

**COMMUNITY RELATIONS COMMISSION
 PLANO MUNICIPAL CENTER
 1520 K AVENUE
 January 13, 2011**

| ITEM NO. | EXPLANATION | ACTION TAKEN |
|--|--|---------------------|
| <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>Council Liaisons: Jean Callison and Lissa Smith</p> | <p>5:00 p.m. - Dinner - Planning Conference Room 2E</p> <p>5:30 p.m. - Regular Meeting - Planning Conference Room 2E</p> <p>Call to Order/Pledge of Allegiance</p> <p>Comments of Public Interest: This portion of the meeting is to allow the public to speak on items of interest or concern. It is not for the purpose of speaking on items that are on the current agenda. The Commission may not discuss these items, but factual or policy information may be provided in response to the comments, and the Commission may choose to place the item on a future agenda. Comments are limited to three (3) minutes per speaker, with a maximum time limit of fifteen (15) minutes for this portion of the meeting. Speakers will be notified when speaking time has expired.</p> <p>Approval of Minutes from the July 13, 2010 and November 18, 2010, meetings</p> <p>Review and Consideration of 2011 Consolidated Grant Applications, Instructions, and Commission Evaluation.</p> <p>Discussion of the 2011 Consolidated Grant Review Process</p> <p>Items for Future Agendas</p> | |

ACCESSIBILITY STATEMENT

Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Planning Department at (972) 941-7151.

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

January 13, 2011

Agenda Item No. 4

Review and Consideration of 2011 Consolidated Grant Applications,
Instructions, and Commission Evaluation

DESCRIPTION:

The Community Relations Commission will consider revisions to the 2010 Consolidated Grant applications, instructions, and evaluation tools to create updated documents for the 2011 Consolidated Grant application process.

REMARKS:

Based on the feedback provided by the Commission and staff deliberations, staff has prepared updated documents for the Commission's consideration.

At the meeting staff will be prepared to discuss the changes to the cover sheet, application sections and corresponding instructions. Staff has made numerous changes to the grants for 2011 in hopes of generating greater detail in the descriptions of requests. We hope that additional information will assist both the Commission and staff in developing a clearer understanding of each request and lead to better contracts for service. Specifically, we have asked detailed questions about the organization's overall operations and the program for which the agency is requesting funds.

Changes include removal or revision of some items that have consistently caused confusion or resulted in poor quality information over the past three years of the current application format. For example, the Program Support application's questions about costs per client per unit of service, which regularly yielded unreliable information, have been replaced with 'Section 3. Programmatic Impact' questions, which we hope will yield a better result.

We have also included questions that point to some very specific federal requirements that were not included previously, such as the net proceeds question in the Permanent Housing Application.

RECOMMENDATIONS:

Recommended that the Commission approve the attached documents for use in the 2011 Consolidated Grant Process.



**2011 City of Plano
CDBG, HOME, and Buffington Community Services Funding
Consolidated Grant Application Instructions**

APPLICATION DEADLINE:

No applications will be accepted after 5:00 p.m., Friday, March 4, 2011. **NO EXCEPTIONS.**

- Delivery of grant applications must be accepted and initialed by city staff within the Planning Department offices no later than 5:00 p.m., Friday, March 4, 2011.

Applications may be mailed to City of Plano Community Services, c/o Christina Day, P.O. Box 860358, Plano, TX 75086-0358 or delivered to Plano Municipal Center, 1520 K Avenue, Suite 250, Plano, TX, 75074.

GENERAL GRANT INFORMATION:

The City of Plano makes funds available to non-profit organizations to assist in providing housing and services to Plano residents. Funds granted through the City of Plano are received from federal sources as well as the City of Plano General Fund.

The three sources of funding for the 2011 City of Plano grant process are described below:

1. Community Development Block Grant (CDBG)

CDBG grants are available only to organizations that provide services to low-to-moderate income persons. A maximum of 15% of the total amount of CDBG funds made available to the City of Plano (through the U.S. Department of Housing and Urban Development) each year may be used for public services. A maximum of 20% of the total amount of CDBG funds made available to the City of Plano each year may be used by the City for grant administration. The remainder of the CDBG funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2010-2014 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from CDBG should be available to organizations on October 1, 2011, and normally must be spent by September 30, 2012.

2. HOME Investment Partnership Grants (HOME)

HOME grants are federal grants restricted to organizations providing affordable housing to low-to-moderate income persons. A maximum of 10% of the total amount of HOME funds made available to the City of Plano each year may be used by the City for grant administration, and 15% must be set aside for certified Community Housing Development Organizations (CHDO). The remainder of the HOME funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2010-2014 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from HOME will be available to organizations on October 1, 2011, and normally must be spent by September 30, 2013.

3. Robert W. Buffington Community Services Grants (BCSG)

BCSG grants are named in honor of Bob Buffington, the City of Plano's former manager of this program and long-time advocate of those in need within our community. Bob passed away in September 2006 but leaves behind a legacy of commitment to providing essential services to improve quality of life for Plano residents.

BCSG grants fund programs that provide short-term, urgent economic assistance or care services, offering immediate relief of crisis impacting the physical and/or mental health of Plano residents. General

APPLICATION TYPES:

The 2011 grant application process allows an organization to submit funding requests under one of three specific grant types, thus allowing the organization to provide more directed information relating to their specific needs. These grant types and their focuses are as follows:

Program Support Application -

This application focuses on funding of services provided to the Plano community through a specific program that supports an organization's mission. This application can include requests for funding of supplies and materials and/or staff payroll expenses relating directly to the program or activity for which funding is requested. The request also may include administrative expenses. Do not use this form if your request for funds is covered by either of the other two forms described below.

Permanent Housing Application -

This application focuses on funding the construction or rehabilitation of affordable housing for low-to-moderate income Plano residents. This application includes requests for funding of construction cost and/or property acquisition for new housing and repairs/rehabilitation of existing housing. Portions of the request also may include payroll expenses and/or other administrative expenses relating directly to the housing program for which funding is requested. An organization requesting a grant of this type must be able to submit audited financial statements.

Site Improvement/Equipment Acquisition Application -

This application focuses on funding (1) the repair, refurbishment, or relocation of an organization's facility in which services are provided to Plano residents (for example, new carpeting; painting the organization's headquarters; relocating to or constructing a new facility; installing or repairing a heating, air conditioning, electrical, or plumbing system in a facility; and the like) and/or (2) requests for major equipment acquisition(s) totaling in excess of \$1,000 that will strengthen the organization's infrastructure or be used directly in providing services to clientele (for example, a copy machine, computers or software or upgrades to be used by staff or clientele, medical equipment, a car or van, etc.). Please note that equipment acquired and site improvements using federal funds obligate the agency to the City and HUD for the life of the equipment and five years from the date of the site improvements are finalized. Should the property be sold during the time of obligation, the agency will be responsible for reimbursement of funds.

Portions of the request also may include payroll or administrative expenses directly relating to the repairs, refurbishments, or equipment acquisition. Three bids will be required for this grant type; two of the three bids must be included with this application. The third bid must be submitted to city staff one week prior to the Community Relation Commission's public hearing on your application.

Once an organization has determined the needs for which funding will be requested, a grant application for each of the grant types that are applicable may be completed. An organization may not combine more than one program, project, activity, or equipment acquisition in one application, but may submit multiple applications. Use of the wrong application type will result in the incorrect part of the request being unfunded.

- b. If your organization is part of an entity serving clientele in areas beyond Plano and Collin County, submit only the annual budget for the office serving Plano or Collin County residents. Although it is recognized that some Plano offices under an area-wide entity may not have an independent budget, the organization is required to provide the detailed budget under which the area-wide entity requires the office serving Plano or Collin County residents to operate.
2. List of officers and member of the board of directors for the organization, including
 - a. The city in which they live,
 - b. Their professional affiliations, and
 - c. Their ethnicity.
3. The current annual schedule of board meetings.
4. Resume of director.
5. A copy of the organization's latest tax return accepted by the Internal Revenue Service (typically on Form 990 or PF-990).
6. A copy of the organization's IRS letter of determination
7. Copy of your organization's most recent audit of financial records. Even if you are submitting multiple applications, only one copy of the audit is required.
 - a. If your organization spent more than \$500,000 in federal funds from a combination of all federal sources in the past fiscal year, submit one copy of your Single Audit, as required by HUD.
 - b. For those organizations whose audit is of an entity or parent organization whose revenues and expenses include but are greater than the organization submitting the application to the City of Plano, submit both the audit and the financial statement information required by the following sentence for the office serving Plano or Collin County residents.
 - c. Those organizations that do not have a current audit are required to submit a complete financial statement of your organization's most recently completed fiscal year including a profit/loss statement as well as a balance sheet, or if no financial statements exist, submit a description of your method of accounting for revenue and expenses.
8. Copy of your organization's management letter, recommendation letter or any other document from the auditor commenting on your organization's financial controls. If you did not receive such a letter with your audit, please insert a letter stating as much and make sure to have the appropriate section completed by your auditor on the audit information certification form, as follows.
9. HUD also requires the City to comply with audit tracking standards to ensure federal funds are appropriately monitored. As part of this process, all applications are required to include an Audit Information Certification Form, available at www.planoplanning.org under Community Services.

GRANT APPLICATION INSTRUCTIONS:

Many of the narrative questions are self-explanatory and therefore will not be addressed on an individual basis. For other questions, additional information is provided to help organizations submit complete and responsive applications. It is the responsibility of each organization to review the grant application in conjunction with the information provided in the following tables:

Cover Sheet - All Grant Types:

| | |
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| Section I. | All questions are self explanatory. |
| Section II. | <p>Name of Program/Project - A general title will help the Community Relations Commission quickly ascertain the nature of the grant (i.e. Rent Assistance Program or (Agency's Name) Site Improvement Project, etc.).</p> <p>Location of Program/Project - Provide the street address of your organization and, if different, also provide the location at which the funded program, project, or equipment acquired will occur or be used. If services are provided in a client's home, at a PISD school, in a hospital, or other similar location, so note.</p> <p>Organization Tax I.D. Number - This is the number the IRS assigns to the organization certifying federal tax exemption.</p> <p>Organizations who wish to be considered for federal grant money must provide a DUNS number.</p> <p>DUNS Number - The Federal Office of Management & Budget has adopted the use of DUNS numbers as a way to keep track of how federal grant money is awarded and dispersed. The U.S. Department of Housing and Urban Development now requests this information be placed into their Integrated Disbursement and Information System (IDIS) for any agency receiving HUD funds. A DUNS number may be obtained by calling 1-866-705-5711.</p> |
| Section III. | <p>Authorized official's name and signature may be either the board chairperson or the executive director or another person who is authorized by the organization's board to make an application.</p> <p>Because an original signature is required on the paper copy, no applications may be submitted by facsimile (fax) or by electronic email.</p> |
| Section IV. | Organizations are required to acknowledge attendance at one of the City of Plano training sessions as described on page 6 of these instructions. Representatives should familiarize themselves with the application formats and these instructions before attending a training session. |
| Section V. | DO NOT FILL OUT THIS PORTION. At the bottom of the cover sheet is a place for city staff to record the date and time an organization's application was received as well as a place for the staff to initial the application's receipt. If you desire a copy of the receipt with an original signature, bring or mail a second cover sheet with your application. |
| Section VI. | It is the responsibility of every organization to complete the check list as verification of all attachments. Please refer to Applicant's Responsibilities as described above in these instructions. |

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| Section 3. | <p>A. – <u>Individual</u> reports each human being. A <u>family</u> is defined as all persons living in the same household who are related by blood, marriage, or adoption, including adult children who continue to live at home with their parent(s) and a dependent child who is living outside of the home (e.g. students living in a dormitory). An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one person family for this purpose. A <u>household</u> includes all people living within a single housing unit, so four unrelated people sharing an apartment would still only count as one household.</p> <p>B. – Overall program costs include the total expenses, both direct and non-direct, for providing this program. Unduplicated clients are those individuals, families or households that are served within that grant year and are counted only once within the year, no matter how many or few services they receive. Plano clients live within the city of Plano limits, regardless of school district, county or other affiliation.</p> |
| Section 4. | <p>A. - Each organization is asked to provide a <u>line item budget relating specifically to the program for which city funding is being requested</u>. The Program Revenue Budget should include totals of all revenue categories that will be secured for the program.</p> <p>B. - List all other grant applications to other funding entities that will be used to support the program for which city funding is being sought. If no other grants are being sought, state "none."</p> <p>D. - Expenses are to be divided between direct service expenses and non-direct service expenses. Direct service expenses are those relating directly to the services provided to clientele. All other expenses are considered non-direct service expenses. Please note that the City of Plano does not expect all of an organization's funds to be used for direct service only. It recognizes that administrative support and other non-direct expenses are necessary to the infrastructure of an organization. To better assist in determining whether expenditures should be summarized under direct service expenses or non-direct service expenses (administrative expenses), the following guidelines are provided:</p> <p>Non-Direct Service Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees <u>who do not provide direct services to clientele</u> participating in this program, for example the organization's director or a secretary who does not work directly with clientele. • Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and similar expenses, in all such cases, <u>that are not directly tied to providing services to clientele</u> participating in this program. • Occupancy - The portion of mortgage, rent, or lease payments that includes any square footage within the organization's facility <u>that is not used to provide direct services</u> to clientele participating in this program or for the personnel who provide such direct services. Thus the expense of an office or conference room in which clientele are served is a direct occupancy expense, while the office of a person who does not provide direct services to clientele is a non-direct expense. For employees who both provide services directly to clientele and also support non-direct personnel (for example, a receptionist) prorate the occupancy cost of that employee. • Miscellaneous – Any other expenses that do not fit in the above categories and do not provide direct services to clientele participating in this program. Examples include costs of fundraising events, professional expenses for audits or legal services, expenses relating to an organization's board of directors and the like. <p>Direct Service Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees <u>who directly provide services to clientele</u> participating in this program. • Operational - All supplies, materials, communication and office expenses, transportation, etc. that directly assist in providing services to clientele participating in this program. • Occupancy - The portion of mortgage/rent/lease payments that reflect the actual square footage |

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| | <p>example: Did your Board or any member donate or seek donations of needed materials or labor and was the effort successful? Did your Board set the budget for the program? Arc Board members otherwise involved in helping the program be a success and, if so, how? If your Board has not taken action of the type described above, answer "None".</p> <p>D. -- An organization should limit this response to the names of other agencies that provide direct collaboration to support the program for which funding is requested. Collaboration includes referral of clientele and/or donation of supporting materials, supplies, and/or services.</p> <p>E. - Some organizations may have work schedules that allow distribution of funds in one large payout or in increments across every other quarter of the grant's fiscal year. If funds will be allocated in a timeframe other than equally per month across the grant's fiscal year, please provide a brief schedule of when, what portions, and what events cause a disbursement, and for what uses the funds will be dispersed.</p> |
| <p>Commission Summary Page</p> | <p>DO NOT COMPLETE THIS SECTION. It has been included to provide insight to one of several portions of the Community Relations Commission's process in allocating funds. The Commissioners will complete this summary page after the public hearings.</p> |

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| | <p>Permanent Housing Expenses are as follows:</p> <ul style="list-style-type: none"> • Property Acquisition - All costs other than personnel related to purchasing land on which to build a new home or purchase an existing home; costs may include closing expenses, realtor fees, purchase price, prorated property taxes, etc. • Construction/Related Materials – Material and labor for construction. • Other Expenses - Expenses that do not fit in the above categories, but are directly related to construction, rehabilitation, and/or land acquisition such as financing costs, professional and engineering fees, brokerage commissions, and costs of fundraising events. • Operating Expenses - HOME funds do not allow operating expenses unless an organization is certified as a CHDO and eligible for CHDO operating expenses. <p>Personnel - Payroll expenses, including any salaries, hourly rates, payroll taxes and benefits relating directly to the construction or rehabilitation project or land acquisition</p> <p>Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and similar expenses, in all such cases, <u>that are not directly tied to providing services to clientele participating in this program.</u></p> <p>Occupancy - The portion of mortgage, rent, or lease payments that includes any square footage within the organization's facility <u>that is not used to provide direct services</u> to clientele participating in this program or for the personnel who provide such direct services. Thus the expense of an office or conference room in which clientele are served is a direct occupancy expense, while the office of a person who does not provide direct services to clientele is a non-direct expense. For employees who both provide services directly to clientele and also support non-direct personnel (for example, a receptionist) prorate the occupancy cost of that employee.</p> <p>Miscellaneous – Any other expenses that do not fit in the above categories and do not provide direct services to clientele participating in this program. Examples include costs of fundraising</p> <p>B. - List all grant applications to other funding entities that will be used to support the program for which city funding is being sought. The status of the funding requests are required and updates should be provided during the public hearings. If no other diverse sources are being sought, state "none". This question provides the detail for the "grants" figure in the revenue column of the Program Budget Summary.</p> <p>C. - Because the categories of "other revenues" and "other expenses" can contain a varied list of resources and expenditures, this question requires providing more detailed information relating to the additional revenues and expenses of the housing project.</p> |
| Section 4. | <p>B. - Each organization is required to provide financial information for the last two completed fiscal years as well as the projected organizational budget that the organization's governing body has adopted for the current fiscal year yet to be completed.</p> <p>Revenue categories ask for totals that support all programs/projects and administrative expenses throughout the organization:</p> <ul style="list-style-type: none"> • Clientele Contributions - Monetary input from clientele participating in all projects/programs. • City of Plano CDBG/HOME Grants - Self explanatory. • Other Federal Grants - All federal funding other than CDBG or HOME received in support of all projects/programs and/or administrative needs. • All Other Grants - All private foundations, corporations, and state funding. • Donations - Monetary gifts in support of all of the organization's projects/programs. • Fundraisers - All revenues generated from organization's special events. • Miscellaneous Revenue - Self explanatory. <p>Expenses categories ask for totals that support all programs/projects and administrative expenses throughout the organization:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees. • Operational - All supplies, materials, communication and office expenses, local transportation, |

Site Improvement/Equipment Acquisition Application:

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| Section 1. | <p>B – List by name each program offered by your organization. This should be a comprehensive list, but may be a single program for some agencies that have a single focus. Do not list each activity or service your agency provides, but think broadly in terms of the larger programs that those activities support.</p> <p>D – The City requires organizations to be in operation for a minimum of three years prior to the application deadline. The benchmark for operations is established as the first regular meeting of the agency’s local Board of Directors.</p> |
| Section 2. | All questions are self explanatory. |
| Section 3. | <p>A. - Each organization is asked to provide a <u>general budget summary relating specifically to the site improvement and/or equipment acquisition for which city funding is being requested</u>. This Budget Summary should include totals of all revenue categories that will be secured for the specific project/equipment for which this application is submitted and totals of all expenditure categories that will be distributed for the same project/equipment.</p> <p>Site Improvement/Equipment Acquisition Revenues are as follows:</p> <ul style="list-style-type: none"> • Grants - Federal, state, corporate, and/or private funding relating to site improvement project or equipment acquisition for which this application is submitted. • Donations - Monetary gifts directly for the site improvement project or equipment acquisition for which this application is submitted. • Fundraisers - Revenues generated from all special events designed to increase resources specifically for this site improvement project or equipment acquisition. • Other Revenues - Any additional resources supporting the site improvement project and/or equipment acquisition for which this application is submitted. <p>Site Improvement/Equipment Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - Payroll expenses including salaries, hourly rates, payroll taxes, and benefits for employees working directly on the site improvement and/or equipment acquisition. • Equipment Total - All costs related to purchase of equipment for which funding is requested. • Site Improvement Total - All costs other than personnel related to site improvement project for which funds are requested. • Other Expenses - Expenses that do not fit in the above categories but are directly related to site improvement and/or equipment acquisition including costs of fundraising events. <p>B. - List all other grant applications to other funding entities that will be used to support the program for which city funding is being sought. The status of the funding requests are required and updates should be provided during the public hearings. If no other diverse sources are being sought, state none. This question provides the detail for the “grants” figure in the revenue column of the Budget Summary.</p> <p>C. and D. - Because the categories of “other revenues” and “other expenses” can contain a varied list of resources and expenditures, this question requires providing more detailed information relating to the additional revenues and expenses of the site improvement project.</p> <p>E. - Organizations must demonstrate diverse resources to support the site improvement and/or equipment acquisition project. Beginning with Column 1, list all entities that have <u>committed funds</u> toward your organization’s improvement project or equipment acquisition. Within Column 2, list the amounts that each entity has committed. Column 3 should include the projected use of each amount committed to the organization’s improvement or equipment acquisition. Column 4 should identify a date, month, or quarter in which the funds will be used.</p> |

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| | <p>Note that there is no requirement in this chart to separate direct from non-direct service expenses.</p> <p>C. - Any organization that has conducted an annual audit of its most recently completed fiscal year is required to attach said audit. The management letter also must be included with the most recent audit as well as any findings or concerns. If you did not have an audit, please state "no audit conducted".</p> |
| Section 6. | <p>A. - The City's Consolidated Plan is located online at www.planoplanning.org. Click on grants on the left side of the screen; a link to the plan is on the grants page under HUD. Goals begin on page 8 of 206 of the PDF file and include all strategies, objectives and outcomes listed.</p> <p>B. - If you have questions about these standards, contact the staff within the Community Services Division for additional guidance.</p> <p>C. - Section 3 refers to that part of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u; 42 U.S.C. 3535(d)). Section 3 is now implemented in HUD's regulations at 24 CFR Part 135. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very low income persons. Section 3 affects contracts and subcontracts for: work to be paid with Section 3-covered HUD assistance; or work arising in connection with a Section 3-covered project where the individual contract or subcontract exceeds \$100,000 and the amount of HUD assistance for the project exceeds \$200,000. Both conditions must be present [135.3(a)(3)(ii)(A-C)]. If your request may meet Section 3 requirements, contact the Community Services Division staff for additional guidance.</p> <p>D. - HUD requires compliance with Davis Bacon federal wage requirements. Davis Bacon requirements must be met if an organization is constructing or rehabilitating more than a 12-unit residential project or any non-residential project over \$2,000. If you have questions about how these standards may impact your construction project, contact the staff within the Community Services Division for additional guidance.</p> |
| Section 7. | <p>C. - Be specific in describing the activities of your Board of Directors, or its members acting individually or in subgroups, that are expressly directed to adding to the funds available for, to the value or impact of, or reducing the cost of, the program for which this application seeks a grant. For example: Did your Board or any member donate or seek donations of needed materials or labor and was the effort successful? Did your Board set the budget for the program? Are Board members otherwise involved in helping the program be a success and, if so, how? If your Board has not taken action of the type described above, answer "None".</p> <p>D. - Organizations requesting funds with the Site Improvement/Equipment Acquisition Application should seek donated labor, materials, and/or equipment that will optimize any funding provided through the City of Plano. Under this question, organizations should (1) describe the efforts made to achieve donated labor, materials, or equipment, (2) list the organizations, businesses, and individuals that have pledged assistance to your project as well as what type of pledges they have given, and (3) if no successful efforts have been achieved, explain why.</p> <p>E. - Some organizations may have work schedules that allow distribution of funds in one large payout or in increments across every other quarter of the grant's fiscal year. If funds will be allocated in a timeframe other than equally per month across the grant's fiscal year, please provide a brief schedule of when, what portions, and what events cause a disbursement, and for what uses the funds will be dispersed.</p> |
| Commission Summary Page | <p>PLEASE DO NOT COMPLETE THIS PAGE. It has been included to provide insight to one of several portions of the Community Relations Commission's process in allocating funds. The Commissioners will complete this summary page after the public hearings.</p> |



City of Plano
2011 Consolidated Grant Process
Program Support Application Cover Sheet

SECTION I

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Director's Name/Title: _____ Director's Contact Information:

Name: _____ Phone: _____

Title: _____ Email: _____

SECTION II

Name of Program/Project: _____

Location of Program/Project: _____

Total Grant Amount Requested: _____

Organization Tax I.D. #: _____ DUNS #: _____

Contact Person Concerning Grant Application: _____

Contact Person's: Phone: _____ Email: _____

SECTION III

Authorized Official's Name/Signature/Date:

Printed Name: _____

Signature: _____ Date: _____

SECTION IV

Did a representative of your organization attend one of the 2010 City of Plano training sessions for consolidated grant applications:

Yes, on date: _____ No

SECTION V (CITY STAFF ONLY)

Received by: _____ Date/Time: _____

**2011 City of Plano Consolidated Grant Process
Program Support Application**

Definition of Grant Type – The Program Support Application focuses on funding of services provided to the Plano community through specific programs that support an organization's mission. This grant can include requests for funding of supplies and materials and/or staff payroll expenses relating directly to the program for which funding is requested. The request also may include administrative (non-direct) expenses. This application form should not be used for acquisition of equipment that exceeds an estimated cost of \$1,000 or for site improvement projects.

Section 1. Organization Overview

A. State your organization's mission or purpose.

B. List all of your organization's programs offered locally to clients.

C. Provide a one sentence explanation of Programs listed in Section 1B, and the core services offered through each of the programs.

D. State the date and year of the first meeting of the agency's local Board of Directors.

Commissioner's Notes:

D. Describe in detail your program listed in Section 2A by answering the below questions.

- 1) What day(s) and time(s) is the program offered? *Example: Weekly on Monday and Tuesday from 5:00pm to 9:00pm.*

- 2) Describe the location where program services are offered (address and facility description).

- 3) List the following for each employee working in the program:
 - i. Position title, whether the position is full-time or part-time, and minimum qualifications for the position. *Example 1: Case Worker, full-time, Bachelor of Arts in Social Work Example 2: Accountant, part-time, CPA license*

 - ii. State the percentage of time each position above spends working on the program?

- 4) Each client may not require, desire or qualify for all services offered by the program or require the same number of incidents of service. Describe the typical service provided to clientele.

Commissioner's Notes:

Section 4. Program Specific Financial Information

A. Provide a projected **Program Revenue Budget** for the specific program for which funds are requested.

| Program Specific Revenues | Amount |
|--|---------------|
| Clientele | |
| Fees | |
| Contracts | |
| Total Contracts | |
| Contributions | |
| Individuals | |
| Corporations | |
| Fundraising | |
| Program Specific Grants | |
| Federal | |
| State | |
| Municipal | |
| Foundations | |
| United Way | |
| Miscellaneous | |
| Miscellaneous | |
| Total Program Specific Revenues | \$ |

B. List each of the "grants" and the amounts requested/received identified in the "revenues" line above for the Program Revenue Budget above. Updates are required during public hearing.

| Funding Source | Amount Requested | Date Grant Submitted | Current Grant Status (pending/received/denied) | | |
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C. List all resources included in "miscellaneous revenues".

Commissioner's Notes:

F. Explain in detail the line items listed in Program Expense Budget for which funding amounts are listed in the "City Funding Request" columns of the Program Budget Summary.

Example: Salaries-One Case Manager at \$40,000 x 50% of time = \$20,000 City Funding Request.

G. Compare the total program revenue in 4A with the expenses in 4D. Explain any significant difference between program revenues and expenses, either excess or deficiency.

Section 5. Program Measurable Goals

A. Has your organization adopted one or more measurable goals for the services provided by the program for which you are requesting funding? If so, what are they?

Note: Goals must be numeric. *Example: Clients avoid homelessness for at least three (3) months in 75% of households assisted.*

B. What are the tools your organization uses to measure the level of achievement set by these measurable goals?

Commissioner's Notes:

Section 7. Organization Stewardship

This section requires financial information relating to the entire organization, including but not limited to the specific program for which funding is requested.

A. What is your organization's fiscal year?

B. Organization Budget-to-Actual Summary (must reflect your most current, adopted budget projection and the two previous fiscal years)

| Organization Revenues | Actual Organization FY 2009 | Actual Organization FY 2010 | Organization FY 2011 (Projected) |
|------------------------------|--|--|---|
| Clientele Fees | | | |
| Federal Grants | | | |
| City of Plano Grants | | | |
| All Other Grants | | | |
| Donations | | | |
| Fundraisers | | | |
| Miscellaneous | | | |
| | | | |
| <i>Revenue Total</i> | | | |
| Organization Expenses | Actual Organization FY 2009 | Actual Organization FY 2010 | Organization FY 2011 (Projected) |
| Personnel | | | |
| Operational | | | |
| Occupancy | | | |
| Other Expenses | | | |
| | | | |
| <i>Expense Total</i> | | | |

C. What fiscal year is represented with the organization's audit included as an attachment with this grant application?

Commissioner's Notes:

Commission Summary (Completed Only by Commissioners)

Agency: _____ Amount Requested: _____

Section 1. Organization Overview

How does the organization's mission/purpose and the clientele it serves meet the City of Plano's Consolidation Plan and/or City of Plano's definition of emergency services?

Sections 2. & 5. Program, Activity, or Service & Plano Community Needs

How efficiently are the needs of our community met considering the correlation of the program description, the amount of funding requested, number of Plano residents served, and cost per unit of service?

How strong of an understanding does the organization demonstrate in terms of utilizing current and past city funding?

Sections 3. & 6. Program Specific Financial Information & Organization Stewardship

How strong of a fiscal responsibility does this organization demonstrate in securing revenues from diverse sources?

What level of fiscal responsibility and management is demonstrated by this organization in distribution of funds to best serve their clientele (i.e. direct services versus administrative costs)?

Commissioner's Notes:



City of Plano
2011 Consolidated Grant Process
Permanent Housing Application Cover Sheet

SECTION I

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Director's Name/Title: _____ Director's Contact Information: _____

Name: _____ Phone: _____

Title: _____ Email: _____

SECTION II

Name of Program/Project: _____

Location of Program/Project: _____

Total Grant Amount Requested: _____

Organization Tax I.D. #: _____ DUNS #: _____

Contact Person Concerning Grant Application: _____

Contact Person's: Phone: _____ Email: _____

SECTION III

Authorized Official's Name/Signature/Date: _____

Printed Name: _____

Signature: _____ Date: _____

SECTION IV

Did a representative of your organization attend one of the 2010 City of Plano training sessions for consolidated grant applications:

Yes, on date: _____

No

SECTION V (CITY STAFF ONLY)

Received by: _____ Date/Time: _____

2011 City of Plano Consolidated Grant Process
Permanent Housing Application

Definition of Grant Type - The Permanent Housing Application focuses on funding the construction or rehabilitation of affordable housing for low-to-moderate income Plano residents. This application can include requests for funding of construction cost and/or land acquisition for new housing and repairs/rehabilitation of existing housing. Portions of the request also may include payroll expenses and/or other administrative expenses relating directly to the program for which funding is required.

Section I. Organization Overview

A. State your organization's mission or purpose.

B. Provide a general description of the clientele your organization serves.

C. Provide the date of the first Board of Director's meeting of the agency's local organization and the date the organization received tax exempt status from the Internal Revenue Service.

Commissioner's Notes:

2. Will the homebuyer obtain permanent financing for the housing? If so, describe the details of the financing, including information such as: Who provides the financing? Do you use preferred lenders? What, if any, restrictions are there on the loan product? Is there a minimum or maximum amount financed?

E. Will you be procuring general contractors for the rehabilitation or building of these projects?

1. If so, do you have a process for approving the contractor? Describe your procurement process.

2. If not, will you be procuring contractors for specific work exceeding \$2,000? Describe your procurement process.

F. List the documentation your organization maintains to verify income status of clientele and when this documentation is obtained.

G. Do you require homebuyer or homeownership education of your clientele, and if so, what is it?

Commissioner's Notes:

Section 4. Organization Stewardship

This section requires financial information relating to the entire organization, including but not limited to the specific program for which funding is requested.

A. What is your organization's fiscal year?

B. Organization Budget Summary (must reflect your most current, adopted budget projection and the two previous fiscal years)

| Organization Revenues | Organization FY 2009 | Organization FY 2010 | Organization FY 2011 (Projected) |
|--------------------------------|-----------------------------|-----------------------------|---|
| Clientele Contributions | | | |
| City of Plano CDBG/HOME Grants | | | |
| Other Federal Grant | | | |
| All Other Grants | | | |
| Donations | | | |
| Fundraisers | | | |
| Miscellaneous Revenue | | | |
| | | | |
| <i>Revenue Total</i> | | | |
| Organization Expenses | Organization FY2009 | Organization FY 2010 | Organization FY 2011 (Projected) |
| Personnel | | | |
| Operational | | | |
| Occupancy | | | |
| Other Expenses | | | |
| | | | |
| <i>Expense Total</i> | | | |

C. List specific items and amounts included in miscellaneous revenue and other expenses categories:

D. What fiscal year is represented with the organization's audit included as an attachment with this grant application? If your audit is more than 12 months old, please describe why a more recent audit is not available.

Commissioner's Notes:

F. Describe how you track your Net Proceeds and on what type of expenses you plan to use these funds.

Section 6. Supporting Information

A. Describe the outreach and recipient selection processes and accessibility of your organization to target Plano clientele.

B. Describe how your organization utilizes volunteers for this program.

C. Describe how your organization utilizes its board of directors to enhance the impact of this program.

D. Describe your efforts and successes in securing materials, donated labor, and/or donated equipment to optimize funds provided.

Commissioner's Notes:

Section 4. Grant Funding Requirements

Based on the HUD guidelines required for CDBG/HOME recipients undertaking construction/rehabilitation projects, does the organization demonstrate an overall understanding relating to this federal funding?

Section 5. Supporting Information

How does this organization demonstrate a strong network of best serving potential clientele through agency accessibility, utilizing volunteers, partnering with other agencies, and securing donations of materials and labor?

Commissioner's Overall Impression

Taking into consideration the organization's overall presentation of written and oral information, does it deserve more than, equal to, or less than the average amount of all grants from the available sources?



City of Plano
2011 Consolidated Grant Process
Site Improvement/Equipment Acquisition Application Cover Sheet

SECTION I

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Director's Name/Title: _____ Director's Contact Information: _____

Name: _____ Phone: _____

Title: _____ Email: _____

SECTION II

Name of Program/Project: _____

Location of Program/Project: _____

Total Grant Amount Requested: _____

Organization Tax I.D. #: _____ DUNS #: _____

Contact Person Concerning Grant Application: _____

Contact Person's: Phone: _____ Email: _____

SECTION III

Authorized Official's Name/Signature/Date: _____

Printed Name: _____

Signature: _____ Date: _____

SECTION IV

Did a representative of your organization attend one of the 2010 City of Plano training sessions for consolidated grant applications:

Yes, on date: _____ No

SECTION V (CITY STAFF ONLY)

Received by: _____ Date/Time: _____

**2011 City of Plano Consolidated Grant Process
Site Improvement/Equipment Acquisition Application**

Definition of Grant Type – The Site Improvement/Equipment Acquisition Application focuses on two primary areas. They are (1) the funding of repairs, refurbishment, or improvements to an organization’s facility at which services are provided to Plano residents and (2) the acquisition of equipment (exceeding \$1,000) to be used in performing services for Plano residents including administrative function. Portions of the request may include payroll or administrative expenses (e.g. bid preparations, construction drawings) relating to the proposed project or acquisition. Three bids will be required to be obtained by organizations seeking funding through this grant type, two of which must be included with this application. The third bid must be submitted to city staff no later than one week prior to your organization’s public hearing before the Community Relations Commission. This application form should not be used for acquisition of equipment that is estimated to cost less than \$1,000.

Section I. Organization Overview

A. What is your organization’s mission or purpose?

B. List all of your organizations programs offered locally to clients.

C. Provide a one sentence explanation of Programs listed in Section 1B, and the core services offered through each of the programs.

Commissioner’s Notes

Section 3. Site Improvement/Equipment Acquisition Financial Information

This section requires financial information relating to the specific program for which funding is requested rather than financial information for the entire organization.

A. Provide a projected **Budget Summary** for the site improvement/equipment acquisition for which funding is requested.

| Site Improvement/Equipment Acquisition Revenues | | Site Improvement/Equipment Acquisition Expenses | |
|--|--|--|--|
| Grants | | Personnel | |
| Donations | | Equipment Total | |
| Fundraisers | | Site Improvement Total | |
| Other Revenues | | Other Expenses | |
| Total before City Funding | | | |
| City Funding | | | |
| Total Revenues for Improvement/Equipment | | Total Expenses for Improvement/Equipment | |

B. List each of the "grants" and the amounts requested/received identified in the "revenues" line above for the Budget Summary above. Updates are required during public hearing.

| Funding Source | Amount Requested | Date Grant Submitted | Current Grant Status (pending/received/denied) | | |
|-----------------------|-------------------------|-----------------------------|---|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

C. List all resources included in "other revenues" in the Budget Summary above.

D. List each line-item expense in the category of "other expenses" in the Budget Summary above.

Commissioner's Notes

- E. If your organization collects clientele fees, does your program subsidize low-to-moderate income clients receiving services? How and in what proportion relating to the total clientele served?
- F. Is this program unduplicated within the city of Plano? Answer "yes" if either the service or target population is unique and explain how it is unique.

Section 5. Organization Stewardship

This section requires financial information relating to the entire organization, including but not limited to the specific program for which funding is requested.

A. What is your organization's fiscal year?

B. Organization Budget-to-Actual Summary (must reflect your most current, adopted budget projection and the two previous fiscal years)

| Organization Revenues | Actual Organization FY 2009 | Actual Organization FY 2010 | Organization FY 2011 (Projected) |
|------------------------------|--|--|---|
| Clientele Fees | | | |
| Federal Grants | | | |
| City of Plano Grants | | | |
| All Other Grants | | | |
| Donations | | | |
| Fundraisers | | | |
| Miscellaneous | | | |
| Revenue Total | | | |
| Organization Expenses | Actual Organization FY 2009 | Actual Organization FY 2010 | Organization FY 2011 (Projected) |
| Personnel | | | |
| Operational | | | |
| Occupancy | | | |
| Other Expenses | | | |
| Expense Total | | | |

C. What fiscal year is represented with the organization's audit included as an attachment with this grant application?

Commissioner's Notes

Section 7. Supporting Information

A. Describe the outreach process and accessibility of your organization to targeted Plano clientele.

B. Describe how your organization utilizes volunteers for this program.

C. Describe how your organization utilizes its board of directors to enhance the impact of this program.

D. Describe in detail your organization's effort and successes in securing donated labor, materials, and/or equipment to optimize funds provided for the proposed site improvement/equipment acquisition for which funds are requested. If your organization has not made a good faith effort to acquire donated labor, materials, and/or equipment for which this application is submitted, explain why.

E. If the funds your organization is requesting will not be spent equally across the grant's fiscal year, describe the anticipated schedule for, and the events that may trigger the disbursement of funds.

Commissioner's Notes

Section 6. Grant Funding Requirements

Based on the HUD guidelines required for CDBG/HOME recipients undertaking site improvement/rehabilitation projects, does the organization demonstrate an overall understanding relating to this federal funding?

Section 7. Supporting Information

Did the organization make a solid effort to secure the needed materials, equipment and if applicable, labor on a donated basis?

Commissioner's Overall Impression

Taking into consideration the organization's overall presentation of written and oral information, does it deserve more than, equal to, or less than the average amount of all grants from the available sources?

Commissioner's Notes