted to DDA before work begins (*if required by City*)
- 2-5 _____ Sign Permit copy submitted to DDA before work begins (*if required by City*)
- 2-6 _____ Check with City of Denison Code Enforcement to confirm no remaining minimum property standard issues

All Parties Final Agreement Date: _____

STEP 3 Grant Close Out

- DDA will process payment and mail Façade Grant Matching Funds within 15 days of receipt of reimbursement request invoice from Grantee.
- DDA will issue Federal IRS 1099 at year end.

3-1 _____ Request DDA staff walk through

3-2 _____ “After” digital photos submitted (*please email original photos - no scans*)

3-3 _____ Submit Applicant Letter of Completion to Denison Development Alliance 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 HPB code(s).

3-4 _____ Submit Applicant Invoice to Denison Development Alliance. This request for reimbursement should include total, detailed project expenses, paid invoices/receipts with proofs of payment, and the amount of the reimbursement request as per agreement.

3-5 _____ Federal IRS 1099 Form received from Denison Development Alliance

FOR OFFICE USE ONLY:

O-1 _____ Confirm location within the Perimeter Façade Grant boundaries

O-2 _____ Confirm membership in Denison Chamber of Commerce

O-3 _____ Award Notification Letter sent to applicant

O-4 _____ Confirm grantee is in good standing with City (no outstanding violations, etc.)

O-5 _____ Received request for reimbursement

O-6 _____ Staff “walk-through” complete

O-7 _____ 1099 Form issued