

City of McKinney, Texas

Community Development Block Grant Program

Public Facilities Grant Program Application Package

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Application Timetable & Requirements

The applicant will be required to complete any proposed and funded projects within grant agreement requirements following application approval. Applicants are advised to consider this requirement when submitting a proposal.

Applications must be received at:

**CITY OF MCKINNEY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
406 NORTH TENNESSEE STREET
MCKINNEY, TX 75069**

Faxed applications will not be accepted.

SUBMISSION REQUIREMENTS

ONE ORIGINAL – Packaged in this exact order containing the Signed Cover Sheet with Certifications, Activity Designation Sheet, Application and Required Responses, Matching Funds Table with attached Letters of Commitment, Budget Summary, and Mandatory Attachments as directed.

ONE DIGITAL COPY – Submit all required forms completed in digital format on a USB flash drive sent with the physical application. **Emailed submissions will not be accepted.**

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11 inch paper.

MAXIMUM LENGTH OF REQUIRED RESPONSE SECTION OF APPLICATION
Applicants should limit responses to the area provided within this application. If more space is needed, responses should be appended to the application. Brevity is appreciated.

NON-CONFORMING APPLICATIONS WILL NOT BE SCORED

SECTION I – PUBLIC FACILITIES GRANT APPLICATION OVERVIEW

A. Introduction

The City of McKinney offers grant funds to organizations seeking to construct new public facilities. The Public Facilities Grant Program provides grant funds to help meet identified public needs under CFR Title 24, Section 570.201(c). Eligible activities include but are not limited to construction, reconstruction, or rehabilitation of public facilities demonstrably benefiting primarily low-to-moderate income (LMI) individuals. Examples of eligible community facilities include nursing homes, senior centers, food banks, youth and women’s shelters, and public green spaces.

Ineligible projects include: Maintenance and routine repair of existing facilities, regular facility operating costs, and buildings for the conduct of government.

B. Matching Funds Requirements

Applicants must demonstrate they will provide a cash match of **at least 25% of the total project cost**. This must be reflected on the Matching Funds Table contained in this Application Package. Letters of commitment for all cash matching funds must be attached to the table. Applications for projects not demonstrating a financial commitment as required in the application materials will be removed from the scoring process during the threshold review.

C. Applicant Prohibitions

Eligible applicants are limited to public and private nonprofit agencies. Entities may submit a maximum of two applications for Public Facilities Grant funding per fiscal year. If an applicant’s project is chosen for funding, further applications will not be considered for the fiscal year.

D. Application Process

The application process for the Public Facilities Grant Program consists of two phases - a Competitive Phase and a Project Development Phase.

1. Competitive Phase

The application must provide a narrative description of the Impact, Development Strategy, and Citizen Participation (optional) relating to activity proposed in the application.

The applicant must complete the application form and may only attach additional information if specifically requested. Please remember to answer briefly and as completely as possible. The focus of the review: Assess the readiness, feasibility, LMI impact, health and safety issues and need for funding from the basic facts of the situation and proposed solution. Program applicants who are proposing to complete activities in distressed areas with emphasis on census tracts 307 and 309 will be given priority during the review process.

Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful applicants will be invited into the project development phase.

2. Project Development

Program funding is contingent upon the availability of funds and successful completion of Project Development. All aspects of the Project Development Phase must be completed prior to the execution of a contract with the City of McKinney and may include but is not limited to:

- 1) environmental review;

- 2) cost analysis and program justification;
- 3) program and management plan development; and
- 4) specific federal, state, and local requirements (as applicable).

3. Project Implementation

Following contract execution, the applicant will be awarded funds and will begin to implement their project. Housing and Community Development staff will remain involved throughout project implementation providing technical assistance and monitoring for compliance with federal, state, and local regulations and requirements.

SECTION II - PUBLIC FACILITIES GRANT PROGRAM APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A. Introduction

Applicants must provide a narrative description of the proposed project's Impact and its Development Strategy relating to the activity proposed in the application. Applicants will be allowed to narrate a Community Involvement description. Scoring criteria for Impact, Development Strategy, and Citizen Participation are described below. Each application will be rated in relation to all others.

There is no minimum score required for an application to be considered for funding. Please limit narrative response to the space provided. If more space is required, please append response to application.

All non-conforming applications will not be scored.

B. Cover Sheet

On Page 8 in this Application Package is the Public Facilities Grant Program Cover Sheet. **All sections must be filled.** A DUNS (data universal numbering system) number is required; organizations needing a DUNS number may request one from Dun & Bradstreet at <http://fedgov.dnb.com/webform>. An authorized representative of the organization must sign the Cover Sheet

1. Applicant Identification

Community's name, address, Chief Director (or other chief executive of organization), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application.

C. Review Team Analysis

The City of McKinney Review Committee will assign Points for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

1. Impact (50 points) describes the community problems or needs the applicant wishes to address with CDBG assistance. The following rating criteria will be used:

- A description of why the project is necessary, previous efforts to address these needs, and how the proposed project was developed – **10 points**
- How the problems were verified, including studies, testing and record keeping – **10 points**
- How the verified health, safety and welfare conditions affect users and others in the community and region – **10 points**
- Size and demographic makeup of user base and target area of projected project – **10 points**
- Why CDBG funds are necessary to fill a funding gap and how match funds will work with CDBG funds to implement the project – **10 points**
- You must attach a professionally prepared engineering and/or health/safety report documenting conditions which warrant the proposed project.

2. Development Strategy (50 points) present solutions to the problems identified in the Impact section. The following rating criteria will be used:

- A description of the proposed project, including size, capacity, design, utilities and fit with existing development – **15 points**
- Positive impacts on health, safety, and welfare of users directly attributable to proposed PI expenditures – **15 points**
- Extent of financial benefits to users from reduced rates, rents, and other costs. If financial benefits cannot be quantified, identify other short and long term benefits that will be experienced – **8 points**
- Project timeline: list tasks necessary to begin implementation. Identify work already completed, such as engineering, design, and final commitment of other funds. Identify when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – **12 points**
- You must attach an engineering design report and associated cost estimates.

3. Citizen Participation describes how citizens, community groups and project beneficiaries participated in identifying the problems and solutions included in this application. **This section is optional.**

- How overall citizen participation process directly relates to identification of solution strategies and application development - **4 points**
- Relevance of listed meeting/hearing activities/comments on application and project development – **4 points**
- Involvement of potential LMI project beneficiaries in to the application development and citizen participation process – **4 points**
- How other local resources (cash and in-kind) are directly related to the project and the establishment of a cash value equivalent for all in-kind commitments – **4 points**

PUBLIC FACILITIES GRANT PROGRAM ACTIVITY DESIGNATION

1. Activity Declaration

- a. Describe the activities you will be doing in your proposed project:

Since 1976 Meals on Wheels Collin County has functioned the central kitchen and program for preparation and delivery of the provided the following services at 600 North Tennessee Street McKinney to homebound seniors and disabled individuals and seniors attending senior centers (including the McKinney Senior Center) and are nutritionally at risk of hunger an isolation: (1) Nutritious hot lunches 5 days a week (2) Breakfast and Weekend meals to higher risk individuals (3) Casemanagment (4) Emergency Senior Services e.g. health maintenance supplies , medical equipment, dietary supplements and assistance promoting sustainability and independence (5) Home Delivered Meal Volunteer Training. MOWCC houses 35 staff (90% direct program staff). The program staff is composed of case managers, kitchen, and meal delivery drivers, and home delivered meal driver volunteer scheduling. In addition to home delivered meals to seniors the program provided 6700 meals for 3 E McKinney kids and grandparents summer food programs in 5 McKinney apartment complexes (Skyway Villas, Redbud Trails, Lakes of Eldorado, Old Settlers Recreation Center, McKinney Police Academy, and Woodside Village.

The proposed project will require replacement of a 15-year-old leaking and deteriorating roof. The roof is not covered by insurance due to age deterioration not defined as natural disaster. The roof replacement will include removing the old roof, replacing dry-rot and sections damaged by water, remove foreign materials and debris, prepare roof system for the recover; install new EPS fanfold insulation over the existing roof system; mechanically attach new 60 mil, white, TPO roof system per manufacturer's requirements; adhere new 60 mil, white, TPO roof system covering the inside and top of the parapet wall; Terminate the roof system at the gutter using standard termination bar; Install all manufacturer require accessories: curbs, pitch pans, stack flashings; clean up and properly dispose of all roofing related debris; Provision of 15 year warranty; repair structural deficiencies; plumbing, electrical and mechanical; bonds, permits, testing and submittals, Crane service.

REQUIRED RESPONSES

(If response exceeds the given space, please append responses to application)

1. Impact (50 points) describes the community problems or needs the applicant wishes to address with CDBG assistance. The following rating criteria will be used:

- A description of why the project is necessary, previous efforts to address these needs, and how the proposed project was developed – **10 points**
- How the problems were verified, including studies, testing and record keeping – **10 points**
- How the verified health, safety and welfare conditions affect users and others in the community and region – **10 points**
- Projected size and demographic makeup of user base and target area of project – **10 points**
- Why CDBG funds are necessary to fill a funding gap and how match funds will work with CDBG funds to implement the project – **10 points**

(You must attach a professionally prepared engineering and/or health/safety report documenting conditions which warrant the proposed project.)

The MOWCC building is 18,120 SF with a 15+ year aging roof that has been leaking in several locations with water damage, deterioration, and molding over the last 2 years with the last year being the most severe. The roof has wet, molded, deteriorating insulation. Rain and storms have intensified the water damage due to the existing deterioration of wood due to the aging process of the roof. Several thousand dollars have been expended over the last 2 years for temporary patchwork. Each time the temporary patchwork is completed on the roof the leaking travels to a new location and settles. MOWCC utility bills have increased due to wasted energy from water intrusion in the insulation and attic area. As a result, the insulation has become saturated and takes longer to dry out. In the longer term, leaking has been the primary factor for increasing mold and mildew growth. The mold can spread through the vents and invade carpets, clothing, wood ceiling tiles, and wood framing. This can also lead to OSHA concerns due to the risk of occupational health and injury issues due to mold spores and/slips and falls. The electrical wiring is impacted by the leaking and become at risk for a fire threat. The risk of health and safety issues will impact the organization's ability to feed seniors, disabled, veterans and children who depend on the meals on wheels program in addition to the community wide volunteers who utilize the building to help feed every meal recipient. The program provides 250,000 meals regionally and 75,000 locally on an annual basis. In addition, last year, MOWCC provided 6700 meals for the McKinney summer kids project with 3 E in 6 McKinney apartment complexes. The organization served over 1400 seniors at risk of hunger last year. The building and land is valued at \$1.2 million dollars and the deterioration roof will impact the property value if it is not replaced. Engineers were solicited to assess the extent of the problem. Aerial and Industrial Imaging Solutions provide a sophisticated analysis through thermography that show the concerns and specified the defects, tears, poorly sealed penetrations, seams causing insulation to

CDBG Public Facilities Grant Application

become laden with trapped moisture. The roof will cost \$100,000 to replace and the Community Development Block Grant funding will be used to match \$50,000 in funding committed from the Hillcrest Foundation. This project will improve the property value and support the continuation of a community service mission to combat hunger and isolation and seniors, disabled, veterans and children locally and regionally.

2. Development Strategy (50 points) presents solutions to the problems identified in the Impact section. The following rating criteria will be used:

- A description of the proposed project, including size, capacity, design, utilities and fit with existing development – **15 points**
- Positive impacts on health, safety, and welfare of users directly attributable to proposed PI expenditures – **15 points**
- Extent of financial benefits to users from reduced rates, rents, and other costs. If financial benefits cannot be quantified, identify other short and long term benefits that will be experienced – **8 points**
- Project timeline: list tasks necessary to begin implementation. Identify work already completed, such as engineering, design, and final commitment of other funds. Identify when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – **12 points**

You must attach an engineering design report and associated cost estimates.

PROPOSED PROJECT DESCRIPTION: The roof replacement will include removing the old roof replacing dry-rot and sections damaged by water, remove foreign materials and debris, prepare roof system for the recover; install new EPS fanfold insulation over the existing roof system; mechanically attach new 60 mil, white, TPO roof system per manufacturer's requirements; adhere new 60 mil, white, TPO roof system covering the inside and top of the parapet wall; Terminate the roof system at the gutter using standard termination bar; Install all manufacturer require accessories: curbs, pitch pans, stack flashings; clean up and properly dispose of all roofing related debris; Provision of 15 year warranty; repair structural deficiencies; plumbing, electrical and mechanical; bonds, permits, testing and submittals, . **POSITIVE IMPACT:** Prevention of mold related illnesses; prevention of harmful injuries due to decaying roof cave-ins; prevention of costly property damage and supplies enabling seniors receive daily meals and OSHA risk reduction and liabilities; fire hazard prevention from water damage of electrical wiring ; **FINANCIAL BENEFITS:** Increase in property value; reduction in utility bills and wasted energy; savings from prevention of occupational injuries and lawsuits; **PROJECT TIMELINE:** 3-4 weeks completion; currently requesting permits/bonds administrative paperwork in addition to crane services to remove air conditioner units; successfully secured half of funding from Hillcrest Family Foundation. Project timeline is feasible because half of the funding has been secured with an identified HAAC roofing contractor.

Public Facilities/Infrastructure Project Budget Summary

Cost Category	Column 1 CDBG	Column 2 Local	Column 4 Non-CDBG	Column 4 Cost Category Total
Land Acquisition				
Legal Expenses				
Appraisals				
Relocation				
Demolition				
Site Work				
Architectural				
Engineering				
Administration				
Construction	\$50,000		\$50,000	
Materials				
Equipment				
Inspection				
Other (List)				
1.				
2.				
3.				
TOTAL COSTS				

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-3.
2. List the total dollar amount for each cost category in column 4, Cost Category Total
3. Enter the total of all Cost Category amounts in column 4 in the TOTAL box directly under column 4.
4. **Submit a copy of this Budget Summary with your application.**

Public Facilities Grant Application Checklist & Packaging Requirements

Use this to make sure your Application contains all required submissions and to ensure it is packaged in the proper order!

A complete application consists of the following items packaged in this **exact order**. A physical, signed copy must be submitted along with a digital copy delivered on a USB flash drive.



Cover Sheet with original signature;



Activity Designation Sheet;



Application Page;



Responses to the Impact, Development Strategy, and Citizen Participation sections.



Matching Funds Table with attached letters of commitment;



Budget Summary;



Health/safety report documenting conditions which warrant the project; and



Other

Incomplete packages or applications for projects not demonstrating a financial commitment as required in the application materials will be removed from the scoring process during the threshold review.