



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. The primary purpose is to help save lives and reduce damage to private and public property. Secondarily, the program encourages infill development investment including lofts, restaurants, shops, offices, and more, which will continue to strengthen Downtown Denison.

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 a reimbursement of outlaid expenses and should not be considered as initial sources of funds for project development.

Fire alarm systems installed with fire suppression systems are reimbursable under the grant. Installation of fire alarm systems without a fire suppression system are not reimbursable.

Reimbursements for fire barrier improvements are available for existing walls that adjoin another property owner's structure/building. It does not apply to framing/sheet rock on a new build, fire barrier walls or improvements within a property owner's building that are not adjacent to another property owner's structure/building, or ceiling coating. Applicant shall supply "before" pictures and/or allow an inspection by DDA Staff of the fire barrier improvements needed for any penetrations between Applicant's building and adjacent structures/buildings for which fire barrier improvement reimbursements are sought.

***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: Underground (to connect to City waterline), In-Building (including monitored fire alarm system), and Fire Barrier (removing gaps/opening/cracks and sealing existing walls between buildings). 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.

- Provide the total cost of the improvement project and anticipated completion date.

PLEASE NOTE: If fire barrier improvements are part of the request, pictures must be provided of the penetrations between Applicant's building and adjacent buildings. In the alternative, Applicant should provide a day and a time when inspection of the property can be made revealing the fire barrier improvements sought to be reimbursed.

- **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 affect historical significance.

Step 2: Finalize Agreements after City Approval

- Submit Signed Grant Application
- 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
- Submit proof of membership in the Denison Chamber of Commerce

Step 3: Completion of work and request reimbursement

- Submit final inspection to the DDA. This includes final inspections from the Fire Marshal, City of Denison, etc., which are typically part of the Certificate of Occupancy filing or remodel permit.
- If requesting Fire Barrier reimbursements, submit stamped engineer report/plans with fire wall rating and required fire barrier suppression per the engineer.
- 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 Harlan Owens	howens@denisontx.gov	903.647.0582
Director of Public Works Ronnie Bates	rbates@denisontx.gov	214.649.9596
Planning and Community Development Director Mary Tate	mtate@denisontx.gov	412.613.9887
Building Department Chief Building Official Kirk Kern	kkern@denisontx.gov	903.647.3041
Main Street Director & Historic Preservation Officer Donna Dow	ddow@denisontx.gov	903.580.0526
Fire Chief Kenneth Jacks	kjacks@cdenisontx.gov	214.478.6969

Denison Development Alliance

President Tony Kaai, CEcD	tkaai@denisontx.org	903.821.8088
VP of Business Development Tiffany Barney	tbarney@denisontx.org	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 with Proposed Budget
- Date of Preapproval Meeting with City of Denison
- Pictures of Fire Barrier Improvements (if applicable)
- Completed W-9
- Proof of Membership in Denison Chamber of Commerce

I further understand that I must sign a Grant Agreement and an Indemnity Agreement 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.**