

COMMUNITY RELATIONS COMMISSION

PLANO MUNICIPAL CENTER

1520 K AVENUE

May 7, 2007

ITEM NO.	EXPLANATION	ACTION TAKEN
	6:00 p.m. - Dinner - Training Room A	
	6:30 p.m. - Regular Meeting - Training Room A	
1	Call to Order/Pledge of Allegiance	
2	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.	
3	Approval of Minutes from the March 29, 2007 Meeting	
4	Update from Plano International Preschool	
5	Review and Consideration of Revised Consolidated Grant Applications, Instructions, and Evaluation Tool	
6	Review and Consideration of Proposed Commission Bylaws	
7	Discussion and Assignment of Agency Visits	
8	Items for Future Agendas	

ACCESSIBILITY STATEMENT

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CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

May 7, 2007

Agenda Item No. 4

Update from Plano International Preschool

DESCRIPTION:

Plano International Preschool will update the Commission on its programs and mission.

REMARKS:

Plano International Preschool has undergone a recent change in leadership and has requested to present the commission with an update on its programs and mission.

RECOMMENDATIONS:

None. For information only.

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

May 7, 2007

Agenda Item No. 5

Review and Consideration of Revised Consolidated Grant Applications, Instructions,
and Evaluation Tool

DESCRIPTION:

A subcommittee of the Community Relations Commission is recommending changes to the consolidated grant application, instructions, and evaluation tool.

REMARKS:

For the past two months, a subcommittee of the Commission has been working to revise the grant application and associated documents. The subcommittee has met seven times for at least two hours per meeting which has resulted in a new concept for the applications, commissioner evaluation, and staff evaluation. Due to the scope of the project, the application concept and commissioner evaluation are being presented for your review and comment. The associated instructions, staff evaluation tool, and any revisions to the application and commissioner evaluation will be presented at the next meeting.

Significant Changes to the Applications

The following is a summary of major changes to the documents as recommended by the subcommittee.

1. Application Options - The subcommittee is recommending a change to the content of the applications, creating three applications instead of one. The new applications allow specific questions to be tailored to each type of request, including Program Service/Program Support, Permanent Housing, and Site Improvement/Equipment Acquisition, while avoiding questions not germane to the type of request.

The Program Services/Program Support Application focuses on funding of services provided to the Plano community through specific programs, activities or services 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, activity or service for which funding is requested.

The request also may include administrative 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.

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 requested.

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 or more) 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 preparation, 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 the 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.

2. Format - The subcommittee is recommending that the new application documents provide only limited space for answers, so that agencies or organizations are required to condense their responses to the most relevant information. This can be accomplished through formatting of the document by staff.

The new forms also include designated Commissioner comment spaces at the end of each section to allow commissioners space to write notes as they read each application.

The tables have been revised to help agencies better understand the financial data that is being requested. The new tables should be easier to apply to the specific request since they are tailored to the three application types.

The new format also ensures that questions and answers are on the same page. All sections start a new page in an effort to help staff more consistently review the information on a section-by-section basis.

3. Content - The content of each application was crafted using the current application as a basis, but with an effort to ensure:
 - Previously problematic areas were reworded or eliminated,
 - Questions of consistent interest to Commissioners in the hearings were included, and

- All questions are as clear and concise as possible.

Anticipated Challenges with the Applications

As with any major revision, staff will need to ensure adequate and thorough training for the agencies and organizations wishing to participate in the grant process. We are committed to providing three mandatory training sessions for interested parties and staff assistance prior to the deadline to ensure that each applicant has every opportunity to understand the new format and content is understood by each applicant.

Commissioner Evaluation Forms

The subcommittee is recommending a switch from the numeric basis of the current evaluation forms to a written evaluation form focusing on the mission of the grants and the priorities of the city. This switch will eliminate the seemingly objective nature of the current evaluation forms; however, the subcommittee feels strongly that the current tool is not effective at objectifying the subjective decision making process of funding recommendations. There was also a limited correlation between the results of the evaluation tool and the funding last year, which the subcommittee considered an important factor in their recommendation.

Staff supports the move to a written form due to the fact that the evaluation scores are not tied directly to the funding amounts. Plano's Cultural Affairs Commission uses an evaluation scoring process, but the results of the evaluation scores are used to directly determine the amount of funding for each agency. Unless the Commission wishes to place more emphasis on the evaluation tool by giving it weight in the deliberation process, the tool will continue to demand a great effort from the Commission with little probability of value added to the funding decisions.

Additional Subcommittee Recommendations

The subcommittee also wishes to recommend that the Commission discuss changes to the deliberation process and emergency service provider definition. These items will be placed on the next agenda along with a review of the instructions and staff evaluation.

RECOMMENDATIONS:

Recommended that the Commission approve the new applications and Commissioner evaluation forms as presented.

**CDBG/HOME/Bufington City Service Grant Cover Sheet
Organization Information**

Section 1

Organization Name:	
Address:	Phone: Fax:
Director's Name/Title	Director's Contact Information: Phone: Email:

Section 2

Name of Program/Project:	Location of Program/Project:
Total Grant Amount Requested:	Organization Tax I.D. Number

Section 3

Contact Person Concerning Grant Application:	Contact Person's Information: Phone: Email:
Authorized Official's Name/Signature/Date: Printed Name: Signature: _____ Date: _____	

Section 4

Organization's Attachment Check List	
<input type="checkbox"/> Detailed Annual Organization Budget	<input type="checkbox"/> List of Organization's Officers/Board Members
<input type="checkbox"/> Resume of Director	<input type="checkbox"/> Copy of Organization's IRS Letter of Determination
<input type="checkbox"/> Copy of Organization's Certificate of Good Standing from State Comptroller's Office	<input type="checkbox"/> Organization's ACORD Certificate of Liability Insurance Form
<input type="checkbox"/> Copy of Single Audit (only organization's spending more than \$500,000 in federal funds in past FY)	<input type="checkbox"/> Organization's Most Recent Audit or Financial Statements
<input type="checkbox"/> Two Copies of Grant Application and Attachments (unbound, no staples, printed on one side of white 8 1/2 x 11 paper, loose leaf format w/page numbers)	<input type="checkbox"/> Minimum Two of Three Required Bids (applicable only for Site Improvement/Equipment Acquisition Applications)

Section 5

Did a representative of your organization attend one of the City of Plano training sessions for grant applications? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date/Time application received: _____ Staff initials: _____

**2008 City of Plano Consolidated Grant Process
Programs Services/Program Support Application**

Definition of Grant Type - The Program Services/Program Support Application focuses on funding of services provided to the Plano community through specific programs, activities or services 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, activity or service for which funding is requested. The request also may include administrative 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.

1. Organization Overview

A. State your organization's mission or purpose.

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

Commissioner's Notes:

2. Program, Activity or Service

- A. Describe the program, activity or service for which your organization is requesting funds. Hereafter, the term “program” shall include activities and/or services.
- B. With respect to the program for which funding is requested, is your organization an “emergency service provider” as defined on page 1 of the Consolidated Grant Process Instructions? If it is not, state “Emergency services not provided through this program.”
- C. If your organization is requesting funding for more than one program within this application, provide the separate program names with the corresponding amounts of funding requested for each program.
- D. If your organization collects income verification, provide the specific percentage of low to moderate income clientele to be served by the program for which funding is requested (per application instructions) as well as a brief description of the documentation maintained to verify clientele income status.

E. If your organization does not collect income verification data, provide the estimated percentage of low to moderate income clientele to be served by the program for which funding is requested (per application instructions) as well as a brief description of the process by which the estimation is determined.

F. 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.

Commissioner's Notes:

Program Specific 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 **Program Budget Summary** for the specific program for which funds are requested.

Program Service Revenues		Program Service Expenses	
Clientele Fees		Non-Direct Service Expenses	
Grants		Personnel	
Donations		Operational	
Fundraisers		Occupancy	
Other Revenues		Miscellaneous	
Total before City Funding		Direct Services	
City Funding		Personnel	
		Operational	
		Occupancy	
		Miscellaneous	
Total Revenue for Program		Total Expenses for Program	

B. List each of the “grants” and the amounts requested/received identified in the “revenues” line above for the Program Budget Summary in Part A above. Updates are required during public hearings.

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

C. List all resources included in “other revenues” and all expenditures, by line item, included as a non-direct or direct “miscellaneous” expense in the Program Summary Budget in Part A above.

Commissioner’s Notes:

4. Measurable Program Goals

A. Based on the nature of the program for which funding is requested, provide one or more of your organization’s quantitative definitions as to “clientele.” See application instructions for examples.

B. Based on the nature of the program for which funding is requested, provide program-specific definition of each type of unit of service to be provided. See application instructions for examples.

C. Complete Columns 1 – 3 of the chart below using only numerical figures. After completion, calculate Column 4 (Cost per Client Per Unit of Service) as follows:

$$\text{Column 1} \div (\text{Column 2} \times \text{Column 3}) = \text{Column 4}$$

Total Funding Requested	Number of Client To Be Served	Unit of Service To Be Provided	Cost per Client Per Unit of Service

D. 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?

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

- F. Based on your organization's most recently completed fiscal year, what are the specific outcomes derived from stated measurable goals and supported by appropriate tools to reflect the effectiveness of this program?
- G. If your organization has not adopted measurable goals for the program for which funds are requested, on what basis do you consider the program a success? Does your organization plan to adopt measurable goals for the program for which funds are requested?

Commissioner's Notes:

5. Plano Community Needs

A. Why does Plano need the services your organization’s program provides? Provide only local and county, rather than national or state-wide statistics and other related information.

B. Is this program unduplicated in the City of Plano? Answer “yes” if either the service or target population is unique.

C. What percentage of funding requested will be used to benefit only Plano residents?

Commissioner’s Notes:

6. 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 two previous fiscal years and projected budget for current fiscal year)

Organization Revenues	Organization FY 2006	Organization FY 2007	Organization FY 2008 (Projected)
Clientele Fees			
Federal Grants			
City of Plano Grants			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous Revenue			
Revenue Total			
Organization Expenses	Organization FY 2006	Organization FY 2007	Organization FY 2008 (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? (If your organization has had an audit prepared, it must be submitted along with any management letter from the auditor containing findings and/or recommendations regarding the organization’s financials.)

D. If no audit has been prepared, include a complete, unaudited financial report reflecting your organization’s most recently completed fiscal year including a Profit/Loss Statement and Balance Sheet. If your organization is not capable of providing an unaudited financial report, provide a description of your organization’s methodology to record/track revenues and expenditures as well as the organization’s most recently filed 990 or 990 PF tax form.

Commissioner’s Notes:

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. List only those community partnerships that specifically will help support this program in terms of reaching more clientele and in terms of optimizing funds provided (i.e. referral of clientele from other organizations; donations of materials or supplies to support activities).

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

Commissioner's Notes:

Commission Summary (To Be Completed Only By Commissioners)

Agency: _____ Amount Requested: _____

Category #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?

Category #2 and #5 Program, Activity or Service

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?

Category #3 and #6 Agency 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)?

Category #4 Measurable Outcomes

How does this organization demonstrate the ability to track the impact of the program for which funding is requested and is this impact significant in the Plano community and how confident are you that this program achieves what it is intended to do?

Category #7 Supporting Information

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

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?

2. Program Specific Financial Information

A. Provide a projected **Program Budget Summary** for the funds you are requesting.

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

Permanent Housing Revenues		Permanent Housing Expenses	
Clientele Contributions		Personnel	
Grants		Land Acquisition	
Donations		Construction/Related Materials	
Fundraisers		Other Expenses	
Other Revenues (including mortgage reimbursement)			
Total before City Funding			
City Funding			
Total Revenue for Program		Total Expenses for Program	

B. List each of the “grants” and the amounts requested/received identified in the “Revenues” for the Program Budget Summary in Part A above. Updates are required during public hearings.

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

C. List all resources included in Other Revenues and all expenditures by line item included in Other Expenses in question

A.

Other Revenues:

Other Expenses:

Commissioner’s Notes:

3. 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 two previous fiscal years and projected budget for current fiscal year)

Organization Revenues	Organization FY 2006	Organization FY 2007	Organization FY 2008 (Projected)
Clientele Contributions			
City of Plano CDBG/HOME Grants			
Other Federal Grants			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous Revenue			
Revenue Total			
Organization Expenses	Organization FY 2006	Organization FY 2007	Organization FY 2008 (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? Your organization’s audit must be submitted along with any management letter from the auditor regarding the organization’s financial controls.

Commissioner’s Notes:

4. CDBG/HOME Funding Information

A. Indicate which one of the following HUD objectives your organization's grant request will address:

- Suitable Living Environment – activities that benefit communities, families, or individuals by addressing issues in their living environment.
- Decent Affordable Housing – Housing activities that meet individual, family or community needs

B. Indicate which one of the following outcomes your organization's grant will produce:

- Availability/accessibility – Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.
- Affordability – Activities that provide affordability in a variety of ways. This can include the creation or maintenance of affordable housing, basic infrastructure hookups or services such as transportation or day care.
- Sustainability – Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

C. If your organization is requesting \$200,000 or more for construction, please describe how it intends to meet Section 3 federal requirements.

Commissioner's Notes:

Commission Summary (To Be Completed Only By Commissioners)

Agency: _____ Amount Requested: _____

Category #1 Program Overview

How does the program of this organization compare to programs of other organizations submitting this type of application?

Category #2 Program Specific Financial Information

How strong of an understanding of optimizing requested funds is demonstrated by this organization?

Category #3 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?

Category #4 CDBG/HOME Information

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?

Category #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?

2008 City of Plano Consolidated Grant Process

Site Improvement and Equipment Acquisition

Definition of Grant Type--The Site Improvement/Equipment Acquisition Grant 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 or more) 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 preparation, 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 the 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.

1. Organization Overview

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

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

Commissioner's Notes:

2. Site Improvement/Equipment Acquisition Description

A. Describe the site improvement project and/or major equipment acquisition program for which your organization is requesting funds.

Commissioner's Notes:

3. Site Improvement/Equipment Acquisition Financial Information

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 Revenue 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 in Part A above.

C. List all resources included in “Other Revenues” in the Budget Summary in Part A above.

D. List each line-item expense relating to the site improvement/equipment acquisition project for which funds are requested.

Commissioner’s Notes:

4. Primary Programs Benefiting from Site Improvement/Equipment Acquisition

- A. Briefly describe the primary program(s) that will benefit from the site improvement/equipment acquisition grant for which your organization is requesting funds. The term “program” includes activities and/or services.
- B. With respect to the program(s) for which funding is requested, is your organization an “emergency service provider” as defined on page 1 of the Consolidated Grant Process Instructions?
- C. Describe how the specific site improvement or equipment acquisition will enhance the program(s) referred to in Question A.
- D. If your organization collects income verification, provide the specific percentage of low to moderate income clientele to be served by the program for which funding is requested (per application instructions) as well as a brief description of the documentation maintained to verify clientele income status.

E. If your organization does not collect income verification data, provide the estimated percentage of low to moderate income clientele to be served by the program for which funding is requested (per application instructions) as well as a brief description of the process by which the estimation is determined.

F. 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.

G. Are the program(s) that will benefit from this site improvement/equipment acquisition grant unduplicated in the City of Plano? State "yes" if either the service or target population is unique.

Commissioner's Notes:

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 Summary (must reflect two previous fiscal years and projected budget for current fiscal year)

Organization Revenues	Organization FY 2006	Organization FY 2007	Organization FY 2008 (Projected)
Clientele Fees			
City of Plano Grants (including BCSG, CDBG/HOME)			
Federal Grants (not including CDBG/HOME)			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous Revenue			
Revenue Total			
Organization Expenses	Organization FY 2006	Organization FY 2007	Organization FY 2008 (Projected)
Personnel			
Operational			
Occupancy			
Other Expenses			
Expense Total			

C. What fiscal year is represented with the Organization Audit included as an attachment with this grant application? (If your organization has an audit, you must submit it.)

D. If no audit has been prepared, include a complete, unaudited financial report reflecting your organization’s most recently completed fiscal year including a Profit/Loss Statement and Balance Sheet. If your organization is not capable of providing an unaudited financial report, provide a description of your organization’s methodology to record/track revenues and expenditures as well as the organization’s most recently filed 990 or 990 PF tax form. See application instructions for further details.

Commissioner’s Notes:

6. CDBG/HOME Funding Information

Answer the following only if requesting CDBG/HOME funds –

- A. If receiving CDBG/HOME funds, indicate which one of the following HUD objectives the grant request will address:
- Suitable Living Environment – activities that benefit communities, families, or individuals by addressing issues in their living environment.
 - Decent Affordable Housing – Housing activities that meet individual, family or community needs
- B. If receiving CDBG/HOME funds, indicate which one of the following outcomes the grant will produce:
- Availability/accessibility – Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.
 - Affordability – Activities that provide affordability in a variety of ways. This can include the creation or maintenance of affordable housing, basic infrastructure hookups or services such as transportation or day care.
 - Sustainability – Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.
- C. Provide information using the following tables only if requesting funds for site improvement –

Projected Sources/Use of Additional Funds

Additional Committed Sources of Funding	Amount	Projected Use of Funds	Estimated Timeline for Use of Funds

- D. If your organization is requesting \$200,000 or more for construction, please describe how it intends to meet Section 3 federal requirements. (See Instructions for more information about Section 3 requirements.)

Commissioner’s Notes:

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 in detail your organization's efforts 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.

D. 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:

Commission Summary (To Be Completed Only By Commissioners)

Agency: _____ Amount Requested: _____

Category #1 Agency Overview

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

Category #2 and #3 Site Acquisition/Equipment Description/Financial Information

Considering the description and financial information relating to this project, how well did the organization demonstrate an understanding and ability to manage city funding for this project?

Category #4 Organization's Primary Programs

How well does the primary program(s) that will benefit from the proposed site improvement/equipment acquisition meet the needs of the Plano community and how significantly is the program(s) expected to benefit from the proposed site improvement/equipment acquisition?

Category #5 Agency Stewardship

Based on information in the Staff evaluation how effectively has this organization used past city funding?

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

Category #6 CDBG/HOME Information

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

Category #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?

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

May 7, 2007

Agenda Item No. 6

Review and Consideration of Proposed Commission Bylaws

DESCRIPTION:

Staff is working to prepare Commission bylaws consistent with the City's Code of Ordinances and standard procedures and practices for Boards and Commissions.

REMARKS:

Staff is continuing to work on providing bylaws for the Commission's consideration. We hope to have a draft set of bylaws for your review and comment at the next meeting.

RECOMMENDATIONS:

None. For information only.

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

May 7, 2007

Agenda Item No. 7

Discussion and Assignment of Agency Visits

DESCRIPTION:

The Commission will discuss annual agency visits to the organizations which get funding through the City's consolidated grant program.

REMARKS:

In the past, Commission members have visited agencies to gain a greater understanding and first-hand knowledge of the programs considered in the grant application process. Staff is requesting that you consider the value of the agency visits and come prepared to discuss the continuation of this practice.

Commission members should also consider which agencies they might like to visit, preferably ones that you have not visited previously. In 2007, the following agencies submitted grant applications:

- | | |
|---|--|
| 1. ACORN Housing Corporation | 9. Child and Family Guidance Centers |
| 2. AIDS Services of North Texas | 10. Christ United Methodist Church |
| 3. Assistance Center of Collin County | 11. Collin County Adult Clinic |
| 4. Assistance League of Greater Collin County | 12. Collin County Children's Advocacy Center |
| 5. Avenues Counseling Center | 13. Collin County Committee on Aging |
| 6. Big Brothers Big Sisters of North Texas | 14. Collin Intervention to Youth |
| 7. Boys and Girls Clubs of Collin County | 15. Communities in Schools Dallas Region |
| 8. CASA of Collin County | 16. Community Dental Care |
| 9. Child and Family Guidance Centers | 17. Crossroads Family Services |
| 10. Christ United Methodist Church | 18. Family Outreach |

- | | |
|--|---|
| 11. Collin County Adult Clinic | 19. Forrest Outreach Center |
| 12. Collin County Children's Advocacy Center | 20. God's Food Pantry |
| 13. Collin County Committee on Aging | 21. Hendrick Academy of Excellence |
| 14. Collin Intervention to Youth | 22. Hope's Door |
| 15. Communities in Schools Dallas Region | 23. Journey Home |
| 16. Community Dental Care | 24. Journey of Hope |
| 17. Crossroads Family Services | 25. LifePath Systems |
| 18. Family Outreach | 26. Maurice Barnett Geriatric Wellness |
| 19. Forrest Outreach Center | 27. Plano Area Habitat for Humanity |
| 20. God's Food Pantry | 28. Plano Children's Medical Clinic |
| 21. Hendrick Academy of Excellence | 29. Plano Community Charity |
| 22. Hope's Door | 30. Plano Community Home |
| 23. Journey Home | 31. Plano Housing Authority |
| 24. Journey of Hope | 32. Plano Housing Corporation |
| 25. LifePath Systems | 33. Plano International Preschool |
| 26. Maurice Barnett Geriatric Wellness | 34. Plano ISD Educ. Foundation/Even Start |
| 27. Plano Area Habitat for Humanity | 35. Plano ISD Educ. Foundation/PPE |
| 28. Plano Children's Medical Clinic | 36. Samaritan Inn |

If the Commission wishes to continue agency visits, each member should be assigned agencies to complete visits by the fall of 2007. The Commission should also clarify the expectations of the visits by stating specifically what the desired outcome should be, either verbal reports, written reports, or some other response back to the Commission.

RECOMMENDATIONS:

Recommended that the Commission assign agency visits to each member and specify an appropriate follow-up action.