



June 15, 2021

Cindy Schneible  
McKinney Community Development  
Corporation 5900 S Lake Forest Blvd., Ste 110  
McKinney, TX 75070

Dear Cindy and Board of Directors,

The Housing and Community Development Department respectfully requests an extension of six months through December 31, 2021 for the project grant #19-09 awarded in the amount of \$150,000.00. This request is due to unforeseen delays due to COVID-19. We have expended more than 60% of the grant and are working diligently to assistance families with the remaining funds. We also request the maximum reimbursement amount for qualifying households increase to \$20,000 from the initial \$12,000. We have learned from this new program that the assistance needed exceeds the initial maximum.

Our partnership is making a difference for our elderly, disabled and low-income households. We look forward to assisting others in need with the remaining funding with your approval!

Thank you very much for your consideration.

A handwritten signature in cursive script that reads "Cristel Todd".

Cristel Todd  
Affordable Housing Administrator

**Housing & Community Development**