



Denison Gateway Site Improvements Grant Overview, Guidelines and Application

Denison Site Improvements Grant Overview:

All Site Improvement Programs are matching grant programs funded by the Denison Development Alliance (DDA) to improve the appearance of sites that are in highly visible areas as defined by the Denison Development Alliance and to encourage quality design. Site Improvement projects are designated to assist in two areas, the Downtown District and Gateway areas, each with unique requirements and qualifications. While the Downtown District grants may require approval from the Historic Preservation Board, the Gateway grants do not.

Any retail, non-profit, or commercial building/business owner within the designated program areas is eligible to apply. The application and support documents must be submitted prior to initiating any work. 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, unless the Site Improvement Grant is being sought to remedy those violations. 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 are 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 being cancelled and no further payments will be made under such grant, unless finishing the site improvement will remedy the code violation(s).

Denison Gateway Site Improvements Grant:

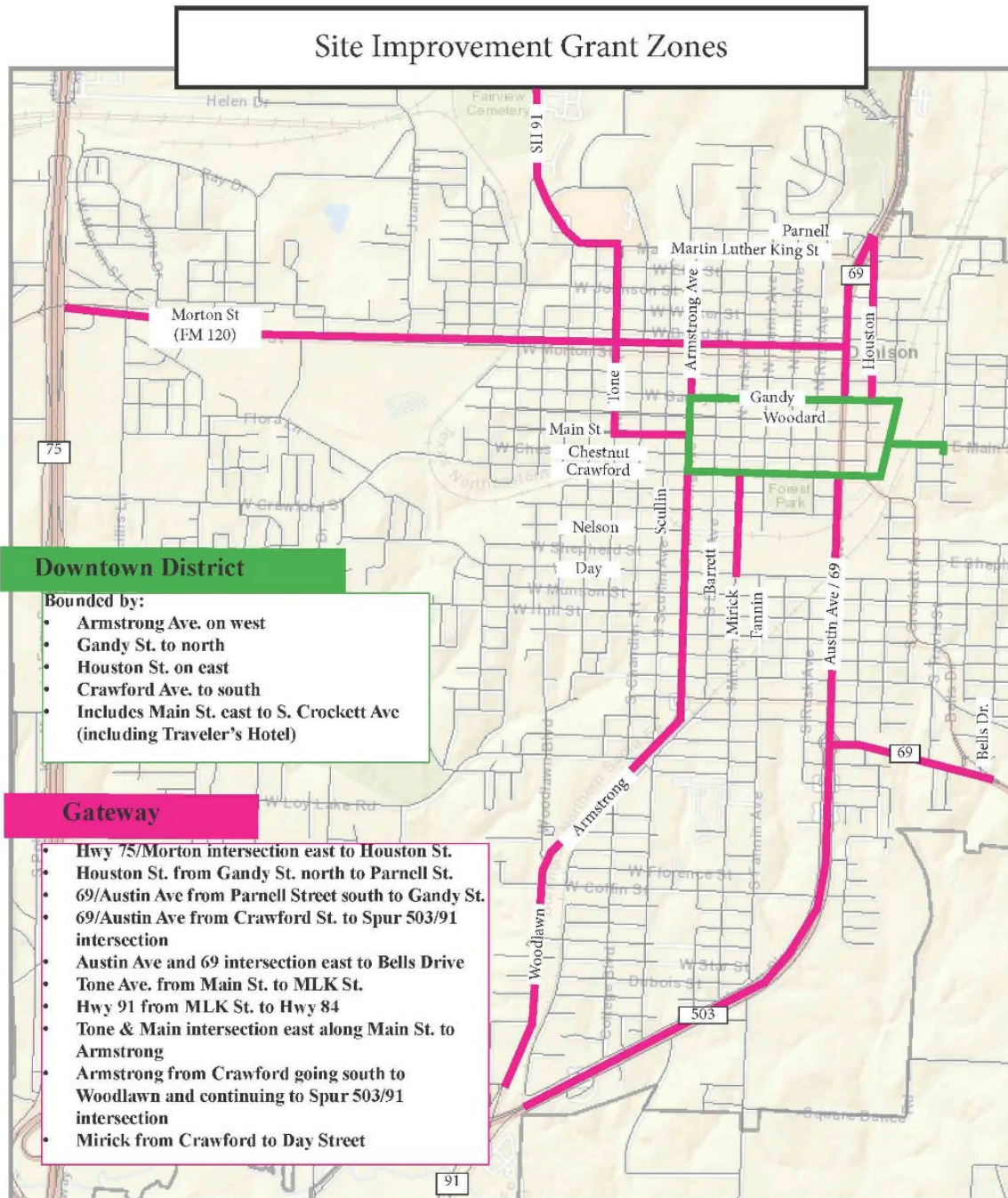
The Denison Gateway Site Improvement Grant focuses on projects along targeted Denison "Gateways" – the major roads that lead to the heart of Denison. The matching grant reimbursement includes any site improvements for building exterior and possible associated groundwork. The grant match is 50/50 with a funding limit of up to \$5,000 per building address and is administered as a reimbursement once a project has been completed.

Map of Designated Program Areas for Gateway Site Improvements

The Gateway designated areas (in pink) on the map below are as follows:

1. Eisenhower Parkway Gateway which includes Eisenhower Pkwy., Austin Ave., and Highway 69;
2. Morton Street Gateway which includes W. Morton St. and select streets going toward Downtown Denison;

3. Armstrong/Woodlawn Gateway which includes Armstrong Ave. and Woodlawn Ave.;
4. Tone Ave. from Main Street to Martin Luther King and along Highway 91; and
5. Mirick Ave from Day Street to Crawford.



Denison Gateway Site Improvements Grant Guidelines

Project Guidelines:

- Matching funds (50/50) will be given up to the grant maximum as follows:
 - Minimum project value considered \$1,000 (\$500 matching funds), which cannot be attributable solely to signage.
 - Maximum grant considered is \$10,000 per appraisal district building address with a reimbursement maximum of \$5,000 to the property owner.
 - Only street facing site improvements shall be considered – the sides/back of the lot are excluded from the grant funds, unless they are street facing.
 - Signage may only constitute 20% of the total grant reimbursement with a maximum of \$1,000.
- Grant funds will be administered as reimbursements once projects have been completed.
- The project address must be within the Gateway designated areas.
- New construction is excluded, unless it is necessary to be code compliant.
- 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 ground/exterior work to the site. Residences and government buildings are excluded.
- Previous grant recipients may apply for additional funds but any funds received from previous façade grant awards will be deducted from the new Denison Site Improvement Grant Program maximum available per building.
- 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.
- Applicant shall be clear of any outstanding code violations with the City of Denison or if there is a code violation for the site sought to be improved, the code violation will be remedied upon Site Improvements.
- Applicant must be a current member of the Denison Chamber of Commerce.
- Signage only grants are not accepted. Only quality signage to be completed by professional sign makers and/or related professions may be included in the reimbursement.
- Site Improvement 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 applications 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 one calendar year from the Site Improvement Grant Agreement Date or as otherwise pre-approved in writing and acknowledged by Grantor and Grantee.
- 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 only cosmetic improvements or includes signage, contact City of Denison Building Department about Building Permits and Sign Permits at 903-465-2720, option 3 or permits@denisontx.org.

PLEASE NOTE 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 ten (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. If the code violation is for the site sought to be improved and will be remedied after Site Improvements have been made, then the grant award may not be cancelled.

Application Process:

STEP 1: *Application Packet Submission and Review*

- Complete Denison Gateway Site Improvements Grant Application below, including the following documents:
 - Letter of Intent detailing the extent of your project including approximation of financial costs
 - “Before” digital photos of the lot and accompanying building.
 - Color samples for any paint, fencing, landscape structures, etc.
 - Rendering of new signage, if signage is being included
 - Architectural renderings of site improvements
 - Budget and/or bids for project site improvements
 - W-9 of entity that will receive the grant funds
 - Certification of Taxes Paid submitted (*website printout showing zero balance will suffice*)
 - City of Denison Building Permit Application submitted to the City of Denison (*if required by City*)
 - City of Denison Sign Permit Application submitted to the City of Denison (*if required by City*)
 - Proof of current membership with Denison Chamber of Commerce
- PLEASE NOTE: If you are doing the work yourself, you must submit detailed, itemized costs or bids prepared for materials and labor and include this information with the Letter of Intent.
- Submit application and all supporting documents to the Denison Development Alliance, 115 N. Rusk Ave., Denison, TX 75020 or via email to tbarney@denisontx.org
- Denison Development Alliance will review the documents submitted and will notify Applicant if the project has been approved.
- Upon DDA approval, the Grant Agreement and Indemnity Agreement will be provided to Applicant for review and signature.

STEP 2: *Completion of Work and Final Documentation*

- Grantee must complete site improvements upon the property within one year of application submission.
- Final inspection with City of Denison must be completed.
- Grantee will notify Denison Development Alliance with a Letter of Completion acknowledging all work has been completed, inspected, and approved by applicant; that all contractors and service providers have been paid; and there are no outstanding violation(s) of City or HPB code(s).
- Along with the Letter of Completion, Grantee will submit a request for reimbursement, which shall include a spreadsheet with detailed project expenses, total costs, and total requested reimbursement amount along with corresponding paid invoices/receipts and their proofs of payment.
- Grantee must also provide “after” digital photos of the lot and accompanying building
- Denison Development Alliance will confirm with City of Denison Code Enforcement that there are no minimum property standard issues.

STEP 3: *Grant Close Out/Reimbursement*

- DDA will review the Letter of Completion and accompanying documents and request any missing information from Grantee
- DDA will process payment and mail reimbursement funds within thirty (30) days of receipt of reimbursement request invoice from Grantee.
- DDA will issue Federal IRS 1099 at year end.
- Grantee will be responsible for any and all taxes due on grant funds received.





Denison Gateway Site Improvements Grant 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

INCENTIVE REQUEST:

I am applying for the Denison Gateway Site Improvements Grant with the Denison Development Alliance, which will provide a 50% matching grant (up to a reimbursement maximum of \$5,000) that I might expend for qualified site improvement costs as outlined in the Overview and Guidelines provided with this application at the Property Address above.

My total project cost estimate is \$ _____.

My anticipated Completion Date is _____.

The amount requested as to be reimbursed under this grant is \$ _____.

The amount to be paid by Owner/Applicant is \$ _____.

Dimensions & Square Footage Calculations (in feet):

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

**Calculate only if street facing, otherwise, leave blank.*

SUPPORTING DOCUMENTS:

I understand that this grant application must have the following documents completed and attached before applications are considered. Further, I understand that a Grant Agreement and Indemnity Agreement will be required before work has started and reimbursements can be made.

- ☐ 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.
- ☐ Completed IRS Form W-9 (available online)
- ☐ Current digital photographs of property or “before” pictures
- ☐ Color samples for any paint, fencing, landscape structures, etc
- ☐ Rendering of new signage, if signage is being included
- ☐ Architectural renderings of site improvements
- ☐ Copy of Building Permit and/or Sign Permit (if applicable)

- ☐ Certification of Taxes Paid
- ☐ Proof of current membership in the Denison Chamber of Commerce.
- ☐ Budget and/or Contractor Bids 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**, you must attach detailed, itemized costs or bids prepared for materials and labor.

STATEMENT OF ELIGIBILITY (check which applies):

- ☐ 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 incentive process shall be cancelled and no payments shall be made under this grant program.
- ☐ I hereby certify that I am in receipt of written notice of outstanding code violations with the City of Denison and for this purpose, I am applying for this grant to remedy such violations. I hereby certify that upon completion of the site improvements, I will no longer be in violation of Denison City Codes. I hereby certify that I am not in litigation with the City.

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 improve the site at the Property location listed herein and that if I do not present them as requested in the Overview and Guidelines accompanying this Application that the grant 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) any improvements or development of the Property during the period of this grant, 2) a denial of grant funds if City violations occur or Overview and Guidelines are not followed and documents are not provided as requested therein, 3) disputes between Applicant and third parties concerning the site improvements or funds provided under this grant program, and/or 4) for any other disputes between any other person/entity and the Applicant named herein involving this grant program in which DDA, its Board, Officers, President, and/or support staff may be named.

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. I understand that DDA 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.

Signed: _____ Date: _____

Printed: _____

Title: _____

QUESTIONS? Call 903-464-0883

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