



June 15, 2020

Cindy Schneible  
McKinney Community Development Corporation  
5900 S Lake Forest Blvd., Suite 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 30, 2020 for the project grant #19-09 awarded in the amount of \$150,000. This request is due to unforeseen staff departures in the code department and our housing inspector retiring after 18 years of service. We have hired a new very experienced housing inspector and have proceed to move forward with the program. COVID-19 slowed us down again in March but we have two other families ready for assistance and more to come. To date we have completed three projects for a total of \$31,012. The two families waiting at the moment will be another \$22,000 - \$24,000.

This money is making a difference and 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 black ink that reads "Cristel Todd". The signature is written in a cursive, flowing style.

Cristel Todd  
Affordable Housing Administrator

**Housing & Community Development**