

McKINNEY COMMUNITY DEVELOPMENT CORPORATION
Project Grant Application
 Fiscal Year 2020

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at www.mckinneycdc.org; by calling 972.547.7653 or by emailing cschneible@mckinneycdc.org
- **Contact us to discuss your plans for submitting an application prior to completing the form.**
- A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
 5900 S. Lake Forest Blvd., Suite 110
 McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 972.547.7653 or emailing cschneible@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.

2020 Project Grant Application Schedule

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 30, 2019	January 23, 2020	February 27, 2020
Cycle II: March 31, 2020	April 23, 2020	May 28, 2020
Cycle III: June 30, 2020	July 23, 2020	August 27, 2020

APPLICATION

Project Grants support for projects eligible for consideration under Sections 501 and 505 of the Texas Local Government Code. These include:

- Projects Related to the Creation or Retention of Primary Jobs
- Infrastructure Improvement Projects Necessary to Develop New or Expanded Business Enterprises
- Public Parks and Open Space Improvements
- Projects Related to Recreational or Community (city/public access) Facilities
- Professional and Amateur Sports and Athletic Facilities, including Children’s Sports
- Entertainment, Tourist and Convention Facilities
- Projects Related to Low Income Housing
- Mass Transit-Related Facilities (facilities and/or equipment)
- Airport Facilities

INFORMATION ABOUT YOUR ORGANIZATION

Name: Jenny Baker

Federal Tax I.D.: 75-6000599

Incorporation Date: 1848

Mailing Address: PO Box 517

City McKinney

ST: TX

Zip: 75070

Phone: 972-547-7480

Fax: 972-547-7486

Email: mkowski@mckinneytexas.org

Website: www.mckinneytexas.org

Check One:

- Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- Governmental entity
- For profit corporation
- Other

Professional affiliations and organizations to which your organization belongs: n/a

REPRESENTATIVE COMPLETING APPLICATION:

Name: Jenny Baker

Title: Parks, Planning & Development Manager

Mailing Address: PO Box 517

City: McKinney

ST: TX

Zip: 75071

Phone: 972-547-2644

Fax: 972-547-7486

Email: jbaker@mckinneytexas.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Michael Kowski

Title: Director of Parks and Recreation

Mailing Address: PO Box 517

City: McKinney

ST: TX

Zip: 75071

Phone: 972-547-7480

Fax: 972-547-7486

Email: mkowski@mckinneytexas.org

FUNDING

Total amount requested: \$5,500,000

Matching Funds Available (Y/N and amount): n/a

Will funding be requested from any other City of McKinney entity (e.g. TIRZ Grant, City of McKinney Community Support Grant)?

Yes

No

Please provide details and funding requested: n/a

PROJECT

Start Date: varying dates

Completion Date: varying dates

BOARD OF DIRECTORS (*may be included as an attachment*)

PROS BOARD

Melanie Butler
James Delozier
Kip Dixon, Chairman
Samuel Franklin
Sean Nance
Boyd Pelley
Kelvin Thomas

CITY COUNCIL

Mayor George Fuller
Mayor Pro-tem Rainey Rogers
Scott Elliott
Rick Franklin
Frederick Frazier
Charlie Phillips
La'Shadion Shemwell

LEADERSHIP STAFF (*may be included as an attachment*)

Paul Grimes	City Manager
Steve Tilton	Assistant City Manager
Michael Kowski	Director of Parks & Recreation

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

The Parks and Recreation Department has over 500 employees which includes full time, seasonal and part time. We are the largest department in the City. We also utilize hundreds of volunteers annually to provide parks and recreation services to our residents.

Our department manages over 2,300 acres of parkland in addition to over 200 acres of several city facilities, streets, medians and public rights of way. All future capital projects will be maintained with general fund budgets. The funding for maintenance and operation of all projects included in the PROS 10 year capital improvement plan have been included in the general fund 10 year financial forecast. We are also requesting an arborist/trails planner to assist with implementing our Parks CIP program.

The Parks Master Plan has been a guiding influence on the preparation of our 10 year CIP. The Plan includes recommendations for growth within our parks and trail system that is based on community input received during the creation of the plan including a statistically valid survey.

These proposed projects that we are requesting funding for will provide much needed renovations and redevelopment in aging areas as well as continued expansion of our current parks system. These projects help to fulfill the vision of the City Council and the Parks, Recreation and Open Space Board.

Parks Board Vision

Develop a City that is truly "Unique by Nature" that allows development to occur in a manner that is harmonious with the natural environment maximizes the ability to generate revenues for City operations, minimizes the demand on city resources, provides the greatest benefit to the entire community; and results in a balanced community with a high quality of living in a safe and beautiful environment.

Goals and Relationship to Council Goals and Strategies

Direction for Strategic Growth

Implement the 2017 Parks, Recreation, Open Space, Trails and Streetscape Master Plan to address the expressed interest of our residents; identify areas of deficit; consider other plans and/or planning activities; and create a strategy for addressing growth in a comprehensive and responsive manner.

Inventory, evaluate and fund needed repairs and upgrades to existing facilities and parks.

Identify trails and implement development of them in a manner that maximizes connectivity both locally and regionally.

Enhance the Quality of Life in McKinney

Develop parks strategy to preserve green space for future parkland

Create affordable recreational and cultural arts activities for all ages throughout the city.

Operational Excellence

Provide and keep current rules and regulations that enhance the departmental operations as well as the user experience.

Develop policy and support development of the City in a manner that provides the greatest long term benefit to the entire community.

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project for which funds are requested.

II. Project

Parks Projects Umbrella – this project will allow staff to utilize funding not designated for a specific project for such things like consultant studies to assist in implementing the newly approved bond program.

Oak Hollow Upgrades – this project will provide upgrades to the golf course and includes such items as putting green reconstruction, pavilion enclosure, replacement of irrigation heads, etc. The requested funds will cover these upgrades.

Aquatic Improvements – the requested funds will allow for updates to JMAC and Old Settlers Pool such as re-plastering and restroom and pavilion renovations.

New Senior Center – the funds will allow for the start of a nationwide RFP process to select a firm to begin the design of the new senior center, location to be determined. This request will be for design only and does not include any construction funding.

Renovations to Aging Parks – these funds, along with bond money and parkland dedication funds, will enable the renovation of up to 8 older parks that are badly in need of refurbishment – Northpark, Wattle Park, Murphy Park, Mary Will Craig Park, EA Randles Park, Falcon Creek Park, Winniford Park and WB Finney Park. The improvements could range from new playground equipment to installation of new sports fields.

Towne Lake Park – this project is intended to create a consolidated development plan of the City parkland in an around Towne Lake and more specifically includes Towne Lake proper, the existing Senior Center, Greens of McKinney parkland and Community Center. A nationwide RFP will be initiated to select a firm to begin this process.

Greens Neighborhood Park – this 4 acre park is part of what is considered the Greens of McKinney parkland and is intended to serve the immediate residents with neighborhood park amenities such as a playground, pavilion, swings, etc. This request is for design only.

Community Center Renovation – this project includes constructing a storage room, addressing needed ADA upgrades to the north restrooms and digital signage. The requested funding will cover this renovation.

Finch Park Phase V –The existing play equipment and splash pad are outdated and undersized. This project will allow for complete replacement of the outdated play equipment and splash pad that will be more appropriate in size and scope for this community park. Also included is trail lighting and additional parking improvements. These funds will complete the construction of this phase.

Town Center Enhancements – this project will include adding pedestrian plaza areas with benches, shade covers, and sign kiosks to the Town Center area.

Please provide the information requested below:

- | | | |
|-----------------------------|---|--|
| • An expansion/improvement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • A multi-phase project? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A new project? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Has a feasibility study or market analysis been completed for this proposed project? *n/a*

Provide specific information to illustrate how this Project aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:

- Eligible for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to MCDC Grant Guidelines and/or page 1 of this application)
- Support cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney sales tax revenue
- Highlight and promote McKinney as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested

Indicate which goal(s) listed above will be supported by the proposed Project/Promotional/Event:

These projects support virtually all of the aforementioned goals and strategies. They are all eligible under the Texas Local Government Code; they promote parks and park developments that will enhance the quality of life for area residents; they create developed park sites that attract residents and visitors to visit due to the unique nature of the planned projects; each project has been prepared with a forecast and budget for maintenance and operations; all eligible projects will be properly signed to recognize these are the result of people buying and dining in McKinney.

Has a request for funding, for this Project been submitted to MCDC in the past?

Yes No

Date(s):

III. Financial

- Provide an overview of the organization’s financial status including the impact of this grant request on organization mission, goals and business model.
- Please attach the following:
 - Organization budget and Profit & Loss Statement for current and previous year
 - Organization audited financial statements for the preceding two years. *If audited financials are not available, please indicate why.*

What is the total estimated cost for this Project?

\$ 820,000	Parks Projects (Umbrella)
\$ 200,000	Oak Hollow Upgrades
\$ 300,000	Aquatic Improvements

\$ 200,000	New Senior Center
\$1,000,000	Renovations to Aging Parks
\$ 300,000	Towne Lake Park Master Plan
\$ 200,000	Greens Neighborhood Park
\$ 500,000	Community Center Renovation
\$1,800,000	Finch Park Phase V Renovation
\$ 180,000	Town Center Enhancements
\$5,500,000	Total

Please attach a detailed Project budget specific to the request for funds.

What percentage of Project funding will be provided by the Applicant? n/a

Are Matching Funds available? Yes No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

Please provide details regarding other potential sources for funding. Include name of organization(s) solicited; date of solicitation; amount of solicitation and date that notice of any grant/award/loan is expected.

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization and for the Project for which you are requesting funding – and how they are designed to help you achieve current and future goals.

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Project. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The Project for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used exclusively for the purpose described in this application.
- Applicant owns the land, building or facility where the proposed project will be located. If the Applicant does not own the land, written acknowledgement/approval from the property owner must be included with the application. The letter must document the property owner is aware of the proposed use of the

property or facility; and the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.

- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Project. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement.
- Organization's officials who have signed the application are authorized by the organization to submit the application.
- Applicant will comply with the MCDC Grant Guidelines in executing the Project for which funds were awarded.
- Funded Projects must be completed within one year of the date the grant is approved by the MCDC board.
- Property owner will be responsible for maintaining the improvements made with funding from a Project Grant for ten (10) years.
- Grant recipients must maintain financial books and records of the funded project and of their operations as a whole for at least two years, should MCDC or the City of McKinney require an audit. The books and records must be available upon request, and create a clear audit trail documenting revenues and expenses of the funded project.
- A final report detailing the successful completion of the Project, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project.
- Grant funding is provided on a **reimbursement** basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld **until the final report on completion of the Project is provided to MCDC.**
- A performance agreement will be required and will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the MCDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

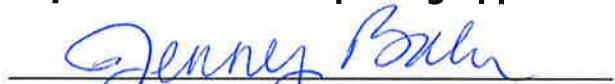


Signature

MICHAEL KOWSKI

Printed Name

Representative Completing Application



Signature

Jenny Baker

Printed Name

Date

Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

CHECKLIST:

Completed Application:

- Use the form/format provided
- Organization Description
- Outline of Project: description, budget, goals and objectives
- Indicate the MCDC goal(s) that will be supported by this Project
- Project timeline and location
- Plans for advertising, marketing and outreach
- Evaluation metrics
- List of board of directors and staff
- Financials provided: organization's budget and P&L for current and previous fiscal year; Project budget; audited financial statements
- Feasibility Study or Market Analysis if completed (Executive Summary)
- IRS Determination Letter (if applicable)

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE COMPLETION OF THE PROJECT

FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.



McKinney COMMUNITY DEVELOPMENT CORPORATION

Final Report

Organization:

Funding Amount:

Project:

Start Date:

Completion Date:

Location of Project:

Please include the following in your report:

- Narrative report on the Project
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance
- Samples of printed marketing and outreach materials
- Photographs, slides, videotapes, etc. – pre and post-improvements
- Performance against metrics outlined in application

Please submit Final Report no later than 30 days following the completion of the Project/Promotional/Community Event to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

Attn: Cindy Schneible
cschneible@mckinneycdc.org