

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

Agency: Communities in Schools Dallas Region

Program: Help Kids Program at Armstrong Middle, Bowman Middle & Williams H.S.

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: _____

Renee Lee
Staff

3.19.10 10:25a
Date & Time

YEAR 2010-2011
COMMUNITIES IN SCHOOLS DALLAS REGION, INC.
HELP KIDS PROGRAM BUDGET BREAKDOWN
THREE CAMPUSES (ARMSTRONG MS, BOWMAN MS & WILLIAMS HS)

Below are the estimated costs to run a preferred two-person campus for one year

Campus Manager Salary (\$31,200 each)	\$93,600
Case Manager Salary (\$27,500 each)	82,500
Fringe Benefits (21%--payroll tax, worker's compensation, medical, dental, vision) (\$12,075 for 1 campus manager and 1 case manager)	36,225
Cell Phones (2 phones/campus) (\$850 per campus)	2,550
Postage/office supplies/mileage (\$350 per campus)	1,050
Program materials/Incentives/Snacks (\$1275 per campus)	3,825
Special Program Initiatives (\$5000 per campus)	15,000
Enrichment Activities (Field Trips & Summer-van usage) (\$2000 per campus)	6,000
Incidentals (Student direct support) (\$500 per campus)	1,500
Mobile Services (\$3500 per campus)	10,500
Program Support (Program supervision, student tracking, training, financial and technological (\$10,750 per campus)	<u>32,250</u>
Total Estimated Costs (\$95,000 per campus)	\$285,000

COMMUNITIES IN SCHOOLS DALLAS REGION, INC.
BOARD OF DIRECTORS
OFFICERS

Karl Schmalz **Chair**
Assistant General Tax Counsel
Exxon Mobil Corporation
Male/White, Dallas

Bill Wallace **Vice Chair**
Adjunct Professor of
Economics – UNT
Male/White, Dallas

Tony Fernandez **Vice Chair**
Executive Vice President
Guaranty Bank
Finance Committee Chair
Male/Hispanic, Dallas

Tony Pecina **Secretary/Treasurer**
Director, College
Transition Center
El Centro Community
College
Male/Hispanic, Duncanville

MEMBERS AT LARGE

Craig Anderson
Partner
DLA Piper
Male/White, Dallas

Blake Lewis
Principal and Senior Consultant
Lewis Public Relations
Male/White, Richardson

Glenn Anderson
Executive Director-Educational Facilities Group
Turner Construction Company of Texas
Male/White, Quinlan

Carrie Najim Matthiesen
Najim Family Foundation
Female/White, Dallas

Mike Coury
Managing VP and CIO
Capital One Mortgage &
Point of Sales Divisions
Male/White, Frisco

Jeff Morris
President & CEO
Alon USA
Legislative Liaison
CISDR Endowment President
Male/White, Colleyville

Marie Diaz
Pursuit of Excellence HR
Female/Hispanic, Dallas

Becky Murphy
Vice President, Sales SW Region
Sirius Computer Solutions, Inc.
Female/White, Dallas

Bill Guess
Partner
Ernst & Young LLP
Male/White, Southlake

Matt Papenfus
Vice President and General Manager
Turner Construction Company of Texas
Male/White, Plano

Jack Hayes
Kaplan, Inc.
Finance Committee
Male/White, Dallas

John Scott
Affiliate Finance Manager
Exxon Mobil Corporation
Finance Committee
Male/White, Coppell

Nancy Huff
Community Volunteer
Female/White, McKinney

Betsy Whitaker
Offices of Elizabeth Whitaker, Esq.
Female/White, Dallas

Kathryn Huntman
Field Sales Associate
State Farm Insurance Co.
Female/White, Dallas

Chace Whittington
Wealth & Institutional Management
Comerica Bank
Female/White, Rowlett

CISDR 2009-2010
BOARD MEETING CALENDAR

Thursday, October 29th at 7:30 a.m.

**Thursday, December 10th Annual Meeting
at 7:30 a.m.**

Thursday, January 28th at 7:30 a.m.

Thursday, March 11th at 7:30 a.m.

Thursday, April 15th at 7:30 a.m.

Thursday, June 17th at 7:30 a.m.

Rev: 9-2-09

SANDRA GILL CHAVARRIA

SUMMARY OF QUALIFICATIONS & EXPERIENCE-

Broad Senior Management experience with a strong record in Human Resources Administration, **Change Process**, Strategic Thinking, Tactical Planning and Implementation, **Corporate Policy Formulation and Implementation**, Diversity and Resource Development.

Created and established innovative, highly successful programs for culturally and socio-economically diverse children and families **on both U.S. coasts and in two Central and South American countries**, working with corporations, government officials and community leaders to achieve desired result. Fluent in Spanish.

Skilled in coaching, consulting, consolidating talents and skills, developing diverse individuals and teams to the fullest. Experienced in creative problem solving and conflict management.

EMPLOYMENT EXPERIENCE

PRESIDENT & CHIEF EXECUTIVE OFFICER 1989- present
Communities in Schools- Dallas, Ellis & Collin Counties Dallas, TX

CEO of nonprofit organization that provides direct comprehensive services to culturally diverse at-risk children and their families in a unique public/private partnership. Over a fifteen-year period led and managed the change process, **instituting a results-oriented infrastructure**, producing **growth of case managed clients served from 300 to over 6,000 annually; achieving a 99% stay in school success rate; diversification of revenue streams to address fiscal stability and accommodate growth; expanded and strengthened school district, corporate, legislative and faith-based support; established need-responsive initiatives and positioned the organization as a leader in the field.**

Founder and past president of statewide organization, Communities in Schools of Texas.

DIRECTOR, NATIONAL CONSULTING CENTER 1986-89
Girl Scouts of the U.S.A. New York, NY; Dallas, TX

Chief Administrator of Dallas-based **management consulting operations to 125 Girl Scout corporations in 34 states and the U.S. Virgin Islands, subsequently promoted to Director of NY-based consulting operations for largest Girl Scout corporations.** Accomplished notable increase in racially and ethnically diverse local executive directors in the Midwest and South. Provided **leadership to re-design, development and implementation of innovative training methods, materials, service delivery and staffing patterns for the National Organization.** National Training Lead Instructor.

CHIEF EXECUTIVE OFFICER

San Gorgonio Girl Scout Council
Heart of Florida Girl Scout Council

San Bernardino, CA
Lakeland, FL

Successfully managed operations of multi-million dollar corporation, achieving a 15% increase in clients, targeting Hispanic members and attaining a 25% increase in revenue, **turning around a 10-year decline**. Provided leadership to development, design and construction of innovative Program Service Center.

Advised and motivated Board of Directors to **focus on strategic planning**, resulting in revision and expansion of efforts to ensure long-term financial stability. **Established operational design** responsive to **changing economic conditions and a more diverse population**.

ASSISTANT CHIEF EXECUTIVE OFFICER

Program Director, Urban Specialist
Lenni-Lenape Girl Scout Council

Paterson, NJ

Created and implemented dynamic program for urban children at or below poverty level, during a period of high racial tension and increasing unemployment. Supervised all Council programs.

INTERNATIONAL EXPERIENCE

FACULTY

American School of Guatemala

Guatemala, C.A.

PEACE CORPS VOLUNTEER

Rural Community Development

Paraguay, S. A.

PROFESSIONAL DEVELOPMENT & APPOINTMENTS

- One of twenty nonprofit leaders in the U.S. invited to participate in a special 2000 project/conference convened by the Hauser Center of Harvard University
- Guest lecturer, graduate class at the LBJ School at the University of Texas Austin
- Chair, National CIS Identity Transition Committee
- Advisory Committee- Center for Nonprofit Management
- Co-chair, Dallas County juvenile Department Diversity Committee
- CBI Advisory Committee- National Council of Jewish Women Greater Dallas

EDUCATION

Eastern Connecticut State College- Bachelor of Science, Education

Harvard- course work: Advanced Corporate Management, Assets Management



CITY OF PLANO
CDBG/HOME REPORT

AGENCY: Communities In Schools Dallas Region, Inc. (CISDR)

PROJECT NAME: Help Kids Program at Armstrong Middle School

REPORTING FOR GRANT YEAR: 2008-09 Final Report (July 1, 2008 – June 30, 2009)

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	9	6	16	15	8		14	12	47	33
African-American	7		7		9		11		34	
Asian			1						1	
American Indian/ Alaskan Native										
Native Hawaiian/ Other Pacific Islander										
American Indian and White										
Asian and White										
African American and White			2						2	
Indian and African American										
Other Multi-racial					8	8			8	8
Ethnicity Total (must equal Income Total)	16	6	26	15	25	8	25	12	92	41
0-30% of Median Income	5		7		5		0		17	
30-50% of Median Income	7		11		15		18		51	
50-80% of Median Income	4		8		5		7		24	
Over Income Limits	0		0		0		0		0	
Income Total (must equal Ethnicity Total)	16		26		25		25		92	
Female Head of Household	13		17		15		14		59	



CITY OF PLANO
CDBG REPORT

AGENCY NAME: Communities In Schools Dallas Region, Inc. (CISDR)
 PROJECT NAME: Help Kids Program at Armstrong Middle School
 REPORTING PERIOD (MONTHS/YEAR): July 1, 2008-June 30, 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 92
- Have improved access to this service or facility
- Where activity was used to measurably improve quality, now
Have access to a service or facility that is no longer substandard
- Total 92
- No. of beds created in overnight shelter or other emergency housing N/A

For short term rental/utility assistance

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

For housing construction and new homeowner programs

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

For housing units rehabilitated or improved:

- Number occupied by elderly N/A
- Number brought from substandard to standard conditions N/A
- Number qualified as Energy Star N/A
- Number brought into compliance with lead paint rules N/A
- Number made Handicap Accessible N/A



CITY OF PLANO
CDBG/HOME REPORT

AGENCY: Communities In Schools Dallas Region, Inc. (CISDR)

PROJECT NAME: Help Kids Program at Williams High School

REPORTING FOR GRANT YEAR: 2008-09 Final Report (July 1, 2008-June 30, 2009)

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	12	9	11	9	7	5	23	14	53	37
African-American	15		7		2		7		31	
Asian							1		1	
American Indian/ Alaskan Native										
Native Hawaiian/ Other Pacific Islander	1								1	
American Indian and White										
Asian and White	1								1	
African American and White			2						2	
Indian and African American										
Other Multi-racial	1								1	
Ethnicity Total (must equal Income Total)	30	9	20	9	9	5	31	14	90	37
0-30% of Median Income	17		3		5		12		37	
30-50% of Median Income	10		11		1		9		31	
50-80% of Median Income	3		6		3		10		22	
Over Income Limits	0		0		0		0		0	
Income Total (must equal Ethnicity Total)	30		20		9		31		90	
Female Head of Household	22		12		8		16		58	



CITY OF PLANO
CDBG REPORT

AGENCY NAME: Communities In Schools Dallas Region, Inc. (CISDR)
 PROJECT NAME: Help Kids Program at Williams High School
 REPORTING PERIOD (MONTHS/YEAR): July 1, 2008-June 30, 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 90
- Have improved access to this service or facility
- Where activity was used to measurably improve quality, now
Have access to a service or facility that is no longer substandard
- Total 90
- No. of beds created in overnight shelter or other emergency housing N/A

For short term rental/utility assistance

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

For housing construction and new homeowner programs

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

For housing units rehabilitated or improved:

- Number occupied by elderly N/A
- Number brought from substandard to standard conditions N/A
- Number qualified as Energy Star N/A
- Number brought into compliance with lead paint rules N/A
- Number made Handicap Accessible N/A

AGENCY SUMMARY REPORT

(Submit with Final CDBG/HOME)

CDBG Grant Year: 7-1- 2008 TO 6-30- 2009 (Fill in Year)

Revenue: \$43,000.00 CDBG HOME (check box)

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

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

	<u>Expense A. Details</u> (if applicable)	<u>Amount Spent</u>
1	1 Staff at Williams HS	21,500.00
2	1 Staff at Armstrong MS	21,500.00
3	_____	_____
4	_____	_____
5	_____	_____

Total A. 43,000.00

Total A. 43,000.00

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

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

Total B. 0.00

Total B. 0.00

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

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

Total C. 0.00

Total C. 0.00

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: 43,000.00