

**McKINNEY COMMUNITY DEVELOPMENT CORPORATION**  
**Retail Development Infrastructure Grant Application**  
 Fiscal Year 2020

**2020 Retail Development Infrastructure Grant Application Schedule**

<b>Application Deadline</b>	<b>Presentation to MCDC Board</b>	<b>Board Vote and Award Notification</b>
Cycle I: January 31, 2020	February 27, 2020	March 26, 2020
Cycle II: July 31, 2020	August 27, 2020	September 24, 2020

***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 above. Contact us to discuss your plans for submitting an application prior to completing the form.***

Please submit application, including all supporting documentation, via email or on a thumb drive for consideration by the MCDC to:

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

Attn: Cindy Schneible ([cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org))

*If you are interested in preliminary Board of Directors review of your project proposal, please complete and submit the **Letter of Inquiry** form, available at [www.mckinneycdc.org](http://www.mckinneycdc.org), by calling 972.547.7653 or emailing [cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org).*

**McKinney Community Development Corporation – Overview**

In 1996 McKinney voters approved the creation of a 4B (now Type B) sales tax corporation to support community and economic development projects and initiatives to enhance quality of life improvements and economic growth for McKinney residents. MCDC receives revenue from a half-cent sales tax and awards grant funds for projects, promotional activities and community events that showcase the City of McKinney and support business development and tourism.

Guided by a City Council-appointed board of seven McKinney residents, the impact of investments made by MCDC can be seen throughout the community.

Projects eligible for funding are authorized under The Development Corporation Act and Chapters 501 to 505 of the Texas Local Government Code.

## **McKinney Community Development Corporation – Mission**

To proactively work, in partnership with others, to promote and fund community, cultural and economic development projects that maintain and enhance the quality of life in McKinney and contribute to business development.

### **Guiding Principles:**

- Serve ethically and with integrity
- Provide responsible stewardship
- Embrace our role and responsibility
- Honor the past – provide innovative leadership for the future
- Make strategic and transparent decisions that best serve the community

## **McKinney Community Development Corporation – Goals**

- Ensure application/project eligibility for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (see information below)
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney
- Provide support for cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and increased McKinney sales tax revenue
- Highlight and promote McKinney as a unique destination for residents and visitors alike
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Educate the community about the impact that local dining and shopping has on investment in quality of life improvements in McKinney

## **Retail Development Infrastructure Grant Program**

The Retail Development Infrastructure Grant Program (RDIG) was created as a pilot program to provide funding support for infrastructure improvements for landmark retail properties within the City of McKinney.

For the purpose of this program “landmark retail” is defined as retail buildings within the historic downtown area with boundaries that coincide with the “Cultural District” designation; and retail redevelopment opportunities at locations that are viewed as gateways into the city (e.g. Highway 5 and Spur 399 – and other locations along Highway 5; Virginia Parkway and 75).

## Eligible Improvements

The Retail Development Infrastructure Grants will fund infrastructure improvements that **are exterior** to a property, necessary to promote or develop new or expanded business enterprises, and could include:

- Sewer
- Water
- Electric Utilities
- Gas Utilities
- Drainage

The maximum award for any single grant will be 50% of total cost of the infrastructure improvements proposed, up to a maximum of \$25,000. The total amount allocated for 2020 is \$120,000 (two cycles of \$60,000 each).

The amount requested, must be matched by the property owner or tenant. Funds secured from other City of McKinney sources (TIRZ, Community Grants, etc.) may not be used for the owner/tenant match.

The funds may be used for materials, construction, and licensed contractor fees. A minimum of two bids to complete the work must be submitted with the application to validate project costs.

## General Guidelines

- Applications must be completed in full, **and provide all information requested**, to be considered by the MCDC board.
- Applicant must have been in business (preferably within the City of McKinney) for a minimum of two (2) years. The MCDC board may waive this requirement for economic development projects.
- The land, building or facility where the proposed project will be located should be owned by the Applicant. However, 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.
- Maximum Retail Development Infrastructure Grant amount is **\$25,000** (no more than 50% of total project cost) and requires an **equal match** from property/business owner.
- Grant funds may only be used for infrastructure improvements exterior to a building. Examples include sewer, water, electric utilities, gas utilities, drainage.
- **Preference may be given** to Applicants who have **not** received funding from MCDC within the previous 12-month period.
- Retail Development Infrastructure grants **will only be considered for a specifically disclosed retail/restaurant business venture**.
- Performance agreements are required for all approved grants.
- Funded Projects must be completed within one year of the date the grant is approved by the MCDC board.
- Completed Project must be inspected for Code compliance.
- A signed Contractor's Sworn Statement and Waiver of Lien to Date form must be completed, notarized and provided to MCDC prior to receiving grant funds.

- Property owner will be responsible for maintaining the infrastructure improvements made with funding from a Retail Development Infrastructure 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.
- Within 30 days of completion of the funded project, the grant recipient is required to submit a final report that includes detailed information on the activity; visual documentation of pre and post-project completion; and any outstanding receipts for expenditures included under the scope of the grant.
- Grant recipient must recognize McKinney Community Development Corporation as a sponsor/funder of the project improvements. MCDC will provide a logo for grant recipient use.

### **Process**

The McKinney Community Development Corporation Board of Directors are responsible for reviewing and voting on applications for grant funding, in accordance with requirements of the Texas Local Government Code.

- A completed application form must be submitted to MCDC in accordance with the schedule outlined above.
- A minimum of two bids must be secured for the proposed work and be included with the application. (*A certified estimate may be accepted with the application if the timeframe for the bid expires earlier than the timeframe for the application, presentation and decision on the funding request.*)
- The application will be evaluated to determine eligibility for MCDC funding under State law.
- Once eligibility for consideration is confirmed, a public hearing will be conducted, during a regularly scheduled MCDC board meeting, on the grant application submitted.
- Prior to the public hearing, notice will be published and posted in accordance with the requirements of the Open Meetings Act and the Texas Local Government Code. **The application, along with all documents/attachments will become public information once submitted to MCDC.**
- Following the public hearing, grant requests will be referred to a subcommittee of the MCDC board for evaluation and recommendation of approval or denial to the full board.
- Board action on the grant application will be scheduled for the board meeting the month following the public hearing.
- If a grant is approved, a performance agreement will be drafted for execution between MCDC and applicant.
- Funds awarded for approved applications are provided on a reimbursement basis, following submission of receipts and documentation of payment for qualified expenditures.
- The final 20% of the award may be withheld until a final project report is submitted to MCDC and compliance with all requirements of the executed performance agreement are confirmed.

**APPLICANT INFORMATION**

Name: Kaci Lyford

Company: East End Salvage Ltd. Co.

Federal Tax I.D.: 84-1995669

Incorporation Date: 05/20/2019

Mailing Address: 705 Greenville Road

City McKinney

ST: Texas

Zip: 75069

Phone: 469-233-2472

Fax: N/A

Email: info@eastendsalvage.com

Cell: 469-233-2472

Website: www.EastEndSalvage.com

**Check One:** Corporation

Partnership

Sole Proprietorship

Governmental entity

Nonprofit – 501(c) Attach a copy of IRS Determination Letter

Other

**PROJECT INFORMATION:**

Project/Business Name: East End Salvage

Location of Project: 705 Greenville Road, McKinney, TX 75069

Physical Address: 705 Greenville Road

City: McKinney

ST: TX

Zip: 75069

Property Size: .179 acres

Collin CAD Property ID: 2779472

**PROPERTY OWNER INFORMATION** *(if different from Applicant info above):*

Name: Kaci Lyford

Company: East End Salvage

Mailing Address: 705 Greenville Road

City: McKinney

ST: Texas

Zip: 75069

Phone 469-233-2472

Fax: N/A

Email: [info@eastendsalvage.com](mailto:info@eastendsalvage.com)

**DETAILED PROJECT INFORMATION:**

Proposed Use (retail, restaurant): Retail

Estimated Date of Project Completion: June 2020

Days/Hours of Business Operation: Currently, Open to the Public One Weekend Per Month. Otherwise, By-Appointment Only. Once Construction is Complete, More Business Hours will be Added.

Estimated Annual Taxable Sales: \$150,000 in 2020, Will Increase as Business Grows

Current Appraised Value of Property: \$125,000      Estimated Appraised Value (*Post-Improvement*): \$500,000

Estimated Construction Cost for Entire Project: \$225,000

**DETAILED PROJECT INFORMATION - continued:**

Total Estimated Cost for Exterior Infrastructure Improvements: \$60,000 - \$65,000

Total Grant Amount Requested: \$25,000

Confirm Funds Available and Source for Match - Amount: \$25,000    Source: Loan, Independent Bank

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

Yes                       No

If yes, please provide details and funding requested:

A minimum of two Bids for the proposed improvements are attached:  Yes

**Has a request for grant funding been submitted to MCDC in the past?**

Yes                       No

**Date(s):**

**Additional Information – please attach the following**

- Business plan – N/A
- Current financial report - ATTACHED
- Audited financials for previous two years (if not available, please indicate why) – N/A, New Business

**Acknowledgements**

***If funding is approved by the MCDC board of directors, Applicant assures:***

- The Project for which financial assistance is sought will be administered by or under the supervision of the applying individual/company.
- All funds awarded will be used exclusively for the purpose described in this application.
- Applicant owns the land, building or facility where the proposed infrastructure improvements will be made. 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 improvements and use of the property or building; and the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.
- MCDC will be recognized as a funder of the infrastructure improvement Project. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement.
- Individual/company representative who has signed the application is authorized to submit the application.
- Applicant will comply with the Retail Development Infrastructure 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.
- Completed Project must be inspected for Code compliance.
- A signed Contractor's Sworn Statement and Waiver of Lien to Date form must be completed, notarized and provided to MCDC prior to receiving grant funds.
- Property owner will be responsible for maintaining the infrastructure improvements made with funding from a Retail Development Infrastructure Grant for ten (10) years.
- A final report detailing the successful completion of the Project will be provided to MCDC no later than 30 days following 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 funds awarded may be withheld until a 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 120<sup>th</sup> day after the date the MCDC notifies the applicant of the violation.

**[The Remainder of this Page Intentionally Left Blank]**

**BY SIGNING THIS APPLICATION, I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY OR THAT I AM AUTHORIZED TO REPRESENT AND ACT ON THE BEHALF OF THE OWNER OF THE ABOVE REFERENCED PROPERTY. I ALSO CERTIFY THAT ALL OF THE INFORMATION PROVIDED HEREON IS ACCURATE AND TRUE SO FAR AS I AM AWARE AND UNDERSTAND THAT I AM LEGALLY RESPONSIBLE FOR THE ACCURACY OF THIS APPLICATION. I FURTHER UNDERSTAND THAT I AM NOT GUARANTEED A GRANT.**

**Applicant's Signature**

**KLyford**

Signature

Kaci Lyford  
Printed Name

**01/31/2020**

Date

**Property Owner's Signature**

**KLyford**

Signature

Kaci Lyford  
Printed Name

**01/31/2020**

Date

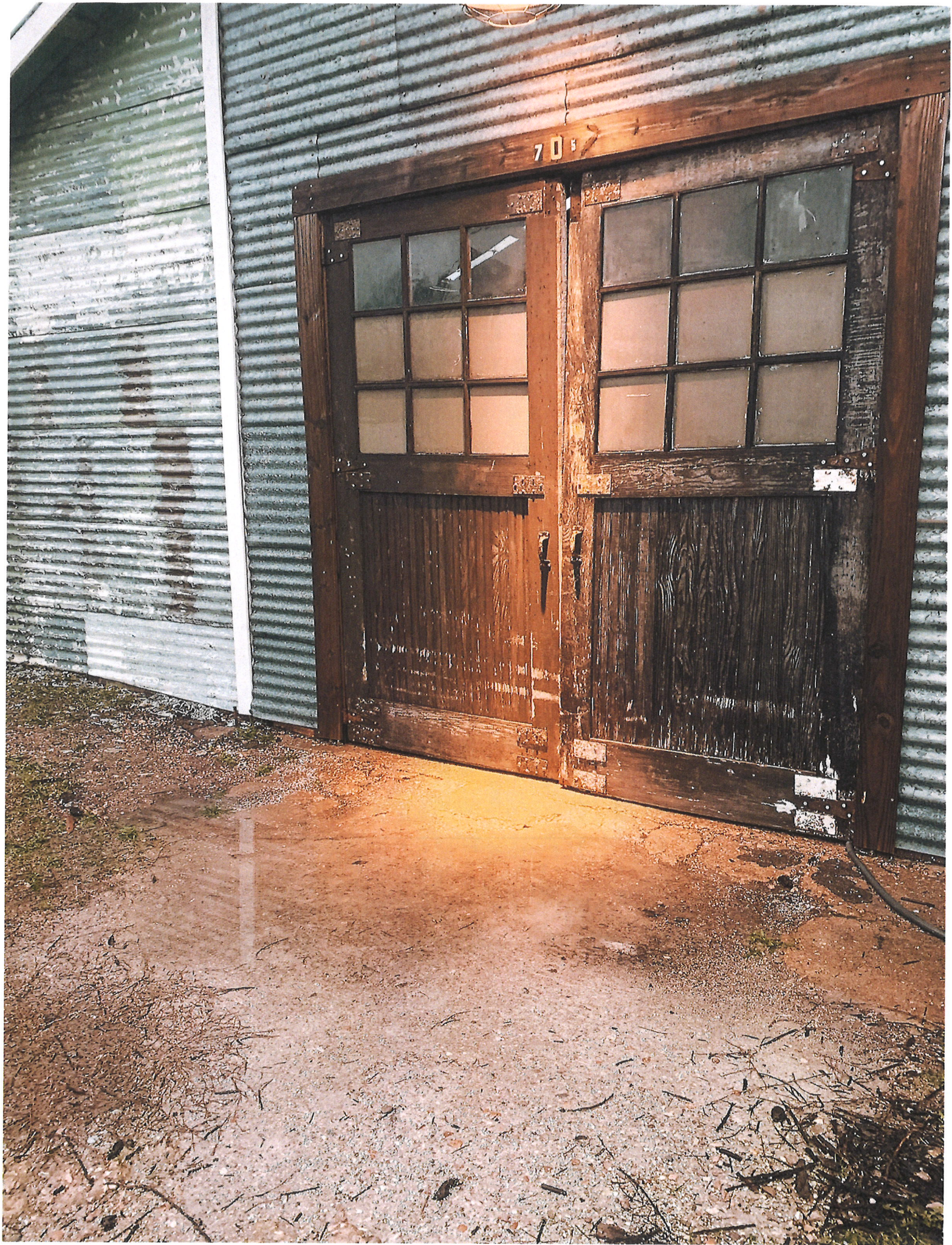
***INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.***

***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.***

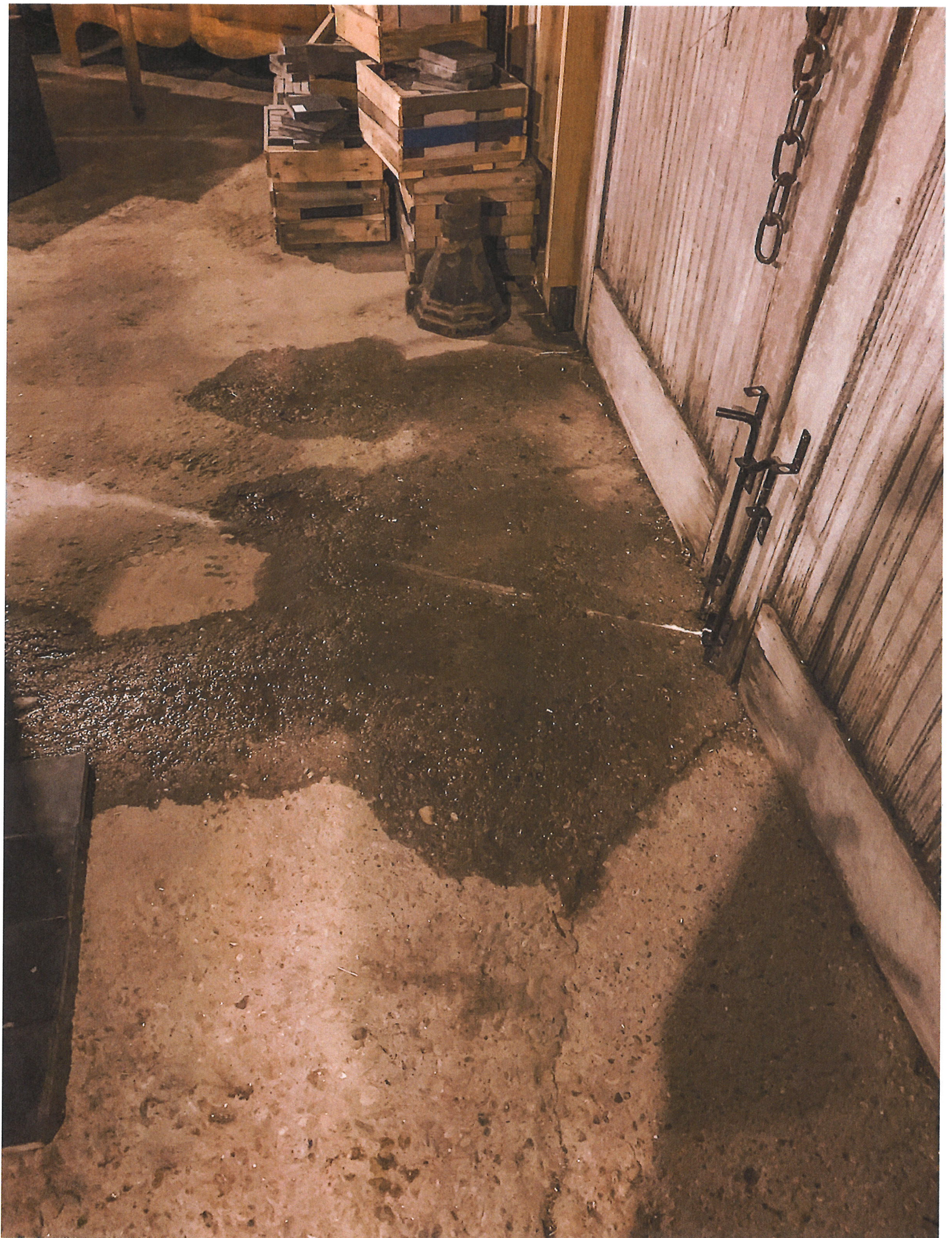
***PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.***























<b>Total Received</b>	0.00		
<i>THANK YOU!!</i>	<b>Subtotal</b>		\$ 52,940.00
	Overhead/Profit 20%		\$ 10,588.00
	<b>Project Total</b>		<b>\$63,528.00</b>
	<b>Current Due</b>		<b>\$63,528.00</b>



**Integrity Custom**  
490B N Kentucky Street • McKinney, TX 75069 • Phone: 214-982-1340

Lyford, Kaci

705 Greenville Road  
McKinney, TX 75069

Print-date: 1-29-2020

Created by: Tom Henderson  
Email: tom@integritycustom.com

## Detailed Estimate

Title	Description	Qty / Unit	Price
French Drains	French Drains on east, north, west, and in between 2 buildings	280 LF	\$12,740.00
Metal Curb Drain	Install Metal Curb-o-lette and tie in of French drains from East, West, and in between building for draining into street on south side of building	2	\$2,080.00
Gutters and Downspouts	Storm gutters and downspouts on East and West side of building	6	\$1,404.00
Grading	Grading around perimeter of building sloping dirt away from the structure	1	\$2,925.00
Select Fill & Top Soil	Dirt for grading around perimeter of building	1	\$750.00
Sod	Provide and install Sod around perimeter of building	4	\$2,002.00
New Main Sewer	Up to 100' new sewer line installed	1	\$5,590.00
Sewer Tap	New Sewer Tap for new main line	1	\$3,640.00
New Water Supply Line	New Water Supply from Meter	1	\$2,860.00
New Water Meter and Supply Tap	Relocate water meter from city property to clients property and install new water meter	1	\$5,500.00
Framing Labor for Roof	Modify framing of existing roof to divert water to north and south sides of building improving drainage and keeping existing building in place	1	\$5,200.00

Framing Material for roof	Modify roof framing for proper water drainage	1	\$3,705.00
Finished Roofing for newly framed roof	Ice and Water Shield, Metal roof panels, and related flashings provided and installed	12	\$8,424.00
Site Cleaning through project	4 trips general site cleaning	4	\$1,300.00
Site protection	General site protection through project	1	\$520.00
Debris removal and haul off	Debris removal and haul off throughout project	1	\$617.50

**Total Price: \$59,257.50**

What happens next?

1. Review the Initial Estimate and let us know if you would any revisions, based on the total scope of work.
2. Please simply approve on-line for us to initiate the work required for budgeting and design. In order to begin this week, we are sending you an initial Invoice of 1% of the Initial Estimate total, and 50% of any Architectural and/or Engineering Fees, if needed, to prepare a Detailed Bank-Ready Estimate for you, which we will also show as a credit on the Detailed Estimate.
3. We will send you a Detailed Estimate, and initial designs, for your review and approval.

Thank you for allowing us to bid on your project. We look forward to hearing back from you!

**Signature**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

# East End Salvage Ltd. Co.

## BALANCE SHEET

As of January 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking - East End Salvage	18,445.15
<b>Total Bank Accounts</b>	<b>\$18,445.15</b>
<b>Total Current Assets</b>	<b>\$18,445.15</b>
Fixed Assets	
Building - 705 Greenville Rd.	10,000.00
Leasehold Improvements	81,871.88
<b>Total Fixed Assets</b>	<b>\$91,871.88</b>
<b>TOTAL ASSETS</b>	<b>\$110,317.03</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	\$0.00
Other Current Liabilities	
Independent Bank Credit Line	64,288.25
Sales Tax Payable	-4,026.45
<b>Total Other Current Liabilities</b>	<b>\$60,261.80</b>
<b>Total Current Liabilities</b>	<b>\$60,261.80</b>
<b>Total Liabilities</b>	<b>\$60,261.80</b>
Equity	
Owner's Investment	31,902.06
Retained Earnings	98.76
Net Income	18,054.41
<b>Total Equity</b>	<b>\$50,055.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$110,317.03</b>

# East End Salvage Ltd. Co.

## PROFIT AND LOSS

All Dates

	TOTAL
Income	\$86,790.06
Cost of Goods Sold	\$86,956.38
<b>GROSS PROFIT</b>	<b>\$ -166.32</b>
Expenses	
Advertising & Marketing	7,387.34
Ask My Accountant	377.31
Bank Charges & Fees	0.00
Insurance - Building	1,394.90
Insurance - Business Liability	1,741.52
Office Supplies & Software	968.56
Property Taxes	1,262.78
Travel	11,981.69
Utilities	1,977.77
<b>Total Expenses</b>	<b>\$27,091.87</b>
<b>NET OPERATING INCOME</b>	<b>\$ -27,258.19</b>
Other Income	\$45,411.36
<b>NET OTHER INCOME</b>	<b>\$45,411.36</b>
<b>NET INCOME</b>	<b>\$18,153.17</b>