

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

Agency: Habitat for Humanity of South Collin County

Program: Habitat for Humanity Plano Builds 2010-2012

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 *Only the Restore Budget*
- 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
- ~~NA~~ Program Service 8 - Detailed Annual Program Budget *Not included*
- 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: _____

Terrie Monroe
Staff

3/19/10 10:10 am
Date & Time

Habitat for Humanity Budget Overview July 2009 through June 2010

Affiliate Budget

Ordinary Income/Expense

Income

Grants

CDBG/Home Grant	152,594.11
Federal Home Loan Bank	50,000.00
Softwood Lumber Grant	63,338.00
Total Grants	265,932.11

Restricted Contributions 906,733.57

Transfers to Homeowners & Mtg 740,000.00
Bootstrap 215,500.00

Unrestricted Contributions 326,533.70

Unrestricted Other

Mortgages	50,000.88
Dividends-Mortgages	227.18
Interest and Savings	348.52
Total Unrestricted Other	50,576.58

Total Income **2,505,275.96**

Expense

Fundraising

 Total Special Events 53,334.91

Total Fundraising **56,859.17**

Management & General Expenses

Total Management & General Expenses **60,833.00**

Program Salaries & Benefits

Total Program Salaries & Benefits **193,075.07**

Program Services Construction

Total Program Services Construction **1,756,194.48**

Program Services Expense

Total Program Services Expense **42,896.06**

Tithe to HfHI 13,000.00

Total Expense **2,122,857.78**

Habitat for Humanity
Budget Overview
July 2009 through June 2010

Affiliate Budget

Net Income

382,418.18



2009 Board of Directors

President-Patti Fisk

2045 Oakbluff Cir. Carrollton, TX 75007
972-497-4280 (office)
972-567-8447 (cell)
patti.fisk@hp.com
Hewlett Packard
Senior R&D Program Manager
White

Treasurer – Tyrone Freeman

2700 Scarborough Carrollton, TX 75006
469-241-7798 (home)
972-333-0125 (cell)
trfreeman1@verizon.net
No corporate affiliation
African-American

Board Member – Phil Barnett

5300 East Mockingbird Lane
Dallas, TX 75206-5108
469-334-0202
philb@firstlibertyenergy.net
First Liberty Energy
Vice President
White

Board Member – Stuart Dunkle

7316 Grayson Dr.
Plano, TX 75025
972-839-6855
stuart.dunkle@coloniallife.com
Colonial Life and Accident Insurance Company
Sales Manager, Voluntary Employee Benefits
White

Board Member – Dave May

3428 Claymore Dr.
Plano, TX 75075
972-596-4778 (home)
214-334-0040 (cell)
dpmay1@verizon.net
Electrical Engineer – Retired
White

Board Member – Sylvana Scheffer

5400 Legacy Drive Plano, TX 75024
972-965-1691
sylvana.scheffer@eds.com
EDS
Program Manager
White

Vice President – Daniel A. O'Hara

3200 Langley Dr. Plano, TX 75025
972-618-9600 (home)
972-458-4436 (cell)
dohara@uctcorp.com
Universal Conversion Technologies
President Founder and CEO
White

Secretary – Beth Brown

4549 Tuscany Dr. Plano, TX 75093
972-612-5324 (home)
972-979-9517 (cell)
babrownie@tx.rr.com
Patti's Place
Co-Owner
White

Board Member – Lisa Barrentine

1508 Arizona Dr. Allen, TX 75013
972-727-3810 (home)
214-289-1192 (cell)
lbarrentine@firstpreston.com
First Preston Management
President
White

Board Member – Mindy Manson

2000 State Highway 78 North
Wylie, TX 75098
972.442.8100
mindy.manson@wylietexas.gov
City of Wylie
City Manager
White

Board Member – Monica Moffitt

5465 Legacy Dr Plano, TX 75024
214-505-4754
monica.moffitt@gmail.com
Computer Associates
Associate Sales Operations Analyst
African American



2009 Board of Directors

Board Member – Gwen Walters
4416 Emerson Dr. Plano, TX 75093
972-964-7425 (office) 469-438-8581 (cell)
gwenyth.walters@verizonbusiness.com
Verizon
Advanced Data – Telecom/ International
Program Management
White

Board Member – Bob Triscoli
CTS Equipment Services, LLC
1547 Foard Drive
Frisco, TX 75034
bobt@ctsequipment.com
(214) 563-3395
White

Board Member- Brad Whitlock
Attorney
500 North Akard, Suite 2700
Dallas, TX 75201
(214) 706-4208
Brad.whitlock@solidcounsel.com
White



2009 – 2010 Meeting Schedule of the Board of Directors
(Meetings to take place at Habitat office located at 1400 Summit Suite D-4)
2nd Wednesday of the Month

June 10, 2009
July 8, 2009
August 12, 2009
September 9, 2009
October 14, 2009
November 11, 2009
December 9, 2009
January 13, 2010
February 10, 2010
March 10, 2010
April 14, 2010
May 12, 2010
June 9, 2010
July 14, 2010
August 11, 2010
September 8, 2010
October 13, 2010
November 10, 2010
December 8, 2010

Richard M. Taylor
10709 Red Cedar
Frisco, Texas
(972) 658.7234
Taylor3084@sbcglobal.net

EDUCATION: University of Richmond, Virginia: B.A. 1978

OBJECTIVE: To seek a position utilizing experience in program development and fundraising management with additional emphasis on marketing, and public relations for a major non-profit organization.

EXPERIENCE:

Executive Director
Plano Area Habitat for Humanity Inc. Dates: June 21, 2004 - Present
Plano, TX 75085

Associate Executive Director - Development
Habitat for Humanity/Metro Jackson Inc. Dates: February 24, 1999 – June 11, 2004
Jackson, MS 39296

Duties: Responsible for the overall fundraising activity of the Metro Jackson affiliate of Habitat for Humanity International. Primary emphasis included major gift acquisition, and securing corporate and private sponsorships. Managed direct mail and special event activities.

Accomplishments:

Took an affiliate with fundraising revenues of \$650,000 to over \$1,200,000 in first year with affiliate and have maintained and grown that level in the last two years (93% increase). Was awarded and successfully completed a Capacity Building Grant to partially fund that expansion. Financial sponsorship per house has grown from \$17,000 to \$32,000 during tenure. Affiliate growth has sparked a major drive to build in four new neighborhoods in the next two years.

Development Director Dates: March 18, 1996 -February 20, 1999
Houston Habitat for Humanity
Houston TX,

Duties: Responsible for resource development for one of the top five affiliates of Habitat for Humanity International. Secured grants, corporate sponsorships, direct mail

solicitations and major gift acquisition. Worked with the Board of Directors and The 1998 Jimmy Carter Work Project Steering Committee in raising funds for the largest Habitat building project to date.

Accomplishments:

Took the Houston affiliate of Habitat for Humanity from revenues of \$500,000 in 1995 to over \$1,000,000 in two years. Also was successful in the coordination and procurement of sponsorships for the \$13,000,000 1998 Jimmy Carter Work Project, the largest Habitat for Humanity project to date. Operational budget of the affiliate has increased from \$500,000 to over \$3,000,000.

Genex Corporation
Houston TX, 77042

Dates April 30, 1995 - December 5, 1995

Duties: Sales of managed care services in the liability and workers compensation arenas to insurance carriers, claims administrators, municipalities and corporations. Also served as a service liaison with existing accounts. Marketed and implemented audit services and case management services to the above

CorVel Corporation
Houston, TX 77042

Dates: October 3, 1994 - April 21, 1995

Duties: Sales of managed care services in the liability and workers compensation arenas to insurance carriers, claims administrators, municipalities and corporations. Also served as a service liaison with existing accounts. Marketed and implemented audit services and case management services to the above

Accomplishments: Sold and assisted in the implementation of an early intervention program to a Fortune 500 company, the largest sale in the region's three-year history.

Cypress Creek Hospital
Houston, TX 77095

Dates: January 7, 1991 - March 29, 1994

Duties: Referral development for the Neurobehavioral Brain Trauma Program at Cypress

Creek. Secured admissions through area discharge planners, social workers and managed care professionals along with rehabilitation case managers in the insurance industry. Also, served as a liaison for families seeking the above services.

Accomplishments: Increased census over 200% from January 1991 to July 1993. Secured major managed care contracts with insurance providers along with networking both private and public sector referral sources.

Cadwalder Behavioral Center
Houston, TX 77045

Dates: November 1988 - January 1991

Duties: Responsibilities included referral development for a Psychiatric and Chemical Dependency Program along with marketing and implementing corporate wellness programs for national accounts.

Accomplishments: Took the Cadwalder program with little referral history and completely filled a hospital unit within six months. Secured and implemented corporate wellness contracts for such companies as Exxon Shipping, Union Carbide and the United States Postal System.

References furnished upon request



**CITY OF PLANO
CDBG/HOME REPORT**

AGENCY NAME: Habitat for Humanity of South Collin County

PROJECT NAME: 2008-2009 Plano Builds

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	0	0	0	0	0	0	0	0	0	0
African-American	1	0	1	0	1	0	1	0	4	0
Asian	0	0	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian and White	0	0	0	0	0	0	0	0	0	0
Asian and White	0	0	0	0	0	0	0	0	0	0
African American and White	0	0	0	0	1	0	0	0	1	0
Indian and African American	1	0	0	0	0	0	0	0	1	0
Other Multi-racial	0	0	0	0	0	0	0	0	0	0
Ethnicity Total (must equal Income Total)	2	0	1	0	2	0	1	0	6	0
0-30% of Median Income	0		0		0		0		0	
30-50% of Median Income	0		1		1		1		3	
50-80% of Median Income	2		0		1		0		3	
Over Income Limits	0		0		0		0		0	
Income Total (must equal Ethnicity Total)	2		1		2		1		6	
Female Heads of Household	1		1		2		1		5	



CITY OF PLANO
CDBG REPORT

AGENCY NAME: Califat
 PROJECT NAME: 2008-2009 Builds
 REPORTING PERIOD (MONTHS/YEAR): June 30, 2008

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 _____
- 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 _____
- 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 2
- Handicap (Section 504) Accessible units 0
- Households previously living in subsidized housing 1
- Units occupied by elderly 0
- Units specifically designated for persons with HIV/AIDS 0
 - Of those, the number specifically for chronically homeless _____
- Units specifically designated for homeless 0
 - 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 _____
- Number made Handicap Accessible _____