

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

Agency: CITY House

Program: My Friend's House

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: Rosette Lee  
Staff

3.19.10      9:55a  
Date & Time

**Collin Intervention to Youth  
Profit & Loss Budget Performance  
January through December 2010**

	<u>Annual Budget</u>
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<b>Net Income</b>	<b><u><u>-43,217.00</u></u></b>

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Vanessa Robichaux	2007	Plano	LISD	Teacher	Caucasian	Female	Voting Member	No
Michael Urso	2007	Plano	PISD Education Foundation; Star Children's Charly	Entrepreneur	Caucasian	Male	Voting Member	No
Monica Velazquez	2009	Carrollton	Strasburger & Price	Attorney	Hispanic	Female	Voting Member	No
Patrick Whitmore	2010	Dallas	The Medical Center of Plano	CFO	Caucasian	Male	Treasurer	No

The Board of Directors meet every third Wednesday of the month at 6:45 pm at:

Strasburger & Price  
2801 Network Blvd,  
Suite 600  
Frisco, TX 75034

A simple majority makes a quorum.

The 2010 BOD meetings will be:

1/20/2010  
2/17/2010  
3/17/2010  
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6/16/2010  
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9/15/2010  
10/20/2010  
11/17/2010  
12/15/2010

The board date or location may vary, but the board will always meet at least once a month.

# Christopher E. Plummer

3513 Provine Road • McKinney, Texas 75070 • (972) 971-2791

E-Mail: [chris@gratus.org](mailto:chris@gratus.org)

## Summary of Qualifications

- Twelve (12) years of non-profit experience as an Executive Director, Development Director, Consultant, Grant Monitor and Writer, Counselor, Researcher, and other related roles.
- Comprehensive educational foundation in Psychology, Child Development, Social Work and Business Administration.
- Strategic planner with a keen ability to align vision with strategies, goals, and objectives for desired results.
- Strong passion for the non-profit sector, results-oriented, integrative thinker, creative, network and relationship builder, servant-leader orientation, and solid record of accomplishments.

## Professional Experience

### Executive Director

***Collin Intervention to Youth, Inc. - Plano, TX***

***March, 2009 – Current***

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- Direct efforts of 35 staff members across two transitional housing facilities, one emergency shelter, a family counseling center, and a training institute.
- After numerous prior project delays, led successful completion of \$2.1 million capital project on time and within budget.
- In November 2009, opened the premier emergency children's shelter in Texas: a 24 bed home serving 0 to 17 year olds, specializing in sibling groups, and the only shelter north of Austin able to serve medically fragile and/or children with special needs.
- Inherited a negative operating cash balance and spearheaded efforts to build to a 3-month positive cash flow to close out the 2009 year.
- Introduced program specific budgeting and metrics to drive accountability and outcome-based evaluations.

### Consultant

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- Consult start-up and/or distressed non-profits in areas of strategy, operations, and development.
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***May, 2001 – September, 2007***

- Promoted from Development Director to Executive Director in 2003; Board member from 2003-2007.
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- Orchestrated a 650% growth in operating revenue from 2003 to 2007 by moving to a balanced and diversified mix of revenue streams.
- Expanded staff from 3 to 25 FTE (8 FT and 23 PT) from 2003 to 2007.
- Joined the SBCR National Center for Community Renewal in 2004 and became their flagship replication site for community renewal and development.
- Worked with SBCR and the Robert Wood Johnson Foundation to spearhead the development of program logic models and outcome evaluation tools.
- Responsible for overall organizational leadership, development/fundraising, strategy development and execution, organizational structure and culture, business processes, staffing, cultivating and managing alliances, assisting community partners, fiduciary control and reporting, and Board reporting and management.
- Left organization to pursue Executive MBA

## Master of Clinical Social Work Internships

*Children's Advocacy Center of Bastrop - Bastrop, TX*

*August, 2001 – May, 2002*

- Served as a clinical family counselor for families within the state foster care system.
- Split time assisting in organizational development, and identifying and advising on new funding sources.

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*Sept., 2000 - June, 2001*

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- Plan 1 Honors Research Dissertation: *Attachment Theory as a Predictor for College Adjustment and Performance*.
- Member of the Psy Chi Honor Society and recipient of the Seminole Nation Academic Scholarship.

## Computer Proficiencies

- **General:** Microsoft Office, Access, Filemaker, Project
- **Fundraising:** ACT, Convio (web-based), Donor Perfect, Giftmaker, Kimbia (e-philanthropy tool), Raiser's Edge
- **Accounting:** Blackbaud, Excel, Quickbooks
- **Publishing:** Creative Suite, MS Publisher, Photoshop, Visio, Joomla (website design)

**CITY OF PLANO  
 2008 BUFFINGTON COMMUNITY SERVICES GRANT  
 QUARTERLY REPORT**

October 1, 2008 - September 30, 2009

**Section 1: Basic Grant Information**

**AGENCY NAME** Collin Intervention To Youth, Inc CITY House  
**Grant Amount** \$ 40,000.00  
**Allowable expenses:**  
**Reporting on:** People  Families

**Section 2: Table of Total Expenditures and Demographics**

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
<b>1st Quarter Totals</b>	\$						
<b>2nd Quarter Totals</b>	\$						
<b>3rd Quarter Totals</b>	\$15,634.63	17	4	12	0	1	5
<b>4th Quarter Totals</b>	\$24,365.37	4	3	4	0	0	1
<b>Annual Totals</b>	\$40,000.00	21	7	16	0	1	6

**Section 3: Specific Grant Expenditures**

**1st Quarter**

October 1 thru December 31, 2008: **Due by January 31, 2009**

**2nd Quarter**

January 1 thru March 31, 2009 : **Due by April 30, 2009**

**3rd Quarter**

April 1 thru June 30, 2009 : **Due by July 31, 2009** \$15,634.63

**4th Quarter**

July 1 thru September 30, 2009 : **Due by October 31, 2009** \$24,365.37

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Completed by:

Renette Lee  
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