



Denison Site Improvements Grant in the Downtown District TARGETED BUILDING PROJECT

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This is a collaborative effort between:

Denison Development Alliance
City of Denison
Denison Historic Preservation Board



Denison Site Improvements Grant for Downtown District Overview

Overview of Denison Site Improvements Grant Programs

All Site Improvement Grant Programs are grant 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, each with unique requirements and qualifications:

- The Downtown District is Denison's downtown corridor, which can be classified as follows:
 - Regular Project
 - Targeted Building Project; and
- Denison's Gateway Areas.

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; 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 Historic Preservation or 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.

Denison Site Improvements Grant Program for Downtown District

This Façade Grant focuses on projects in the Downtown District. Maintaining the City's historical significance is supported by the Historic Preservation Board (HPB) that works to ensure projects meet established standards. The HPB application process is separate from DDA Façade Grant application process but HPB actions, decisions and opinions will be taken into consideration in the Façade Grant Application Process. The HPB approval is required. The grant application and support documents must be submitted to Denison Main Street *and* DDA prior to any work being initiated. There are two types: Regular and Targeted Building projects.

- ***Regular Projects***

Applies to any building in the downtown area that is not a Targeted Building (see definition below). There is a grant funding limit of up to \$25,000 per building address, based on façade square footage.

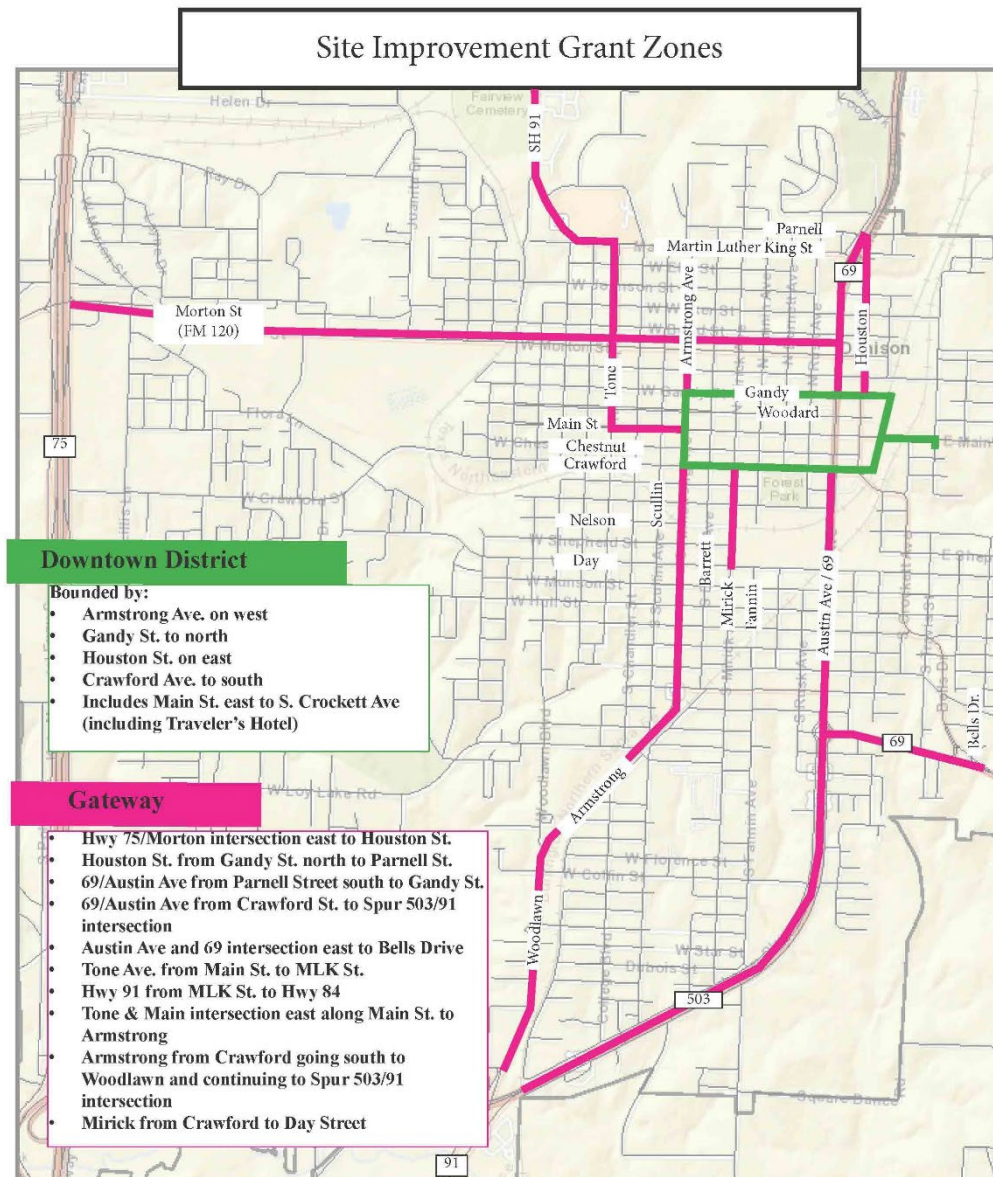
- ***Targeted Building Project***

A Targeted Building is a building that has been named by the DDA Board of Directors as a

building of critical, historical value which is important to the fabric of Denison and has a great impact on the downtown corridor. It may also be a building that has been vacant (without a business/tenant) for over five years due to the poor condition of the building. There is a grant funding limit, which is determined on a case-by-case basis. To determine if a structure has been named a Targeted Building, please contact the DDA office.

Map of Designated Program Area for Downtown District:

The designated area for the Downtown District eligible for site improvements is in green below:



Guidelines for Denison Site Improvements Grant
for Downtown District
TARGETED BUILDING PROJECT

****PLEASE NOTE Site Improvements require approval from the City of Denison's Historic Preservation Board (HPB) and the Denison Development Alliance (DDA)****

Project Guidelines:

- Applicant must first receive a Certificate of Occupancy from the City of Denison
- The following matching and maximum reimbursement amounts shall apply:
 - Minimum project value considered \$1,000 (\$500 matching funds), which may not be attributable solely to signage.
 - Maximum of \$2,000 attributable to signage.
 - Site improvements shall be calculated on a case-by-case basis for scope of work determinations and may be calculated at a different matching fund rate or a percent based on total project/renovation cost pursuant to the DDA Board's recommendations.
- Grant funds will be administered as reimbursements once projects have been completed
- The project address must be within the designated Downtown District area.
- 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.
- Grant Funding will not be awarded if proposed redevelopment increases the probability of a building losing Contributing Status in the Denison National Register District unless Historic Preservation Board pre-approves the project. Historic Preservation Board is sole determinant of probability and Contributing Status.
- Funds may only be used for ground/exterior work to the site. For Targeted Building Projects, funds may also be used for infrastructure improvements. Residences and government buildings are excluded.
- Previous 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 Site Improvement Grant Program maximum available per building.
- The Grant is all-inclusive meaning that Applicants who receive a Targeted Building Site Improvement Grant may not apply for other grants offered by the DDA for the Targeted 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 legal issues/outstanding code violations with the Historic Preservation Board and the City of Denison or if the code violation is 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, will be considered.
- 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.
- Projects that meet the Secretary of Interior's Standards for Rehabilitation will be considered

higher priority than the projects that do not meet the same Secretary of Interior's Standards. Projects not meeting the Secretary of Interior's Standards for Rehabilitation risk not being approved for any grant funding.

- Awnings are encouraged and will be considered within the Secretary of Interior's Standards for Rehabilitation. Grantor reserves the right to limit funds attributed to proposed awnings with undesirable aesthetic, limited function, adverse structural impact, or limited lifespan including, but not limited to, small awnings, cloth awnings, etc.
- All Targeted Building projects shall be completed on a case-by-case basis or as otherwise pre-approved in writing and acknowledged by the DDA Board to Applicant.
- 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 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 or HPB 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 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 will be approved.

Application Process for Targeted Building Project:

STEP 1: *Application Packet Submission and Review*

- Complete Denison Site Improvement Grant for Downtown District Application below and include 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
 - Financing for the project.
 - 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 the agreed upon deadline.
- Final inspection with City of Denison must be completed and a Certificate of Occupancy obtained.
- 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 Historic Preservation code(s).
- Grantee will provide a Certificate of Occupancy obtained from the City of Denison with Letter of Completion.
- Along with the Letter of Completion, Grantee will submit the following:
 - The Certificate of Occupancy obtained from the City of Denison
 - 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.
 - “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 a reasonable time period.
- DDA will issue Federal IRS 1099 at year end.
- Grantee will be responsible for any and all taxes due on grant funds received.



Secretary of Interior's *Standards for Rehabilitation*

All Downtown District Site Improvement Grant applications will be reviewed by the Historic Preservation Board and DDA. The Historic Preservation Board and DDA will maintain an awareness of the *Standards of Rehabilitation* as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes, which may have taken place in the course of time, are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.



Denison Site Improvements Grant for Downtown District

Must be completed by ALL CHOD applicants and submitted to DDA.

☐ TARGETED BUILDING PROJECT

Applicant's Name: _____

Business Name: _____

Applicant's Contact Number and Email: _____

Appraisal District Address(es): _____

Is this building a "Contributing Structure" in Denison's National Register District: ☐ Yes ☐ No

Has this building been vacant (without a business/tenant) for the last five years due to the building's poor condition? ☐ Yes ☐ No

CONTENTS OF LETTER OF INTENT:

With this application, Applicant must submit a Letter of Intent listing and describing all site improvements needed with their proposed costs, as follows:

1. Building cost/ appraised building value
2. Interior improvements needed (sprinkler system, flooring, walls, paint, etc.)
3. Exterior improvements needed (foundation, roof, parking lot, sidewalk, landscape, signage, etc.),
4. Infrastructure improvements needed (water, sewer, gas, broadband, etc.)

Please also include the proposed costs into the chart below:

Total Project Costs (Site Improvements):

	<i>Building Cost/Appraised Value</i>	<i>Interior Improvements</i>	<i>Exterior Improvements</i>	<i>Infrastructure Improvements</i>	<i>Total Project Cost</i>	<i>(Office Use) Eligible Grant</i>
Project Costs						

GRANT REQUEST:

I am applying for the Commercial Historic Overlay District Site Improvements Grant with the Business and Industrial Corporation of Denison, Inc., dba Denison Development Alliance ("DDA") which may provide a matching funds or a percentage of the Total Project Costs as determined by the DDA board. The grant funds are for site improvements at the Business Address above as described in the Overview and Guidelines.

My total project cost estimate is \$_____.

My anticipated Completion Date is _____.

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

The proposed amount Applicant requests as a grant is \$_____.

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 funds can be provided.

- ☐ Letter of Intent – A detailed description of the site improvements as explained above. Include attachments, if

Commercial Historic Overlay District

necessary, and any additional information you feel may be helpful in visualizing the site improvements.

- ☐ 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
- ☐ 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:

I hereby certify that I am not in current receipt of a written notice with the Historic Preservation Board (“HPB”) or 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 HPB or 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.

I acknowledge that to be eligible for funds, I must remit a Certificate of Occupancy from the City of Denison to the DDA along with my Letter of Completion. Without a Certificate of Occupancy, grant funds will not be provided to me.

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 improvements to the site at the location listed herein. I further understand that if I do not present them as requested in the 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) any improvements or development of the Property during the period of this grant, 2) a denial of grant funds if HPB or City violations occur or Overview and Guidelines are not followed by the Applicant and documents are not provided as requested therein, 3) disputes between Applicant and any 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, personnel, 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. I further understand that this grant is all-inclusive and that I will not be eligible for other grants or incentives from the DDA for the Targeted Building.

Signed: _____

Date: _____

Printed: _____

Title: _____

QUESTIONS? Call 903-464-0883

SUBMIT APPLICATION MATERIALS 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.