



## 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](mailto: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 Denison ("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 litigation begins or any City violations occur and are noticed in writing by the City during the development of the property (even if such violations occur for other property(ies) the applicant may own within the city), the applicant shall notify Denison Development Foundation within seven days of such occurrence. The applicant shall provide the initial filing to commence litigation or the City's written notice of violations, as well as any remediation efforts for the violation(s), to the Denison Development Foundation. Failure to notify the Denison Development Foundation of the litigation or violations, and failure to remedy the violations within the period designated by the City shall result in the grant awarded being cancelled and no further payments shall 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 Signed Grant Application
- 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](mailto:tbarney@denisontx.org).**

**~ Exhibit A ~**

**Sample Worksheet for Calculating City/DDA Participation**  
(Submit Excel spreadsheet separately)

<b>Project</b>	<b>Projected Expenses</b>	<b>Actual Expenses</b>
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:

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

**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	<a href="mailto:firemarshal@denisontx.gov">firemarshal@denisontx.gov</a>	
Director of Public Works Ronnie Bates	<a href="mailto:rbates@denisontx.gov">rbates@denisontx.gov</a>	Mobile: 214.649.9596
Planning and Community Development Director Mary Tate	<a href="mailto:mtate@denisontx.gov">mtate@denisontx.gov</a>	903.465.2720 x.2521
Building Department Chief Building Official Betty Floyd	<a href="mailto:bfloyd@denisontx.gov">bfloyd@denisontx.gov</a>	903.465.2720 x 2459
Main Street Director & Historic Preservation Officer Donna Dow	<a href="mailto:ddow@denisontx.gov">ddow@denisontx.gov</a>	903.464.4452
Fire Chief Kenneth Jacks	<a href="mailto:kjacks@cdenisontx.gov">kjacks@cdenisontx.gov</a>	903.464.4427 x 2201

### **Denison Development Alliance**

President Tony Kaai, CECD	<a href="mailto:tkaai@denisontx.org">tkaai@denisontx.org</a>	Office: 903.464.0883 Mobile: 903.821.8088
VP of Business Development Tiffany Barney	<a href="mailto:tbarney@denisontx.org">tbarney@denisontx.org</a>	Office: 903.464.0883 Mobile: 903-821-8028

# **FIRE SUPPRESSION GRANT APPLICATION**

## **APPLICANT:**

Business Name \_\_\_\_\_ (“Business”)

Business Address \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

## **GRANT REQUEST:**

I am applying for the Fire Suppression and Sealing Grant with the Business and Industrial Corporation of Denison, Inc., dba Denison Development Alliance (“DDA”) which may provide a 50% matching grant (up to a maximum of \$100,000) that I might expend for qualified fire suppression, fire alarm and sealing systems at the Business Address above as described in the Grant Overview and Guidelines provided with this application.

My total project cost estimate is \$\_\_\_\_\_.

## **SUPPORTING DOCUMENTS:**

I understand that this grant application must be signed and must have the following completed documents attached with its submission:

- Letter of Intent
- List of Key Personnel
- Date of Preapproval Meeting with City of Denison
- Proposed Budget

I further understand that I must sign a Grant Agreement and an Indemnity Agreement, and submit an updated W-9 Form to the DDA after the Business is deemed qualified to receive grant funds.

## **STATEMENT OF ELIGIBILITY:**

I hereby certify that I am not in current receipt of a written notice with the City of Denison (“City”) for outstanding code violations and I’m not a party to pending litigation with the City. I agree that I shall promptly notify the DDA by written correspondence if any City violations occur and are noticed in writing by the City during the development of the Business (or any other property within the City of Denison that I own), and if I do not remedy the violation within the time period required by the City or do not notify the DDA about litigation with the City, the grant process shall be cancelled and no payments shall be made.

## **APPLICATION AGREEMENT:**

I understand that all applicable supporting documents must be submitted before the reimbursement funds shall be disbursed, unless waived by DDA Board. I understand and agree that the grant funds are reimbursements for expenditures and not upfront costs. I agree to submit bills/invoices and their proofs of payment that accurately reflect the amounts that have been expended to install the fire suppression, fire alarm and sealing system at the location listed herein. I further understand that if I do not present them as requested in the Grant Overview and Guidelines accompanying this Application that grant funds may be denied. I agree to indemnify DDA and hold DDA harmless from any claims, causes of action, lawsuits, cases and/or administrative proceedings that may arise from 1) installation of the fire suppression, fire alarm and sealing system, 2) for a denial of grant funds if City violations occur or Grant Overview and Guidelines are not followed by the Business and documents are not provided as requested therein, 3) for disputes between Business and the property owner (if Business does not own the building) concerning the funds provided under this grant program, and/or 4) for any other disputes between

any other person/entity and the Business named herein involving this grant program in which DDA, its Board, Officers, personnel, and/or support staff may be named.

**Signed:** \_\_\_\_\_

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

**Printed:** \_\_\_\_\_

**QUESTIONS? Call 903-464-0883**

**SUBMIT APPLICATION TO [tbarney@denisontx.org](mailto:tbarney@denisontx.org)** or deliver to the Denison Development Alliance office located at 115 North Rusk Ave., Denison, TX 75020, with the required documentation.