

**McKINNEY COMMUNITY DEVELOPMENT CORPORATION**  
**Retail Development Infrastructure Grant Application**  
Fiscal Year 2022

**2022 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, 2022	February 24, 2022	March 24, 2022
Cycle II: July 29, 2022	August 25, 2022	September 22, 2022

***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 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
- Site Improvements
  - Grading
  - Landscape – considered **if replacement is required due to infrastructure improvements**
  - Walkways – concrete or other materials
  - Parking
- Fire suppression

*Retail is defined as: storefronts/shops, restaurants, specialty food venues, event venues, salons, grocery stores, drug stores, etc.*

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 2022 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, site improvements.
- **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 in accordance with Performance Agreements that will be required to receive MCDC grant funds. MCDC will provide a logo for grant recipient use.

**Board priorities for funding are those exterior infrastructure improvements that are directly linked to health, life/safety issues that will better protect and promote the health of people visiting the applying establishment.**

## **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:

Company:

Federal Tax I.D.:

Incorporation Date:

Mailing Address:

City ST: Zip:

Phone: Fax: Email: Cell:

Website:

**Check One:**

- Corporation
- Partnership
- Sole Proprietorship
- Governmental entity
- Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- Other

**PROJECT INFORMATION:**

Project/Business Name:

Location of Project:

Physical Address:

City: McKinney ST: TX Zip:

Property Size: acres Collin CAD Property ID:

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

Name:

Company:

Mailing Address:

City: ST: Zip:

Phone Fax: Email: Cell:

**DETAILED PROJECT INFORMATION:**

Property Use (retail, restaurant):

Estimated Date of Project Completion:

Days/Hours of Business Operation:

Estimated Annual Taxable Sales:

Current Appraised Value of Property:

Estimated Appraised Value (*Post-Improvement*):

Estimated Construction Cost for Entire Project:

Total Estimated Cost for Exterior Infrastructure Improvements:

Total Grant Amount Requested:

Confirm Funds are Available for the Match and the Source of the Funds:

Amount:

Source:

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

Yes

No

If yes, please provide details and funding requested:

**Please attach two bids for the proposed improvements.**

**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
- Current financial report
- Audited financials for previous two years (if not available, please indicate why)

**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 that may outline requirements for acknowledging MCDC funding support for the project. Additionally, it 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.

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**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**

**Property Owner's Signature**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Printed Name

Printed Name

Date

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.***





**McKinney COMMUNITY DEVELOPMENT CORPORATION**

**Retail Development Infrastructure Grant**

**Final Report**

**Applicant:**

**Property Owner:**

**Funding Amount:**

**Project:**

**Start Date:**

**Completion Date:**

**Location of Project:**

**Please include the following in your report:**

- Financial report – budget as proposed and actual expenditures, with explanations for any variance
- Photographs – pre and post-improvements

**Please submit Final Report no later than 30 days following the completion of the Retail Development Infrastructure Project 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)