

# **Executive Summary**

## **MDD Mission Statement**

**The Mission of the Fair Oaks Municipal Development District is to approve funding for economic development, retention and improvement of the District, and for the improvement of short and long term property values.**

## **What is the MDD?**

The Municipal Development District is a Fair Oaks Ranch taxing entity that was established in 2011 with the purpose of providing a stimulus of economic growth within the City of Fair Oaks Ranch. The citizens of Fair Oaks Ranch approved a .5 cent tax to be added to the municipal sales tax as a funding source. The funds collected are to be used to help fund projects, commercial, civic and governmental, that will provide for economic, social, and civic growth while ensuring or increasing property values.

## **Who can use the MDD funds?**

Commercial entities, civic organizations, governmental organizations and not for profit entities can apply for funding of projects that are qualified and meet standards that will provide economic growth, improve the quality of life for residents of Fair Oaks Ranch or offer social and/or safety benefits to the city and its residents. Funds are intended to be accessed by constituents of the City of Fair Oaks Ranch and its ETJ.

## **How does funding get approved?**

Applicants will submit a formal application for consideration to the MDD that provides what the project would entail the expected benefits to the community, a business plan, funding provided by the applicant, proposed use of funds requested and timing of the proposed project. The MDD will evaluate requests to determine if the project meets the published State and Local standards<sup>^</sup> for project funding. Funding from the MDD can be partial or up to matching depending on the business case and application request. The MDD board will make the final decision on the request and will authorize the amount of funding.

## **What types of projects will be considered?**

As stated, commercial, civic, safety, or municipal projects will be considered\*. Projects can range from, Municipal infrastructure projects, small civic projects proposed by: e.g. scouting groups, FFA, 4H and the like, to commercial businesses seeking funding for remodeling and enhancing current facilities. Examples: an Eagle Scout project to provide a safety improvement to a park, a small business would like to improve signage that improves the appearance of the business, a potential business owner would like to renovate a space to meet city codes, a road construction would resolve an entrance problem for a business, a new business wishes to build a structure. These are examples but do not limit the types of projects for which individuals or groups can apply for funding assistance.

## **What will not be considered?**

Funding request for a commercial project that does not have committed funding from a financial or private investor, funding requests for projects outside of the City of Fair Oaks, funding requests that do not contribute to social norms, funding requests that do not meet City/ETJ ordinances, funding requests for private residences, or funding requests deemed detrimental to the life style of the community.

## **How do I start?**

A Business Plan should be developed providing what the project will do, how it will be implemented, who will be responsible, what benefits it will provide, timing for completion, funding the applicant has secured, and funding requested from MDD. The funding from MDD will be provided upon completion of the project.

An application should be completed and accompany the Business Plan. The form can be found on the MDD website. Funding sources should be documented and will be verified prior to any decision to fund by the MDD Board. A meeting with the board will be required for the requestor to present the project and discuss the business plan.

[\\*Appendix A – MDD Eligible Project Category List](#)

[\\*Appendix B – Project Application and Evaluation Guidelines](#)



# Fair Oaks Ranch Municipal Development District Grant Funding Application



Applicant Name: \_\_\_\_\_ Business Name \_\_\_\_\_

Contact Information: Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Email \_\_\_\_\_

Business Email: \_\_\_\_\_ Website \_\_\_\_\_

Address of Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Tax ID# \_\_\_\_\_

Property Owner: \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**List of Partners/Principals of the Business** (attach if necessary) require on 1<sup>st</sup> entry only

Name	Title	Contact #	Ownership%	Email

**Project Type:** (Select One)

☐Municipal ☐Commercial ☐Civic Organization ☐Business ☐Other\_\_\_\_\_

Applicant's relevant experience for the project for funding of project requested:



## Fair Oaks Ranch Municipal Development District Grant Funding Application



### **Applicant Funding Source**

Bank or Financial institution providing Funding

Contact Name:

Title

Address

Telephone

Email

Website

Overall Project Cost \$

Has Applicant received economic assistance before?

If yes, When, Where, and from What Source?

Project Information: Describe what the project entails, Facade, Building, Remodel, Landscape, etc.

Project Title:

Project Objective:



## Fair Oaks Ranch Municipal Development District Grant Funding Application



Expected Benefits:

MDD Funds Requested: \$ \_\_\_\_\_ Estimated Total Cost of the Project: \_\_\_\_\_

*(Note: Contractors detailed cost estimate must be attached)*

Name of Contractor or Construction Manager: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_ Website \_\_\_\_\_

Applicants Architect: \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

*(Note: Blueprints or Rendering must be attached)*

Estimated Date of Project Commencement: \_\_\_\_\_ and Completion: \_\_\_\_\_

**\*\*\*Percentage of the project cost funded will be determined by the MDD Board of Directors.\*\*\***

### **Required Documents to be attached:**

1. Applicable Building Permits and Zoning Board approval.
2. Contractors detailed cost estimate on Contractors letterhead
3. Project Budget breakdown of all anticipated expenses
4. Plan for post construction upkeep and sustainable ongoing operations
5. Letter from Property owner if applicant is a tenant authorizing project
6. Photographs of project location and existing structure
7. Detailed project plan and timeline for major milestones
8. FORHA and Unit HOA Restriction Committee Approvals (if applicable)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix A

### MDD Eligible Project Category List

Category Name	Category Description
Façade Improvement Program	Matching funds reimbursement to incentivize façade improvements to bring existing qualified store fronts up to FOR form-based zoning standards
Infrastructure Projects	<ul style="list-style-type: none"><li>• Contributions in aid of construction for utility infrastructure as an incentive for qualified commercial or mixed-use development projects, or</li><li>• Reimbursements for costs incurred on projects or initiatives that enable or promote business development</li></ul>
Civic Venues & Related Improvements	Reimbursement for construction or remodeling costs as an incentive for qualified civic venue projects
Recreation & Community Projects	<ul style="list-style-type: none"><li>• Contributions in aid of construction for qualified recreational facility projects, or</li><li>• Reimbursements for costs incurred on qualified projects or initiatives that enable pedestrian and bicycle mobility by means of a contiguous park &amp; trail system</li></ul>

## **Appendix B**

### **Project Application and Evaluation Guidelines**

#### **1. Project Application Guidelines**

##### **1.1. Project Scoring Dimensions**

For each proposed project, information & documentation should be collected and analyzed to gain satisfaction that the project is eligible for funding based on reasonably satisfying the requirements under each of the following dimensions:

- Compliance: MDD statutory constraints; City ordinances & codes
- Fit to FOR MDD mission, goals & objectives
- Economic and/or quality of life benefits: extent & duration
- Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

##### **1.2. Application Submittals**

The required information & documentation may be satisfied via the following means:

- The required type and extent of information required may be submitted using an application form provided by the MDD or a grant proposal submitted by the applicant.
- Additional information required to assess an application may be requested from the applicant via a direct request from the designated MDD representative.
- Additional information required to make a final decision could be requested via a direct request from the MDD Board to the applicant.

##### **1.3. Applicant Contact & Background Information**

- Names and contact information for the natural person and/or entities that will have primary responsibility for delivery of the project and outcomes/ongoing benefits.
- If applicant is an entity, names and contact information for all principals who will have a significant role in the project.
- Legal form of entity
- Primary area of business activity
- Single point of contact for communication regarding application
- Resume: Applicant experience relevant to ability and capacity to deliver on project commitments

##### **1.4. Project Contact Information**

- Project site physical address
- Name of owner of project site property
- Site Owner's physical mail address, telephone number and email address

### **1.5. Project Summary Information**

- Project Title
- Project Executive Summary (Template provided by MDD):
  - Executive outline of project objectives, desired outcomes & community benefits, including economic impact
  - Total project cost
  - Grant request
  - Other sources of financing
  - Target commencement date
  - Target completion date

### **1.6. Application Documents (provided at Applicant's discretion or requested by MDD based on project category & scope)**

- Property owner acknowledgment & consent
- Detailed project work plan & timeline
- Project budget
- Plan for post-construction upkeep and ongoing operations of asset
- Design drawings
- Contractors & subcontractors
- Material specifications
- City zoning & permits documentation, as applicable
- Detailed information relating to project objectives, outcomes & community benefits (optional at Applicant's discretion)

### **1.7. Conditions & Acknowledgements**

- One grant at a time per applicant/property owner.
- Grant acceptance is at MDD discretion.
- Grant is based on availability of funds within the MDD budget.
- Grant is subject to acceptance of MDD Terms & Conditions.
- Grantee is obligated to fulfill commitments of project objectives & benefits.

## **2. Project Evaluation Guidelines**

### **2.1. Due Diligence Evaluation Criteria**

For each proposed project, sufficient and competent information should be collected and analyzed to allow the Board to determine that the project reasonably meets the Board's standards for granting funds to a project. For all proposed projects, the following dimensions will be evaluated:

- **COMPLIANCE**
- **FIT**
- **BENEFITS** - Economic and/or quality of life benefits: extent & duration
- **RISK** - Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

### **2.2. Evaluation Methodology**

All project proposals will be assessed as follows:

- The President of the Board may choose to establish a subcommittee to perform the evaluation.
- If a subcommittee is used to perform the evaluation, the subcommittee will provide a report and recommendation to the Board for consideration and possible action.
- The project evaluation represents one aspect of the Board's considerations in making a grant award decision.
- COMPLIANCE will be evaluated based on the eligibility of project in accordance with Eligible Project Category List (Appendix A).
- Information provided by the applicant will be evaluated to determine FIT, BENEFITS, and RISK.
- FIT will be evaluated based on conformance with the MDD mission goals and objectives.
- BENEFITS will be evaluated for economic and/or quality of life benefits, including extent and duration of the benefits to Fair Oaks Ranch.
- RISK will be evaluated for project quality considering counterparty qualifications, project delivery risks and ongoing operations risks.
- The desired outcome of the Boards deliberation will be to arrive at a decision that a project qualifies or does not qualify for funding based on COMPLIANCE, FIT, BENEFITS and RISK.
- The decision to approve project grant funding and funding amount is at the discretion of the Board.
- The decision regarding the availability and source of funds for a proposed project is at the discretion of the Board