



## Denison Fire Suppression and Fire Barrier 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)).*

*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. Secondly, the program encourages infill development investment including lofts, restaurants, shops, offices, and more, which will continue to strengthen Downtown Denison.*

**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, etc., 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.*
  - 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.
    - Provide name(s) and contact information.
  - Other general contractor(s) who will be performing the Fire Sealing work.
    - Provide name(s) and contact information.
- 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
    - 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  
*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 improvements (fire rated walls, fire rated ceilings, fire rated floors, fire rated foam, removing gaps/opening/cracks, replacing old windows and doors with fire rated material)
- City of Denison-related improvements. City will provide the fire line tap at no additional cost.

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

- Submit all proof of approvals 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 provide a copy of the building permit specifically.*
- 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.
- Submit complete IRS Form W-9 to DDA (*available online at <https://www.irs.gov/pub/irs-pdf-fw9.pdf>*)

**Step 4: Completion of work and request reimbursement**

- Submit itemized expense receipts and request reimbursement to Denison Development Alliance.
- Submit final inspections as required. This includes Fire Marshal, City of Denison, etc.

***Sample Worksheet for Calculating City/DDA Participation***

*(Excel Spreadsheet will be provided 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>	\$	\$
50/50 match (up to \$100,000)	\$	\$
Less City of Denison Participation	\$	\$
<i>Sub Total</i>	\$	\$
DDA Amount of Match Remainder to Reimburse	\$	\$



Denison Fire Suppression and Sealing Grant Application

Owner(s) of Property \_\_\_\_\_

Owner's Address \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_ Relationship to Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email \_\_\_\_\_

Project timeline: Start \_\_\_\_\_ Finish \_\_\_\_\_

**Building Information**

Address of Property \_\_\_\_\_

Is the property in Downtown Denison Commercial Historic Overlay District? Yes No

Building Total Square Footage: \_\_\_\_\_ # of Floors: \_\_\_\_\_ New Construction? Yes No

Occupancy Proposed: Residential Retail Office Industrial
Restaurant Bar Other \_\_\_\_\_

Attachments:

- \_\_\_ Letter of Intent
\_\_\_ Proposal – In-building System
\_\_\_ Proposal – Underground System
\_\_\_ Proposal – Fire Barrier
\_\_\_ Summary Worksheet – Prepared by DDA

I hereby certify that I have read and examined this application and know the same to be true and 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 \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Denison Contacts for Fire Suppression Projects

### **City of Denison**

Assistant Fire Chief - Fire Marshall

Mark Escamilla [mescamilla@cityofdenison.com](mailto:mescamilla@cityofdenison.com) Office: 903.464.4427 x 2205

Director of Public Works

Ronnie Bates [rbates@cityofdenison.com](mailto:rbates@cityofdenison.com) 903.465.2720 x 2441

Planning and Community Development Director

TBD

Building Department Chief Building Official

Betty Floyd [bfloyd@cityofdenison.com](mailto:bfloyd@cityofdenison.com) 903.465.2720 x 2459

Main Street Director & Historic Preservation Officer

Donna Dow [ddow@cityofdenison.com](mailto:ddow@cityofdenison.com) 903.464.4452

Fire Chief

Kenneth Jacks [kjacks@cityofdenison.com](mailto:kjacks@cityofdenison.com) 903.464.4427 x 2201

### **Denison Development Alliance**

President

Tony Kaai, CECD [tkaai@denisontx.org](mailto:tkaai@denisontx.org) Office: 903.464.0883  
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