



Targeted Building Incentive

OVERVIEW

The Targeted Building Incentive (“TB Incentive”) provides funds for renovations made in a Targeted Building located in the City of Denison, Texas (“City”) in amounts to be determined on a case-by-case basis per Targeted Building address. The Denison Development Foundation (“DDF”) is a private, non-profit foundation and is pleased to offer this incentive for the renovation of Targeted Buildings to prepare them for future occupancy.

The TB Incentive allows a property owner who owns a Targeted Building (“Property Owner”) to receive an incentive based upon the Property Owner’s development plans and qualified expenditures – the Property Owner’s total project cost.

Targeted Buildings are those that DDF determines need immediate improvement, and include the following:

1. 300 E. Main St. – Traveler’s Hotel
2. 114 N. Houston Ave. – Peanut Building
3. 201 W. Main Street – corner of Austin and Main Street
4. 424 W. Main Street – Rialto Theater
5. 121 S. Burnett Ave. – Hotel Denison

Targeted Buildings are subject to changes and other buildings may be added to this list as determined by the DDF Board of Directors (“DDF Board”).

The TB Incentive funds are provided after the City issues a Certificate of Occupancy (“CO”) for the Targeted Building. This incentive covers approved building and renovation costs for the Targeted Building and may include labor, materials, and fixtures. It does not cover any amounts that qualify for the Targeted Building Site Improvements Grant through the Denison Development Alliance.

If a Property Owner is personally doing the work, the Property Owner must secure preapproval from DDF staff for all costs, with consideration of standard rates/costs within the community, before work is commenced. Approval of costs for labor, materials, fixtures, or other costs for the TB Incentive is at the sole discretion of DDF.

Property Owners should submit their applications as soon as possible so determinations by the DDF Board as to the qualifications and the amounts that can be approved, budgeted and provided to Property Owner. Further, the TB Incentive funds will be provided at one time and in one payment (e.g. funds will not be provided as multiple payments over a period of time), unless approved by the DDF Board.

The TB Incentive is all-inclusive, meaning the Property Owner cannot apply for any other DDF grants or incentives now existing. Receipt of the TB Incentive funds by a Property Owner does not prevent a tenant in a Targeted Building from applying and receiving a Targeted Business Incentive or Destination Creation Incentive, if the tenant is eligible.

The primary focus of the TB Incentive program is to revitalize Targeted Buildings in the City and help create renovated spaces that businesses can occupy. DDF looks forward to improving and strengthening the Denison community!

PLEASE NOTE – Incentive guidelines are subject to change by the DDF Board.

GUIDELINES FOR APPLICATION

Pre-Application Process:

- Communicate with DDF Staff to discuss the project at 903-464-0883 or by email at tbarney@denisontx.org.
- Submit Property Owner's formation documents (filed with the state or its d/b/a, if any)
- Submit Property Owner's Project Pro Forma and Total Cost Projects for the Project. See Exhibit A for minimum requirements.
- Submit any other supplemental information as needed or requested by DDF Board so it may determine eligibility under the TB Incentive program and whether the applicant qualifies as a Targeted Building Property Owner

Note: A Property Owner 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 an incentive until those items are resolved; provided however, nothing herein shall be construed as to disqualify the applicant for filing notice(s) of appeal of property value 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 Targeted Building (even if such violations occur for other property(ies) the Property Owner may own within the city), the Property Owner shall notify DDF within seven days of such occurrence. The Property Owner 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 DDF. Failure to notify DDF of the litigation or violations, and failure to remedy the violations within the period designated by the City shall result in a default under the TB Incentive.

Application Process After Business Deemed Qualified by DDF Board:

- Submit Targeted Building Incentive Application
- Execute Economic Development Agreement
- Execute Indemnity Agreement
- Submit a current W-9
- Submit proof of current membership with Denison Chamber of Commerce
- Proceed with developments, improvements, and renovations on the Targeted Building.

Reimbursement Process After Improvement/Development Completion:

- After receipt of Certificate of Occupancy ("CO"), Property Owner must send CO by regular mail or drop off at the DDF Office located at 115 N. Rusk Ave., Denison, TX 75020 or by email at tbarney@denisontx.org.
- Submit costs and expenses on the Targeted Building Grant Spreadsheet attached hereto. Page 2 of the Spreadsheet may be copied for additional entries. The Spreadsheet explains more in detail how the information should be presented with the attached bills/invoices/statements for costs/expenses and their proofs of payment.
- **Bills, invoices and statements with their proofs of payment must be attached to the spreadsheet in the order in which they appear on the spreadsheet.** Proofs of payment constitute paid receipts, cancelled checks, credit card bills with payment(s) highlighted, bill/invoice/statement marked paid from the vendor, etc. *Please note: If Property Owner has a paid invoice or receipt, that can be submitted as both its invoice and its proof of payment.*

- To be deemed an “eligible expense” the following must be clearly shown on the bills/invoices/statement and/or their proofs of payment:
 - The name of the vendor
 - Item(s) purchased/service(s) provided
 - Amount(s) paid
 - Date(s) of payment
- When all necessary documents to process the grant have been received, DDF will determine eligible reimbursements.
- **PLEASE NOTE: IF THE SPREADSHEET IS NOT SUBMITTED WITH THE ACCOMPANYING BILLS/INVOICES/STATEMENTS OR THEIR PROOFS OF PAYMENT IN ORDER, THE TB INCENTIVE MAY BE DENIED.**

TIPS:

- If Property Owner has an invoice showing a zero balance or showing that it has been paid in full, the invoice also qualifies as the proof of payment.
- Many online invoices have a “View Invoice” feature that shows payment details. Print and submit this version and attach other available information.
- If there is absolutely no way proof of payment can be reproduced, an Affidavit can detail those expenditures. The Affidavit will be signed and delivered to DDF.

EXHIBIT A – INITIAL MINIMUM SUBMISSION REQUIREMENTS

1. FINANCIAL PROJECTIONS must include:

- Project Pro Forma
- Cost Projections with Total Project Cost (*See sample below; Submit on Excel Spreadsheet, if possible*)

2. LIST OF SOURCES OF CAPITAL AND FINANCING (if required)

COST PROJECTIONS SAMPLE:

Cost Projections

Name of Business: _____

Targeted Building Address: _____

Projected opening date: _____

NOTE: Items listed are just examples. Actual items may be different.

CATEGORY / ITEM:	COST ESTIMATE:	NOTES
Demo		
Ceiling		
Windows		
Foundation		
<i>Demo and Modifications Total:</i>		
Interior Finish Out		
Restrooms		
HVAC		
Flooring		
Framing		
Electrical Rough In		
Lighting		
Electrical Finish Out		
Plumbing / Sewer		
<i>Interior Finish Out Total:</i>		
Equipment/Fixtures		
Equipment/Fixtures		
<i>Equipment Total:</i>		
Cost Projection Subtotal		
Contractor Mgmt. Fee/ Overhead / Other		
Total Cost Projection:		

TARGETED BUILDING INCENTIVE APPLICATION

APPLICANT:

Targeted Building Property Owner Name: _____

Targeted Building Address: _____

Contact Person(s) and Title(s): _____

Contact Email(s): _____

Contact Phone(s): _____

GRANT REQUEST:

Property Owner is applying for the Targeted Building Loan-to-Grant ("TB Incentive") with the Denison Industrial Foundation, Inc., dba Denison Development Foundation ("DDF") which will provide an incentive to a Property Owner of a Targeted Building, which Property Owner might expend for qualified improvement/development costs for the renovation/redevelopment of the Targeted Building as outlined in the Overview and Guidelines provided with this application at the Targeted Building Address above. Property Owner understands that this grant is all-inclusive and that Property Owner may not apply for other grants or incentives offered by DDF.

Total project cost estimate is \$_____.

SUPPORTING DOCUMENTS:

This grant application must also have the following completed documents attached before TB Incentive can be approved:

- ☐ Organization Formation Documents, including any DBA (filed with the state and county)
- ☐ Project Pro Forma with Total Project Costs
- ☐ Signed Incentive Application
- ☐ Signed Economic Development Agreement
- ☐ Signed Indemnity Agreement
- ☐ Proof of Denison Chamber of Commerce Membership
- ☐ Signed W-9

STATEMENT OF ELIGIBILITY:

Property Owner certifies that Property Owner is not in current receipt of a written notice with the City for outstanding code violations and is not a party to pending litigation with the City. Property Owner agrees that Property Owner shall promptly notify the DDF by written correspondence if any City violations occur and are noticed in writing by the City during the development of the Targeted Building (or any other property within the City of Denison owned by Property Owner), and if Property Owner does not remedy the violation within the time period required by the City or does not notify the DDF about litigation with the City, the incentive process shall be cancelled and no payments shall be made under the TB Incentive program.

APPLICATION AGREEMENT:

Property Owner understands that all applicable supporting documents must be submitted before the funds shall be disbursed, unless waived by DDF Board. Property Owner understands and agrees that the TB Incentive funds are not upfront costs and are provided after expenditures. Property Owner agrees to

submit bills/invoices and their proofs of payment that accurately reflect the amounts that have been expended to improve/develop the interior of the Targeted Building at the Targeted Building Address and that if Property Owner does not present them as requested in the Overview and Guidelines that the TB Incentive may be denied even if the DDF Board deems the Business as a Targeted Building eligible to receive TB Incentive funds. Property Owner agrees to indemnify DDF and hold DDF harmless from any claims, causes of action, lawsuits, cases and/or administrative proceedings that may arise from 1) Property Owner's improvement and/or development of the Targeted Building for the duration of the TB Incentive program, 2) a denial of TB Incentive funds if City violations occur or Grant Overview and Guidelines are not followed and documents are not provided as requested, 3) for disputes between owners of the Targeted Building (their assignees, successors, or lessees) concerning the reimbursement funds provided under the TB Incentive program, and/or 4) for any other disputes, actions, suits, or proceedings between any other person/entity, property owner, and/or business owner, involving the TB Incentive program in which DDF, its Board, Officers, President, and/or support staff may be named.

TARGETED BUILDING PROPERTY OWNER:

Signed: _____ **Date:** _____

Printed: _____

Title: _____

QUESTIONS? Call 903-464-0883

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