

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

Grant Application

Fiscal Year 2012

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- Application is available at www.mckinneycdc.org; by calling 214.544.0296 or by emailing cgibson@mckinneycdc.org
- Please call to discuss your plans for submitting an application in advance of completing the form provided. Completed application and all supporting documents are required to be submitted on a CD 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 a preliminary review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 214.544.0296 or emailing cgibson@mckinneycdc.org.*

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

Please indicate the type of funding you are requesting:



Project Grant

Quality of Life projects that advance the mission of MCDC and are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines).



Promotional Activity or Community Event Grant (up to \$15,000)

Initiatives, activities and events that promote the City of McKinney for the purpose of developing new or expanded business opportunities and/or tourism – and enhance quality of life for McKinney residents.

Promotional Activity and/or Community Event Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 16, 2011	January 2012	February 2012
Cycle II: June 29, 2012	July 2012	August 2012

Project Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 31, 2012	February 2012	March 2012
Cycle II: April 30, 2012	May 2012	June 2012
Cycle III: July 31, 2012	August 2012	September 2012

APPLICATION

ORGANIZATION INFORMATION

Name: City of McKinney Development Services Department

Federal Tax I.D.:

Incorporation Date:

Mailing Address: P.O. Box 517

City: McKinney

ST: TX

Zip: 75070

Phone: 972-547-7401

Fax: 972-547-2604

Email: bshelton@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:

REPRESENTATIVE COMPLETING APPLICATION:

Name: Barry Shelton

Title: Interim Executive Director of Development Services

Mailing Address: P.O. Box 517

City: McKinney

ST: TX

Zip: 75070

Phone: 972-547-7402

Fax: 972-547-2604

Email: bshelton@mckinneytexas.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Barry Shelton (see previous listed information)

Title:

Mailing Address:

City:

ST:

Zip:

Phone

Fax:

Email:

FUNDING

Total amount requested: \$60,000

PROJECT/PROMOTIONAL ACTIVITY/COMMUNITY EVENT

Start Date: Varying Dates

Completion Date: Varying Dates

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

Mayor Brian Loughmiller
Mayor Pro-tem Travis Ussery
Roger Harris
Ray Ricchi

Geralyn Keever
David Brooks
Don Day

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

Jason Gray

City Manager

Barry Shelton

Interim Executive Director of Development Services

Jack Carr

Director of Engineering

Gary Graham

Transportation Engineering Manager

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

I. Applying Organization

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/Promotional Activity/Community Event for which funds are requested.

The Engineering Department is one of the five departments that make up the Development Services Department in the City of McKinney. With over 30 full time employees, the Engineering Department's functions include the planning, design and construction of capital improvements for the city, review/approval for conformance to city requirements of various infrastructure improvements required as a part of private development, storm water management along with National Pollutant Discharge Elimination System Program compliance and transportation engineering (includes vehicles, bicycles and pedestrians).

The Engineering Department's mission is to provide consistent, effective, accurate, respectful and prompt technical, administrative and financial information to assist citizens, City Council, City Administration and Staff, appointed commissions, developers, engineers, contractors and others. Professionally oversee the planning, design and construction of public improvements that will be safe, efficient and economical to maintain. Deliver exemplary service and retain a high level of staff expertise in order to provide essential utility services for daily living, manage traffic flow and the transportation network, support economic expansion and serve as a community information and resource center with respect to all infrastructure-related issues. Our objectives and goals are to:

- Manage capital improvement projects to be the most cost effective solutions available.
- Provide cost-effective infrastructure for the delivery of all public services such as transportation, drainage, water and sewer.
- Review development plans within one week of receipt.
- Protect the health, safety and welfare of the public in all aspects of construction.
- Provide effective information to developers to facilitate their activities.
- Assure proper construction of all public improvements per engineering plans and to appropriate standards.

II. Project or Promotional Activity/Community Event (whichever is applicable)

The City of McKinney's Engineering Department is requesting funding to help implement the installation of the first phase (of a multiphase project) of the bicycle facility treatments as identified in the recently approved On-Street Bicycle Transportation Master Plan. This funding will supplement the EECBG grant money awarded by the U.S. Department of Energy to develop and implement an on-street bicycle plan.

City staff has identified a few priority roadways to implement treatment for this initial phase, and hopes to establish a Bicycle and Pedestrian Committee comprised of staff, bike advocates, general public, and business owners to identify additional roadways in this first phase. This first phase would include the installation of bicycle signage and pavement markings on a variety of facility treatments which will include signed roadways (arterials), shared lane markings, and bicycle boulevards.

The installation of the bicycle facility treatments will provide transportation options for individuals who wish to traverse the streets of McKinney to and from work, shopping and/or recreational destinations, as well as provide well-marked and perceivably safer routes for those who already are riding on our roadways.

Installation for signage and pavement markings along Virginia and Louisiana should start by early August and be complete by the end of that month. Our hopes are for an advisory committee to identify the next roadways to receive treatments with the remaining funding for this initial phase. The goal is to establish the Bicycle and Pedestrian Advisory Committee (BPAC) within the next few months, in which they will determine the next segments to be given treatments, and then complete improvements by end of May 2013.

Future funding will most likely be a combination of allocated funds from CIP budgets, development driven installation and potential grant opportunities from a variety of organizations that may include NCTCOG, FHWA, TXDOT, and MCDC. Retrofitting the existing infrastructure for bicycle facility treatments is estimated at \$1.6 million. Our goal would to have that portion complete within 10 years. The remaining un-built areas of McKinney are estimated at more than \$15 million to add bike lanes and other treatments to roadways and will be installed as development proceeds to those areas which will most likely occur over several years (30+).

Project Grants – please complete the section below:

- An expansion/improvement? Yes No
- A replacement/repair? Yes No
- A multi-phase project? Yes No
- A new project? Yes No

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

Executive summary of the On-Street Bicycle Master Plan is attached.

Provide specific information to illustrate how this Project/Promotional Activity/Event will enhance quality of life and further business development in the City of McKinney, and support one or more of MCDC’s goals:

- Bicycle facility treatments will create a transportation alternative that promotes fitness to improve quality of life.
- The overall bike plan should create new jobs through the programs as well as the actual installation of the treatments.
- The on-street bicycle will compliment the PROS hike and bike trail system

Has a request for funding, for this Project/Promotional Activity/Community Event, been submitted to MCDC in the past?

- Yes No

III. Financial

- Provide an overview of the organization’s financial status including the impact of this grant request.

- Please attach your budget for the current year and audited financial statements for the preceding two years. If financials are not available, please indicate why.

What is the estimated total cost for this Project?

\$100,000 (initial phase)

What percentage of Project/Promotional Activity/Community Event funding will be provided by the Applicant? 39.2%

Are Matching Funds available? Yes No

Cash \$39,292.00	Source DOE Grant	% of Total 39.2
In-Kind \$	Source	% of Total

Are other sources of funding available? *If so, please list source and amount.*

Have any other federal, state, or municipal entities or foundations been approached for funding? *\$39,292.00 remaining from \$200,000 DOE grant to develop bike plan.*

IV. Marketing and Outreach

The installation of signage and markings around the City will provide an indirect means of marketing by creating the awareness of the plan. Future marketing and outreach will be determined by the BPAC.

V. Metrics to Evaluate Success

Metrics used shall be the miles of treatments installed each year with a secondary indeterminate metrics will be observed use by general public.

Acknowledgements

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

- The Project/Promotional Activity/Community Event 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;
- MCDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the Project/Promotional Activity/Community Event. 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/Promotional Activity/Community Event for which funds were received.
- A final report detailing the success of the Project/Promotional Activity/Community event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project/Promotional Activity/Community Event.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to conclusion of the Project/Promotional Activity/Community Event with submission of invoices/receipts to MCDC.

The final 20% will be forwarded upon MCDC's receipt of unpaid invoices/receipts; documentation of fulfillment of obligations to MCDC; and final report on the Project/Promotional Activity/Community Event.

- The required performance agreement 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

Jason Gray
Printed Name
By Rob Daake, Deputy City Manager
and authorized signatory

Date

Representative Completing Application

Signature

Barry Shelton
Printed Name

Date 7/31/12

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/Promotional Activity/Community Event; description, goals and objectives
- Project/Promotional Activity/Community Event timeline
- Plans for marketing and outreach
- Evaluation metrics
- List of board of directors and staff

Attachments:

- Financials: organization's budget for current fiscal year; Project/Promotional Activity/Community Event 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 EVENT/COMPLETION OF THE PROJECT/PROMOTIONAL ACTIVITY/COMMUNITY EVENT.

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



McKINNEY COMMUNITY DEVELOPMENT CORPORATION

Final Report

Organization:

Funding Amount:

Project/Promotional Activity/Community Event:

Start Date:

Completion Date:

Location of Project/Promotional Activity/Community Event:

Please include the following in your report:

- Narrative report on the Project/Promotional Activity/Community Event
- 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
- Screen shots of online promotions
- Photographs, slides, videotapes, etc.
- Evaluation against metrics outlined in application

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

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

Attn: Cindy Schneible
cschneible@mckinneycdc.org

