

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Boys & Girls Club of Collin County

Program: SMART Moves

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by:

Renette Lee
Staff

3.19.10
Date & Time

	2010 Proposed Budget
Ordinary Income/Expense	
Income	
Campaign Net	\$675,000.00
Contributions Income	\$675,000.00
Grants	\$800,000.00
Capital Project - McKinney	\$600,000.00
Membership Dues Income	\$20,000.00
Miscellaneous Income	\$20,000.00
Program Fees Income	\$335,000.00
Total Income	\$3,125,000.00
Expense	
Advertisement	\$1,000.00
Awards/Gifts	\$3,000.00
Bank Chrgs/CrCard Fees/Late Fee	\$7,000.00
Depreciation Expense	\$190,000.00
Dues/Membership/Subscrip./Fees	\$13,500.00
Entertainment	\$5,000.00
Equipment Rental	\$5,000.00
Field Trips	\$1,000.00
Fringe Benefits	\$130,000.00
Insurance	\$75,000.00
Interest Expense	\$75,000.00
Licenses and Permits	\$3,000.00
Occupancy Expense	\$235,000.00
Payroll Expenses	\$1,370,000.00
Postage and Delivery	\$3,500.00
Professional Fees	\$70,000.00
Program Expense/Not Supplies	\$35,000.00
Repair and Maintenance	\$17,000.00
Supplies	\$50,000.00
T-Shirts/Uniforms/Clothing	\$3,000.00
Telephone	\$27,500.00
Training/Conferences/Convention	\$10,000.00
Travel/Transportation	\$35,000.00
Vehicles Expense	\$40,000.00
Total Expense	\$2,404,500.00
 Net Ordinary Income	 \$720,500.00

Board Member	Officer/Committies	Home Address	Email
Von Best		4800 Star Ride Lane Frisco, Texas 75034	thevond@hotmail.com
David Cherry	Board Chair/Operations Committee	5605 Northbrook Dr. Plano, TX 75093	dcherry@petroveninc.com
Scott Dillashaw	Treasurer/VP Finance	15 Trailridge Drive Meliisa TX, 75454	sjtcb@sbcglobal.net
Jim Duggan			jim@dugganreality.com
John Hoffman	Secretary/Finance	1001 Hyde Park Drive McKinney, TX 75069	jhoffman@msn.com
Debbie Lewis		5512 Seapines Drive Plano, Texas 75093	debbielewis7@me.com
Gary Malaer		3808 Jamilya Ct. Plano, TX 75075	gary.malaer@hcahealthcare.com
Kim Williams	Board Chair Elect/Operations Committee	509 Tucker St. McKinney, TX 75069	kim.williams@brinker.com
Mikel Williamson	Resource Development	3614 Shadowdock Creek Frisco, TX 75034	mikel.williamson@att.net
Tim May		11522 LaGrange Dr. Frisco, TX 75035	tim.may@cigna.com
Lynn Erickson		5024 Castle Creeks Ct. Plano, TX 75093	lynnerrickson@verizon.net
Tanya Greene	Chief Executive Officer	319 Pintail McKinney, TX 75069	tgreene@bgccc.org

Tanya C. Greene
Boys & Girls Clubs of Collin County
701 South Church Street
McKinney, Texas 75069
Office: 214-544-8924 x 102
tgreene@bgccc.org

Career Experience

2008 – Present

Boys & Girls Clubs of Collin County
Chief Executive Officer

“To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.”

Responsible for successfully implementing the mission of the Boys & Girls Clubs of Collin County through its numerous programs which emphasize education, character & leadership development, and healthy lifestyles. Manage \$2.4 million dollar budget. Develop agency policies and procedures. Facilitate successful program implementation and strategic planning. Charged with all fundraising including special events, donor relations/recognition, corporate giving and grant-writing. Research and develop new fundraising and media campaigns. Develop strategic plan and implement expansion strategies.

Promote and maintain relationships with community organizations and businesses. Maintain collaborations and partnerships with associated agencies. Present the organization and its programs to the community, businesses and foundations. Cultivate public and media relations. Develop press kit and maintain agency’s website. Work closely with the Board of Directors through monthly presentations and interpersonal relationships. Provide program and funding reports and recommendations to the Board of Directors. Serve as a liaison between the Board of Directors and the staff.

Motivate, manage and support a team of 45 part-time and full-time staff members, as well as 100+ volunteers. Oversee operations of three Clubs. Fulfill human resources responsibilities such as performance reviews, salary recommendations, accounting, conflict resolution, training and staff meetings. Create a high-energy, exciting and inspired working environment.

2006 – 2008

Forrest Outreach Foundation
Executive Director

“The mission of Forrest Outreach Foundation is to empower children and families to break the cycle of poverty through mentoring, educational, and economic opportunities.”

Responsible for the successful implementation of the organization’s mission and the missions of its three unique programs (mentoring, scholarship and entrepreneurial programs). Maintained

the highest standards of service to clients. Developed program policies and procedures. Facilitated strategic planning for each program and team. Administrated all daily program and financial operations. Responsible for all financial management, including the design and implementation of the agency's budget. Charged with all fundraising including special events, donor relations, corporate giving and grant-writing.

2000 – 2006**Pente Consulting, LLP****Owner, Fundraising and Marketing Consultant**

Owned and managed a non-profit consulting company. Managed all aspects of the daily operations, services and administration. Created unique and creative fundraising and marketing concepts specific to organizations and regions. Analyzed the fundraising and marketing needs of new and established charitable organizations. Provided strategic planning and forecasts of financial positions, profit/loss and budgeting. Implemented development strategies and trained staff to continue development plans. Secured corporate sponsorships. Researched and wrote grants (foundations, city, state and federal grants, United Way, VOCA, corporate grants, etc.) Designed and oversaw fundraising and marketing events (including galas, sporting events, etc.) Designed and executed annual campaigns and capital campaigns. Managed major gifts, planned giving, and online campaigns. Educated organizations in successful stewardship and positive donor relationships. Created marketing strategies including branding and mission statements. Promoted positive media relations through relationships, press kits, media releases, and story placement. Designed newsletters and managed website updates. Cultivated strong relationships with volunteers, Boards of Directors, corporations and local leaders.

1995**Child Protective Services****Investigations Specialist**

Conducted investigations into allegations of child abuse and neglect. Worked with the courts, law enforcement and social service agencies to serve the best interests of the child. Designed family safety and parenting plans. Served as a CPS liaison to local non-profit organizations and schools.

1993 – 1995**CASA of Collin County****Assistant to Executive Director**

Assisted with the initial organization and implementation of the organization's mission and daily operations. Organized and managed volunteer recruitment and coordination. Trained volunteer in report-writing, parenting education, and providing testimony. Served as liaison to Victims Assistance office. Wrote grants, solicited donations, and recruited corporate sponsors. Developed the first "CASAs for CASA" fundraiser. Designed and published organization's newsletter. Maintained positive relationships with community agencies, Collin County Family Courts, attorneys and Child Protective Services. Served as CASA volunteer.

1991 – 1993

**Collin County Children’s Advocacy Center
Case Manager**

Participated in the successful start-up of the agency. Facilitated a streamlined approach to reporting, processing and tracking child abuse cases. Assisted local police and district attorney’s office in the successful prosecution of cases. Trained and supported community volunteers. Developed and presented a county-wide awareness and education program that trained teachers to recognize and appropriately respond to possible abuse and neglect.

Education

**Bachelor of Science
Public Administration and Government**
University of Texas
Summa Cum Laude

Memberships

- Graduate, BGCA Executive Advanced Leadership Program
- Board of Directors, Leadership Plano
- Leadership Plano – Class 25
- Center for Non-Profit Management
- Recipient of the Plano Chamber of Commerce Women’s Division Scholarship
- Association of Fundraising Professionals

Software Proficiencies:

- Microsoft Office
- Donor Access
- GiftWorks
- Raiser’s Edge
- Wealth Engine
- Constant Contact



**CITY OF PLANO
CDBG/HOME REPORT**

AGENCY NAME: Boys & Gllrs Clubs of Collin County

PROJECT NAME: Smart Moves

REPORT FOR GRANT YEAR: 2008-09

NOTE: All clients served are to be reported as new during the first quarter in which they receive service. They are to be reported only one time during the year.

	September 30 Quarter		December 31 Quarter		March 31 Quarter		June 30 Quarter		Annual Total	
	Total	# Hispanics	Total	# Hispanics	Total	# Hispanics	Total	# Hispanics	Total	# Hispanics
White/ Anglo	03	03	1	1	11	9	13	11	28	24
African-American	22		13	1	44		76	2	155	3
Asian							3		3	
American Indian/ Alaskan Native										
Native Hawaiian/ Other Pacific Islander										
American Indian and White										
Asian and White										
African American and White	01		1				4		06	
Indian and African American										
Other Multi-racial			1		2				3	
Ethnicity Total (must equal Income Total)	26	03	16	2	57	9	96	13	195	27
0-30% of Median Income	16		6		16		34		72	
30-50% of Median Income	07		5		25		32		69	
50-80% of Median Income	03		3		10		23		39	
Over Income Limits			2		6		7		15	
Income Total (must equal Ethnicity Total)	26		16		57		96		195	
Female Heads of Household	15		12		38		56		121	



CITY OF PLANO
CDBG REPORT

AGENCY NAME: Boys & Girls Clubs of Collin County
PROJECT NAME: SMART Moves
REPORTING PERIOD (MONTHS/YEAR): January 1 - March 31, 2009

PERFORMANCE MEASUREMENT REPORT

For public services, public facilities and improvements:

Of the persons assisted, enter the number that:

- Have new access to your service or facility 157
- Have improved access to this service or facility 38
- Where activity was used to measurably improve quality, now have access to a service or facility that is no longer substandard 0
- Total 195
- No. of beds created in overnight shelter or other emergency housing _____

For short term rental/utility assistance

- Number of persons assisted _____
 - Of those, number who received emergency financial assistance to prevent homelessness _____
- Number who received legal assistance to prevent homelessness _____

For housing construction and new homeowner programs

- Dwelling units qualified as Energy Star _____
- Handicap (Section 504) Accessible units _____
- Households previously living in subsidized housing _____
- Units occupied by elderly _____
- Units specifically designated for persons with HIV/AIDS _____
 - Of those, the number specifically for chronically homeless _____
- Units specifically designated for homeless _____
 - Of those, the number specifically for chronically homeless _____

For housing units rehabilitated or improved:

- Number occupied by elderly _____
- Number brought from substandard to standard conditions _____
- Number qualified as Energy Star _____
- Number brought into compliance with lead paint rules _____

AGENCY SUMMARY REPORT

(Submit with Final CDBG/HOME)

CDBG Grant Year: 7-1- 2008 TO 6-30- 2009

Revenue: CDBG HOME (check box)

EXPENSES - For CDBG: Add categorical expenses & For HOME: Add by project.

A. Occupancy Fees <-- (place expense category or project name)

<u>Expense A. Details</u> (if applicable)	<u>Amount Spent</u>
1 Maintenance	1,500.00
2 Phone & Internet	300.00
3 Cleaning Supplies	200.00
4	
5	

Total A. 2,000.00

Total A. 2,000.00

B. Operational <-- (place expense category or project name)

<u>Expense A. Details</u> (if applicable)	<u>Amount Spent</u>
1 Training	1,300.00
2 Curriculum Equipment	349.98
3 Curriculum Supplies	850.02
4 Special Event speakers	910.00
5 Special event t-shirts	2,799.98
Special event supplies	290.02

Total B. 6,500.00

Total B. 6,500.00

C. Personnel <-- (place expense category or project name)

<u>Expense A. Details</u> (if applicable)	<u>Amount Spent</u>
1 Full time SMART	
2 Moves Coordinator	
3 (less than 50% of	
4 salary & benefits	8,500.00
5	

Total C. 8,500.00

Total C. 8,500.00

D. <-- (place expense category or project name)

<u>Expense A. Details</u> (if applicable)	<u>Amount Spent</u>
1	
2	
3	
4	
5	

Total D. 0.00

Total D. 0.00

Total Grant Expenses: 17,000.00

City of Plano