

**MCKINNEY COMMUNITY DEVELOPMENT CORPORATION**  
**Grant Application**  
 Fiscal Year 2013

**IMPORTANT:**

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- Application is available at [www.mckinneycdc.org](http://www.mckinneycdc.org); by calling 214.544.0296 or by emailing [cgibson@mckinneycdc.org](mailto: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 electronically or 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](http://www.mckinneycdc.org), by calling 214.544.0296 or emailing [cgibson@mckinneycdc.org](mailto:cgibson@mckinneycdc.org).*

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

**Please indicate the type of funding you are requesting:**

- |  |   |
|--|---|
| <p><b>X Project Grant</b><br/>                 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).</p> | <p><input type="checkbox"/> <b>Promotional Activity or Community Event Grant (maximum \$15,000)</b><br/>                 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.</p> |
|--|---|

**Promotional Activity and/or Community Event Grants:**

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 20, 2012	January 2013	February 2013
Cycle II: June 28, 2013	July 2013	August 2013

**Project Grants:**

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 31, 2013	February 2013	March 2013
Cycle II: April 30, 2013	May 2013	June 2013
Cycle III: July 31, 2013	August 2013	September 2013

## APPLICATION

### ORGANIZATION INFORMATION

Name: Heard-Craig Woman's Club Trust d.b.a. Heard-Craig Center for the Arts

Federal Tax I.D.: 75-1362043

Incorporation Date: August 24, 1971

Mailing Address: 205 West Hunt Street

City: McKinney

ST: TX

Zip: 75069

Phone: 972.569.6909

Fax: 972.542.5092

Email: bjohnson@heardcraig.org

Website: www.heardcraig.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:

Texas Association of Museums, American Association for State and Local History, Center for the Advancement of the Study of Early Texas Art, Center for Non-Profit Management, Texas Art Collectors Organization, McKinney Chamber of Commerce, Texas Lakes Trail, Collin County Historical Commission

### REPRESENTATIVE COMPLETING APPLICATION:

Name: Barbara Johnson

Title: Executive Director

Mailing Address: 205 W. Hunt Street

City: McKinney

ST: TX

Zip: 75069

Phone: 972.569.6909

Fax: 972.542.5092

Email: bjohnson@heardcraig.org

**CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:**

Name: Barbara Johnson

Title: Executive Director

Mailing Address: 205 West Hunt Street

City: McKinney

ST: TX

Zip: 75069

Phone: 972.569.6909

Fax: 972.542.5092

Email: [bjohnson@heardcraig.org](mailto:bjohnson@heardcraig.org)

**FUNDING**

Total amount requested: \$119,582

**PROJECT/PROMOTIONAL ACTIVITY/COMMUNITY EVENT**

Start Date: Immediately Upon Securing Funding

Completion Date: 1 Month from Start Date

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

**Patricia Wysong - President**

**Debbie Denissen – Vice President**

**Jan Hall - Treasurer**

**Jan Johnson - Secretary**

**Patty McWilliams**

**Joan Taylor**

**Daryl Sorrells**

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

**Barbara Johnson – Executive Director**

**Ashley Kennedy – Assistant Director**

**Event Staff: Linda Baker, Gail Robinson**

**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.

The Heard-Craig Center for the Arts became a non-profit organization on August 24, 1971. The organization's mission is to continue Kathryn Heard Craig's vision to foster the arts through exhibits and educational programs, extend meeting privileges to historic/educational clubs, and preserve the Heard-Craig properties and collections.

Kathryn Heard Craig wanted her family home (Heard-Craig House) to be utilized as a museum where visitors could learn about the past and view her art collection. She also wanted the home to become a club house for the women's clubs of McKinney. The women's clubs have provided a source of education for women since the late 1800's when a college education was out of reach for the majority of women. In addition to providing study curriculums for their members, the clubs have served as a force for civic engagement with fundraising projects that have built libraries, provided art education in schools, distributed educational supplies to school children and provided college scholarships.

There are 18 clubs/organizations still meeting in the Heard-Craig facilities throughout the year with approximately 1000 members including both men and women. The clubs include the McKinney Garden Club, Art Club of McKinney, Porcelain Art Guild, Mockingbird Poetry Society, Collin County Hobby Beekeepers, McKinney Quilters Guild, Edelweiss, Gaslighters, Wednesday Book Review, Rainbow Reviews, Voyagers, Halcyon, Jeanne D'Arc, Gamma Beta, McKinney Newcomers, The Owl Club, D.A.R. and the Collin County Historical Commission.

The Heard-Craig Center for the Arts is comprised of the historic Heard-Craig House, Carriage House, Heard-Craig Hall and Katie's Garden. The Heard-Craig House, built in 1900, is a museum showcasing the Heard family's original furnishings, memorabilia, clothing and art collection. The home has seen few structural changes since the Heard family used it as their residence. The house was listed on the National Register of Historic Places in 1985 and was designated as a Recorded Texas Historic Landmark in 1975.

Heard-Craig Hall is an elegant venue for hosting theatre productions, concerts, receptions, weddings, dance programs, meetings, and art exhibits. The Carriage House and Katie's Garden host music and dance programs, weddings, meetings, art/music camps and photography/film shoots.

Last year, the Heard-Craig hosted **550 events**, meetings and activities with more than **42,400** people attending. It is our goal to contribute to the well-being of the community by offering programs and events that are enriching, entertaining, educational and informational. We offer two series to the public at no charge - the Art History Brown Bag Series is held every month and Music in the Garden is held during the month of April. It is our hope that by providing these series free of charge that anyone with an interest in the arts can learn and enjoy without the concern of cost.

Our fundraising events include Ladies Night Out, Tea & Conversation and the Texas Regional Art Symposium. Tours of the Heard-Craig House are offered three days a week and by appointment.

We believe that it is imperative to manage the Heard-Craig facilities with the ideals (honesty, integrity, generosity) the Heard family practiced. We run a lean organization with one full time employee, three part time event coordinators and a maintenance employee. We value our volunteers who are essential for museum collection management, tours, events and special projects. The volunteer force varies per project, but we have a core of 30 volunteers which expands as the need arises.

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.

We do not have any significant, planned organizational changes scheduled for the upcoming year. In addition to our monthly board meetings, we have planning sessions yearly with the next one planned for August 2013. We will review our current programs and discuss changes or additions, but no significant organizational changes are scheduled.

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

- Outline details of the Project/Promotional Activity/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

We are requesting funding for a fire suppression system to be installed in the historic Heard-Craig House. The structure is a 7,000 square foot frame construction built in 1900. The fire suppression system would help preserve the home and its contents in the event of fire. We have annual inspections of the home by the McKinney Fire Department and have installed a lightning protection system, but we choose to be proactive and do all that we can to preserve the home for future generations to enjoy.

After a lengthy period of researching fire suppression systems and companies, we have selected Mutual Sprinklers, Inc. of Dallas. The company was highly recommended by the Heritage Farmstead Museum in Plano, Texas which used Mutual Sprinklers for the retrofit of their fire suppression system.

The system is a NFPA 13 commercial dry pipe fire sprinkler system that will be installed on the porches, attic, basement, first and second floors of the 7,000 square foot structure.

The project will include the following:

- A new 6" underground water supply from the city main into the basement
- A heated enclosure (riser room) will be constructed in the basement for the system's valves in order to prevent freezing.
- The first floor will have sidewall sprinkler heads in order to preserve the original ceilings and moldings of the structure.
- A contractor, The British Builder, will cut access holes in the walls to run the pipe and for the sprinkler heads. The company will repair the holes and paint once the pipe and heads have been installed.
- An express main will run from the basement to the attic. The attic main will run along the floor so that dry pendant heads can be used on the second floor. The attic runs the full length and width of the home and is fully floored. Though the second floor ceilings and moldings are original they do not have the decorative details of the first floor so the pendant heads are appropriate for that level.
- A radiant barrier would be installed in the attic prior to the fire suppression system in order to reduce monthly energy costs.

The proposed fire suppression system was reviewed by and received the endorsement of the Texas Historical Commission which designated the Heard-Craig House as a Recorded Texas Historic Landmark in 1975. The THC in their review determined that the project "meets the Secretary of the Interior's *Standards for Rehabilitation* and is appropriate for this designated historic building." The Collin County Historical Commission also approves of the project. The objective of this project is to protect a landmark of historical significance in our community and the state. The home is a cultural tourism destination hosting visitors from around the world. The Heard-Craig House is home to a collection of more than 400 pieces of fine art from Kathryn Heard Craig's art collection including paintings primarily by early Texas artists, American masters and artists from Japan, China, and Europe. The

collection includes oils, watercolors, pastels, acrylics, sculpture, wood block prints, lithographs and etchings.

The city of McKinney has adopted the slogan of "Unique by Nature." Our vibrant historic district with the downtown square and significant number of historic structures certainly makes our city unique. Few Texas cities have had the foresight to save their visual history as McKinney has done. Just imagine the loss if the Heard-Craig House was no longer standing as a visual reminder of our past.

The loss of the Texas Governor's Mansion in 2008 by fire attributed to an arsonist is a case in point for the protection of this historic structure and its contents. Arson is always a concern for historic properties and another case in point is the loss locally of the historic Collin McKinney homestead in 1980.

The March 22, 2013 City of McKinney e-newsletter outlined the City Council's 2013 Goals which included "vibrant historic district: authentic downtown and neighborhoods." The Heard-Craig House with its intact interior, exterior and original furnishings certainly meets the goal of an authentic historic district. Councilman David Brooks was quoted in the March 3, 2013 edition of the McKinney Courier-Gazette, "The great cities in the world share something in common, and it's a passion around art and the arts. It's a quality of life issue, so I am strongly in favor of public art, of us spending prudently on public art." The Heard-Craig House is art in itself, but with more than 400 fine art pieces contained within it offers a unique experience for the community and more broadly for people from throughout the world.

Our founder, Kathryn Heard Craig, specifically wanted the citizens of McKinney and beyond to learn about the past through visits to her family home, the Heard-Craig House. She also wanted her art collection to be accessible to the public for their enjoyment. A fire suppression system is an important step towards maintaining her vision and ours in perpetuity.

The National Trust for Historic Preservation published *Fire Safety in Historic Buildings* by Jack Watts which states: "To own or live or work in a historic building engenders a sense of pride as well as responsibility as a custodian of our cultural heritage." We take our responsibility seriously and in looking toward the future we maintain a fire prevention standard with weekly walk through inspections of all four levels of the Heard-Craig House and our other structures. The McKinney Fire Department inspects all three of our buildings yearly. We have a well maintained burglar and fire alarm system that is inspected yearly. The fire suppression system is the next logical step in ensuring that the historic Heard-Craig House will remain standing as a cultural icon in McKinney.

**For Promotional Grants/Community Events** – describe how this initiative will promote the City of McKinney for the purpose of business development and/or tourism.

- Describe how the proposed Project/Promotional Activity/Community Event fulfills strategic goals and objectives for the organization.

The Heard-Craig has a three-fold mission of which preserving the Heard-Craig properties and collections is clearly stated. The Heard-Craig House is "the jewel in the crown" of our properties. Its maintenance and preservation is always at the forefront of our strategic planning. The installation of a fire suppression system is the logical next step towards the preservation of the structure. The objective of installing the system is to ensure that the house will remain as a recognized landmark of historic preservation in the city of McKinney.

- Please also include planned activities, time frame/schedule, and estimated attendance and admission fees if applicable.
- What is the venue/location for Project/Promotional Activity/Community Event?

Heard-Craig House, 205 West Hunt Street, McKinney TX 75069

- Provide a timeline for the Project/Promotional Activity/Community Event.

This project is anticipated to take approximately one month once funding is secured.

- Detail goals for growth/expansion in future years.

While we don't allow general public rentals (with the exception of bridal photography & small film shoots) of the Heard-Craig House in order to preserve it, we now offer luncheons and teas for groups. This popular offering includes a tour and program about the Heard family and is enjoyed by women's groups from throughout the state. The Heard-Craig's close proximity to the downtown square results in these groups always scheduling in time for shopping thereby contributing to the local economy.

We currently offer rental opportunities of our Carriage House, Heard-Craig Hall and Katie's Gardens which provides operating income also. The Heard-Craig hosted more than 42,400 people last year in our venues and we continue to promote and market our facilities to increase that number. We review our programs after each one is presented and on a yearly basis their effectiveness is evaluated.

**Project Grants – please complete the section below:**

- |                             |   |  |
|-----------------------------|---|--|
| • An expansion/improvement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| • A replacement/repair?     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| • A multi-phase project?    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| • A new project?            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**Has a feasibility study or market analysis been completed for this proposed project?** *If so, please attach a copy of the Executive Summary.*

A formal feasibility study or market analysis has not been completed. The interest by the Heard-Craig board in installing a fire suppression system has increased as historic structures in Texas have been destroyed by fire. Specifically, the loss of the Governor's Mansion in Austin led us to actively search for a system that would save the Heard-Craig House in the event of a fire. Former McKinney Fire Marshall John Nickles inspected the house prior to his retirement and expressed his support for this project. Nicholas Kalina with the McKinney Fire Department has been to the house twice and recommends that the project proceed.

Four companies were consulted and asked to provide estimates and suggestions for the installation of the fire suppression system. Three of the companies returned bids with their plans for the system. We chose Mutual Sprinklers, Inc. based on their plans to maintain the historic integrity of the building.

**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:**

- Develop and strengthen community amenities to improve quality of life
- Support projects eligible for Type B support under state law
- Contribute to economic development within McKinney
- Strengthen relationships with our partners
- Maintain financial sustainability

The Heard-Craig Center for the Arts hosted more than 42,400 people in its venues last year. This number represented visitors from 13 countries and 37 states. The varied events included weddings, receptions, theatre productions, piano concerts, banquets, voice recitals, art exhibits, business meetings, club meetings, children's summer camps for theatre & music, violin concerts, seminars, church events, dance programs, reunions, corporate events, and quinceaneras. These events not only provide operational income for the Heard-Craig, but it brings thousands of people to McKinney who stay in hotels, shop and dine.

A window on McKinney has been opened to the state and beyond through our partnerships with art and history museums throughout the state. The Heard-Craig is partnered with the Grace Museum in Abilene, the Tyler Museum of Art, the Panhandle Plains Historical Museum in Canyon and the Witte Museum in San Antonio for the *Texas Impressionism* exhibit. This extraordinary traveling exhibit has been at the above mentioned museums over a two year period ending at the Witte Museum. Thousands of visitors from throughout the United States have seen or will see this exhibit which includes 3 paintings from the Heard-Craig art collection with a label noting that we are located in McKinney. The catalog for this exhibit is sold at each venue and the Heard-Craig paintings are included noting their owner and city. The Grace Museum used an image of one of our paintings as the invitation cover for their exhibit opening of *Texas Impressionism*. *Sailing Boats – Galveston* by Frank Klepper (Heard-Craig Collection) is one of the signature pieces from the *Texas Impressionism* exhibit and was featured in the June 2012 issue of *American Art Review* magazine, a national publication. It also noted the owner and city location of the painting.

We previously loaned paintings to the Grace Museum for an exhibit, *Texas Scene*, which was enjoyed by people from throughout the U. S. An art collector who owns galleries in New York City and Miami, Florida contacted the Heard-Craig after seeing the exhibit. He said he was compelled to call after seeing the art from our museum. He commented that he would come to McKinney to see our collection and to attend the next Texas Regional Art Symposium.

We have also partnered with the Brazos Valley Historical Society and the Brazos Valley Museum of Science in Bryan, Texas to loan our artifacts for special exhibits. Heard-Craig collection pieces are currently part of an exhibit at the Brazos Valley Museum of Science.

Curators from the nationally recognized Amon Carter Museum in Fort Worth visited recently to view the Heard-Craig art collection for upcoming exhibits at their museum. McKinney's focus on the arts in the past few years has made our city a cultural tourism destination with day trippers, week-end and longer term visitors. The Heard-Craig's outstanding art collection is a significant contribution towards our city being recognized as a unique tourism destination.

**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.

We have focused our efforts to build income streams to provide operating funds to sustain our organization. Facility rentals, special events, museum memberships, historic home museum tours and a gift shop provide operating funds for our organization. We work towards becoming as self-sustaining as possible.

All non-profits should work towards having an emergency cash reserve in the event of economic downturns and emergencies. This is especially true for the Heard-Craig because we are prohibited from taking out a loan due to stipulations by our founder, Kathryn Heard Craig. If we did not strive to have a financial reserve then circumstances could be very dire in the event of an emergency. The Heard-Craig's goal is to have at least 3 years of operating funding to sustain the organization in the case of emergency.

When the economy suffered a blow in 2007-2008 and beyond, hundreds of non-profit organizations closed their doors. Many funders changed their grant funding focus towards social responsibility which drastically reduced funding for art, cultural and historical organizations. Competition for grant funding is fierce so having continuing income streams from other sources is essential. This grant proposal and its acceptance is very important to the Heard-Craig because historical preservation grants are limited at this time though we continue to seek other sources.

A trust established by Kathryn Heard Craig provides funding for 6 organizations of which the Heard-Craig is one. This trust is managed by Bank of America and the individual recipients have no control over its operation or the way in which funds are invested. Distribution amounts are determined by the value of the investments as of December 31 of the preceding year. We are not notified of the amount of the stipend until mid-year of the current operating year so it is imperative that we have a strong financial plan in place. As mentioned previously, we run a very lean organization with talented and long term employees. Our executive director has been with the Heard-Craig for 13 years and the assistant director for 8 years.

- 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.

Attached you will find a 2011 financial review conducted by Robin Caraway, CPA and our 2010 990 return for the IRS that was prepared by Ross, Kerby & Associates. Our 2012 990 is not due to the IRS until May 15, 2013 and is being prepared at the time of this application submission. It can be provided to you after that time, if requested.

#### **What is the estimated total cost for this Project/Promotional Activity/Community Event?**

\$119,582

**(Please include a budget for the proposed Project/Promotional Activity/Community Event.)**

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

After the fire suppression system is installed it is possible that our fire alarm system will need to be updated and the Heard-Craig will pay for this to be completed. Plants and shrubs may become damaged during the laying of new pipes and we will replace them. We are also providing funding to replace carpeting in the main reception hall in Heard-Craig Hall at a cost of \$13,560. We have just paid for new carpet in the lower level of Heard-Craig Hall at a cost of \$12,402 and \$3,070 to update the kitchen. An air conditioner in the Heard-Craig House is scheduled for replacement at \$7,605.

**Are Matching Funds available?**  Yes  No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

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

We haven't contacted our members or supporters for this project because we have asked for their support to help us replace the upholstery on 300 banquet chairs and recently completed the project.

**Have any other federal, state, or municipal entities or foundations been approached for funding?** *If so, please list entity, date of request and amount requested.*

The following foundations have been contacted or researched as possible funders for this project: We have consulted funders such as the Annenberg Foundation, Meadows Foundation, the Summerlee Foundation and other funders listed with the Foundation Directory Online. At this time, appropriate funders have not been matched.

**IV. Marketing and Outreach**

Describe marketing plans and outreach strategies for your organization and for the Project/Promotional Activity/Community Event for which you are requesting funding – and how they are designed to help you achieve current and future goals.

Social media outlets and media press releases are utilized to publicize projects, events, programs and activities. The fire suppression installation will be photographed and documented for our website. The documentation will be sent to the Texas Historical Commission so that our experience can be shared with other historical and art entities in the state. This will lead to other partnerships with other organizations in the state.

**V. Metrics to Evaluate Success**

Outline the metrics that will be used to evaluate success of the proposed Project/Promotional Activity/Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

The primary evaluation will be the survival of the Heard-Craig House that will continue to attract visitors from the community, the state and beyond to McKinney. As mentioned above,

this project will very likely serve as a reference for other historic entities embarking on this project. This will put the Heard-Craig and McKinney at the forefront of historical preservation in the state.

## 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;

## Acknowledgements

- 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 120<sup>th</sup> 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

Barbara Johnson  
Printed Name

April 26, 2013  
Date

### Representative Completing Application

\_\_\_\_\_  
Signature

Barbara Johnson  
Printed Name

April 26, 2013  
Date

***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](mailto:cschneible@mckinneycdc.org)

TEXAS HISTORICAL COMMISSION  
*real places telling real stories*

April 17, 2013

Barbara Johnson, Executive Director  
Heard-Craig Center for the Arts  
205 West Hunt Street  
McKinney, Texas 75069

Re: *Recorded Texas Historic Landmark project review: Heard-Craig House, 205 West Hunt Street, McKinney, Collin County (RTHL, NRHP)*

Dear Ms. Johnson:

Thank you for sending information regarding proposed work at the Heard-Craig House which was designated as a Recorded Texas Historic Landmark (RTHL) in 1975 and listed in the National Register of Historic Places (NRHP) in 1987. This letter represents the comments of the Executive Director of the Texas Historical Commission (THC).

The review staff, led by Adam Alsobrook, has reviewed the documentation provided for this project. Based on the letter and attachments which we received on April 16, 2013, we understand that you propose to install a commercial-grade, dry-pipe fire suppression system on all levels (basement, first floor, second floor, and attic) of the Heard-Craig House. We understand that this system is to be installed by making as few holes in the walls and ceilings as possible in order to protect the integrity of the interior spaces of this historic building. We also understand that the exterior appearance of the building will not change as a result of this project. The details and installation methods of your fire suppression system project appear to be very similar to a project our agency undertook at our Sam Bell Maxey House State Historic Site in Paris (Lamar County).

We have determined that this proposed fire suppression system installation project meets the Secretary of the Interior's *Standards for Rehabilitation* and is appropriate for this designated historic building. We support your decision to take measures to protect your historic building and valuable cultural collections. Thank you for your efforts to protect the historic integrity of the structure. We hereby waive the remainder of the waiting period and the work may proceed immediately. Please contact our office immediately if currently unforeseen conditions require changes to your construction plans. We are providing a copy of this letter to Ms. Cindy Schneible at the McKinney Community Development Corporation.

Thank you for your interest in the cultural heritage of Texas, and for the opportunity to comment on this proposed project in accordance with Recorded Texas Historic Landmark legislation. **If you have any questions concerning our review or if we can be of further assistance, please contact Adam Alsobrook at 512/463-6183.**

Sincerely,

  
Adam Alsobrook, Project Reviewer  
For: Mark Wolfe, Executive Director

cc: Paula Ross, Chair, Collin County Historical Commission  
Cindy Schneible, McKinney Community Development Corporation



**Fire Suppression System**

**Project Budget**

**Mutual Sprinklers, Inc.**

\$96,896      project bid attached

**The British Builder**

\$18,460      project bid attached

**Energy Attic**

\$4226      project bid attached

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**Project Total**

\$119,582

**BID MEMO**

BID NO.

WG/BKJ 01

DATE:

4/24/2013

JOB The Heard House

LOCATION Church St, McKinney, Tx

FIRM THE BRITISH BUILDER

PREPARED BY WG

ADDRESS 607 N Morris St

APPROVED BY

City/State/Zip McKinney, Tx, 75069

TYPE OF WORK Sprinklers

PHONE

**WORK INCLUDED****AMOUNT OF BID**

construct 8-ft x 8 ft pumphoom in basement. 2 x 4 construction, sheetrock interior/exterior walls, chemical anchors

R13 insulation, solid core 2 ft 6 door, exterior lock package, basic trim

walls painted one coat primer sealer interior /exterior door painted two coats paint

plastic sheeting to demoeed areas

chase walls in house as per plan Mutual sprinkler company, remove debris and dispose

vacum exposed chases and leave ready for sprinkler company.

after completion re-instal sheetrock and 3/4 layer of sheathing hidden behind

tape bed and texture to match

paint walls that have been patched corner to corner

paint from Sherwin Williams, colors matched as close as possible

wiring to add sealed fluro light, maintanence outlet and automatic heater with freeze protection to pump room

remove plastic and leave house construction clean

18,460.00

Optional bid; paint, trim, walls and ceilings in rooms with repaired areas \$2600 per room

**TOTAL BID**

18,460.00

**EXCLUSIONS AND QUALIFICATIONS**

Although all precautions will be taken to control dust, it is recommended to remove personal objects, furniture from immediate area.

a professional cleaning will be required on completion and that is excluded from this agreement

**ACKNOWLEDGEMENT OF ADDENDA**

TAX

**DELIVERY**

EXCLUDED

Payments 25% on agreement on starting balance on completion

INCLUDED

RECEIVED BY





10935 Alder Circle, Dallas, TX 75238  
Phone 214-349-2221 | 800-566-0845 | Fax 214-349-2281  
www.mutualsprinklers.com



To: Heard-Craig Center for Arts  
205 West Hunt Street  
McKinney, TX 75069  
Phone: 972-569-6909  
Fax: 972-542-5092  
E-Mail: [bjohnson@heardcraig.org](mailto:bjohnson@heardcraig.org)  
Date: 2-11-13

Attn: Barbara Johnson

Ref: Fire Protection

Dear Madam

Mutual Sprinklers proposes to provide a NFPA 13 commercial fire sprinkler system for the above house. Because the basement and attic are not heated the system will be a dry pipe system. We will provide a new 6" underground supply from the city main into the basement. A heated enclosure will have to be provided for the valves to prevent freezing of the system. In the basement the pipe will be run exposed and hung to the floor joist. All the heads in the basement will have head guards because of the limited height.

The protection for the first floor will be provided by sidewall sprinkler heads. The pipe for these heads will come from the branch lines in the basement and be run up in the walls. This will require that access holes be cut in the walls to run the pipe and install the sprinkler heads. Mutual does not cut these access holes or repair the holes cut. We chose this option rather than pendant sprinklers which will require more holes to be cut in the ceilings. We estimate about 25 access holes will be required.

An express main will be run from the basement to the attic. To protect the attic space the branch lines will be hung from the roof joist. The main will be run on the floor. This is because we will use dry pendant sprinklers to protect the second floor. The branch lines that supply these sprinklers have to be run on the floor also. No hole will have to be cut on the second floor except possibly to get the pipe from the basement to the attic.

We will provide an air compressor for the dry pipe system, we will provide low air and water flow pressure switches, and tamper switches for the control valves. An horn strobe will be provide for the local fire alarm. Owner is to provide the electrical power to the air compressor and hook up, the fire alarm system and connection of all switches is by owner.

We will provide the excavation and running of the fire main underground. We exclude any landscape repair. The distance from the street to the house is less than 100'-0" so

*American Fire Protection Group, Inc.*

Corporate Office  
Minnesota

Fire Pro  
Louisiana

Perkins Fire Pro  
Arkansas

Superior Fire Protection  
Oklahoma, Tennessee

Standard Automatic Fire Ent.  
New Mexico, Texas

Mutual Sprinklers  
Texas



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the back flow can go inside. The minimum size of the valve room is 6'-0" x 6'-0" with heat and light. Because of the height restrictions in the basement we may have to obtain special approval from the fire marshal. We propose to come off Church Street with the water supply. We will try to come between two of the large trees at the street, but do not warranty that the trees are not damaged.

**Price for work including inside and underground is NINETY SIX THOUSAND EIGHT HUNDRED NINETY SIX DOLLARS (\$96,896.00) plus sales tax.**

**Inside work only is SIXTY FOUR THOUSAND ONE HUNDRED SIXTY DOLLARS (\$64,160.00) plus sales tax.**

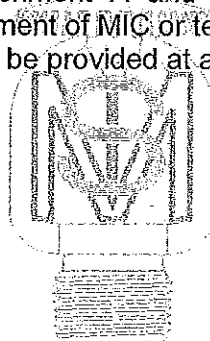
**Underground work is THIRTY TWO THOUSAND SEVEN HUNDRED THIRTY SIX DOLLARS (\$32,736.00) plus sales tax.**

Price is good for thirty days. See attachment "A" and "Terms and Conditions" attached. Our quote does not include any treatment of MIC or testing for MIC (microbiologically influenced corrosion). A MIC test can be provided at a cost of \$750.00, no treatment is included with this test.

Sincerely,  
**Mutual Sprinklers, Inc.**

*Bill Harris*

**Bill Harris**  
**Phone: 214-349-2221**  
**Fax: 214-349-2281**  
**Cell: 214-402-1829**  
**E-Mail: bill.harris@mutualsprinklers.us**



**PROPOSAL ACCEPTED**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINT NAME AND TITLE**

**Attachment "A" – Scope of Work**  
**HEARD-CRAIG CENTER FOR THE ARTS**  
**205WEST HUNT STREET**  
**MCKINNEY, TEXAS**

Mutual Sprinklers, Inc. will provide the necessary drawings, permit, material, and labor to install a new dry pipe fire sprinkler system.

1. Our work will begin at the city main located in Church Street.
2. All materials shall be UL and/or FM listed for use in automatic fire sprinkler systems.

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3. In the riser room we will provide and install a new dry pipe valve, air compressor, control valves, back flow device, water flow and tamper switches, and local alarm.
4. Provide all shop drawings as required by the NFPA Standards and the City of McKinney. As built record electronic record drawings will be provided at completion of the project.
5. Provide all required permit fees, lifts required, and freight to the jobsite.

### Exclusions

The following items are not included in our proposal, and if required, shall be furnished and installed by others:

1. Painting of piping and fittings, or protecting of sprinkler head from being painted.
2. Fire extinguishers.
3. Fire alarms, alarm panels, and monitoring of the sprinkler systems.
4. Any electrical work including connecting the air compressor.
5. Adequate heat to prevent system riser from freezing
6. Costs of bonds.
7. Adequate water supply to supply sprinkler demand.
8. The cutting and patching required to install the sprinkler system.
9. Building of a valve room with heat and light.

### TERMS AND CONDITIONS

The Work Authorization, together with these Terms and Conditions, constitute the entire agreement ("Agreement") of the parties.

1. This Agreement is for work performed on this Work Authorization only. If Customer wants Mutual Sprinklers (The Company) to make any additional repairs, alterations or replacements as a result of the work performed, the Company will do so for additional compensation to be agreed upon in writing by the parties.
2. The Company does not know and does not represent whether the current fire protection system on the property of Customer ("Property") was originally designed and installed in such a way that the system will perform as originally intended or is suitable and sufficient for its intended purpose given the way in which the Property has been or will be used. In other words, the Property has been or may be used in ways such that the configuration of partition walls, the location of and types of materials (including the presence of hazardous materials) and other conditions of the Property's use are such that the fire protection system is inadequate, insufficient or unsuitable for the Property. THIS AGREEMENT IS NOT A GUARANTEE OR WARRANTY THAT THE SYSTEM WILL IN ALL CASES (A) PROVIDE THE LEVEL OF PROTECTION FOR WHICH IT WAS ORIGINALLY INTENDED, (B) IS FREE OF ALL DEFECTS AND DEFICIENCIES, (C) AND IS IN COMPLIANCE WITH ALL APPLICABLE CODES. Customer agrees that it has not retained Company to make these assessments unless otherwise specifically indicated.
3. The Company will be permitted, at all reasonable times, to enter the Property to conduct the work as outlined in this Agreement.

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Mutual Sprinklers  
Texas

**Subject:** Energy Attic Estimate  
**From:** Casey Moran <caseymoran608@gmail.com>  
**Date:** 10/3/2012 10:54 AM  
**To:** bjohnson@heardcraig.org

Date: 9-21-2012  
Customer Name: Barbara Johnson  
Address: 205 W. Hunt Street, McKinney TX 75069  
Email address: [bjohnson@heardcraig.org](mailto:bjohnson@heardcraig.org)  
Phone # 972-569-6909

Hi Barbara,

It was great to meet with you yesterday afternoon in such an amazing establishment. Energy Attic is solution minded, quality driven, and our team treats every customer's home as our own. As a whole this allows us to constantly achieve the best results for our customers.

Thanks for considering Energy Attic for your energy efficiency needs. I look forward to the opportunity to earn your business!

Please visit the link below to view our downloadable brochure:  
<http://www.energyattic.com/tx/energy-attic-presentation.pdf>

Your estimate is as follows:

**Install Energy Attic Radiant Barrier**

Item 1) \$4226.00 – Estimate includes engineering your attic radiant barrier specifically for your home. Our Exclusive, U.S. Made, foil radiant barrier will be stapled to the attic rafters in all accessible areas of the attic and we will seal all seams with aluminum tape. This aluminum tape has a special adhesive that will not delaminate in the excessive heat.

No Charge items with the radiant barrier installation:

- Install baffles where needed for ventilation. This is an air tunnel that creates an air flow on both sides of the aluminum flushing convected heat from the aluminum up and out your roof vents.
- Rehang duct work to all for proper airflow. New straps are included.
- Check all ducts for leaks and make any minor repairs.

- Check return air vents for leakage and make any necessary repairs.

We anticipate it will take approximately 1 day to complete your installation.

\*Energy Attic will honor the pricing contained in this estimate for a period of 30 days from the date above, after 30 days, please contact our offices for new pricing, or product options.

EnergyAttic Radiant Barrier will reduce your energy costs up to 40%. Keep in mind that our radiant barrier is a year round product and will reduce your attic temperatures 20-45 degrees during the summer and keep heat from escaping through the roof in the winter time. It will make your home temperatures feel more constant and comfortable. Your air conditioner will run less and will increase the life of your a/c units. It will also prevent the duct work from heating up and keep your air cooler as it travels to your rooms. We have had numerous customers report a substantial savings so far this summer with the majority reporting between 38% and 48% decrease in kilowatt usage. I received a call from a customer who had to tell me his July bill was a little more than 1000 kilowatt hours less than last year! This gave him a 47% decrease in his energy bill. He is absolutely thrilled!

At this time the Energy Tax Credits have ended except on the solar powered attic vents. If we hear any changes to this, we will let all of our customers know. Previous Energy Tax Credits included our radiant barrier products (not all products on the market are included), insulation, and attic tents in addition to the solar items. Supporting documentation will be provided for your tax return.

The U.S. Federal Trade Commission (FTC) defines "home insulation" as "any material mainly used to slow down heat flow" (16 CFR Part 460.2). ENERGY STAR considers insulation to be products or materials that meet the FTC's definition of "home insulation" and are used to insulate a whole wall, ceiling, or floor. These products include, but are not limited to: fiberglass, cellulose, mineral wool, whole-wall spray foam, rigid foam board, cotton fiber batts, and foil radiant barrier products.

At this time we are accepting cash or check due upon completion of the installation. There will be no tax added on to this estimate.

Please feel free to call should you have any questions on the product, pricing or installation. I can also email you references if you would like.

We look forward to helping you prepare for comfort needs!

Sincerely,

Casey Moran  
214-232-1403  
[cmoran@energyattic.com](mailto:cmoran@energyattic.com)  
[www.energyattic.com](http://www.energyattic.com)

\*\*\*Dedicated to keeping your energy costs from going through the roof!\*\*\*

Re: Discount per my Boss

**Subject:** Re: Discount per my Boss  
**From:** Casey Moran <caseymoran608@gmail.com>  
**Date:** 4/19/2013 8:40 PM  
**To:** Barbara Johnson <bjohnson@heardcraig.org>

Barbara,

Yes price has gone up but I will honor based helping the museum. I look forward to opportunity to serve you.

Best Regards,

Casey Moran

Sent from my iPhone

On Apr 19, 2013, at 2:26 PM, Barbara Johnson <bjohnson@heardcraig.org> wrote:

Casey,

I am including this estimate in a grant proposal and just wanted to see if the price has changed since it was quoted. Thank you.

Best Regards,  
Barbara Johnson  
Executive Director  
Heard-Craig Center for the Arts  
972.569.6909  
469.877.6083 (cell)  
[www.heardcraig.org](http://www.heardcraig.org)

On 10/3/2012 10:58 AM, Casey Moran wrote:

Casey this looks like an awesome opportunity for our business and for the McKinney Historic district. Let's go ahead and do our contractor pricing plus (also what we would discount for 503C accounts). Should come out to around \$800? Let me know what we need to do to make this happen.

Ryan Amerson