

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

Agency: Plano Housing Corporation

Program: Acquisition and Rehabilitation of Single Family Homes

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 *Not current - no ethnicity*
- 2b - Board Annual Meeting Schedule *Not correct*
- 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

- ~~8~~ 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 Maurice  
Staff

3-19-10 10am  
Date & Time

## 2010 Budget: Plano Housing Corporation

<b>Income</b>					
	<b>HOME/CDBG</b>	<b>NSP</b>	<b>FHLB</b>	<b>TOTAL</b>	
Client Contributions	\$ 2,000	\$ -	\$ -	\$ 2,000	
NSP Funds	\$ -	\$ 1,335,061	\$ -	\$ 1,335,061	
HOME	\$ 195,000	\$ -	\$ -	\$ 195,000	
FHLB	\$ -	\$ -	\$ 20,000	\$ 20,000	
CDBG	\$ 25,000	\$ -	\$ -	\$ 25,000	
Home Depot	\$ 1,000	\$ 500	\$ -	\$ 1,500	
Donations	\$ 500	\$ -	\$ -	\$ 500	
Developer's Fee	\$ 5,000	\$ -	\$ -	\$ 5,000	
<b>Total Income</b>	<b>\$ 228,500</b>	<b>\$ 1,335,561</b>	<b>\$ 20,000</b>	<b>\$ 1,584,061</b>	
<b>Expenses</b>					
	<b>per Home</b>	<b>Projects</b>			
5 Acquisition Costs	\$ 10,000	\$ 50,000	\$ 300,000	\$ 20,000	\$ 370,000
Permanent Financing		\$ -	\$ 360,000		\$ 360,000
Home Buyer Assistance			\$ 511,487		\$ 511,487
Closing Costs	\$ 4,000	\$ 20,000	\$ -	\$ -	\$ 20,000
Interest	\$ 3,500	\$ 17,500	\$ -	\$ -	\$ 17,500
Insurance	\$ 900	\$ 4,500	\$ -	\$ -	\$ 4,500
Utilities	\$ 1,300	\$ 6,500	\$ -	\$ -	\$ 6,500
Rehab/Repair	\$ 20,000	\$ 100,000	\$ 100,000	\$ -	\$ 200,000
<b>Project Expense Sub-Total:</b>	<b>\$ 39,700</b>	<b>\$ 198,500</b>	<b>\$ 1,271,487</b>	<b>\$ 20,000</b>	<b>\$ 1,489,987</b>
	<b>Administrative</b>				
Payroll	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 40,000
Audit & Tax	\$ 4,000	\$ 10,000	\$ -	\$ -	\$ 14,000
Office Expenses	\$ 6,000	\$ 16,074	\$ -	\$ -	\$ 22,074
Office and equipment rent	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ 12,000
Insurance	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ 6,000
<b>Admin Expense Sub-total:</b>	<b>\$ 30,000</b>	<b>\$ 64,074</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 94,074</b>
<b>Total Expenses</b>	<b>\$ 228,500</b>	<b>\$ 1,335,561</b>	<b>\$ 20,000</b>	<b>\$ 1,584,061</b>	
<b>Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Direct Services Ratio		87%	95%	100%	

January 2010



**Plano Housing Corporation**  
**2009 Board of Trustees**

**PRESIDENT**

Catie Brooks  
Professor  
Collin County Community College  
1208 Brenham Ct  
Allen, TX 75013  
Home: (214) 495-8391  
Email: lequirrel@gmail.com  
Term Expires: October 30, 2009

**TRUSTEE MEMBER**

\*Ms. Jasmina Fahrendorff  
Teacher  
Richland Community College  
3301 Horseshoe Drive  
Plano, TX 75074  
Home (972) 424-8040  
Email [jfahrendorff@hotmail.com](mailto:jfahrendorff@hotmail.com)  
Term expires: October 30, 2010

**TRUSTEE MEMBER**

Jim Wilkins  
Trade Sales Manager  
Pella Windows & Doors  
801 Hanover Drive, Ste 600  
Grapevine, TX 76051  
Home: 214-227-3720  
Work: 972-988-1555  
Email: [jwilkins@pellatexas.com](mailto:jwilkins@pellatexas.com)  
Term Expires: October 30, 2011

**TRUSTEE MEMBER**

Grace Bates  
Financial & Tax Services  
7801 Alma Dr., Suite 105  
PMB#201  
Plano, TX 75025-3483  
Work: 214-778-5678  
E-mail: [grace@fintaxservices.com](mailto:grace@fintaxservices.com)  
Term expires: October 30, 2011

**TRUSTEE MEMBER**

Ronda Brown  
Print Solutions Specialist  
Applied Litho Resource, Inc.  
194 Industrial Blvd. Suite 102  
McKinney, TX 75069  
1700 Debbie Drive  
Plano, TX 75074  
Home: 972-781-8511  
Work: 214-504-0000 x 100  
Email: [ronda@appliedlitho.com](mailto:ronda@appliedlitho.com)  
[Rbrown508@yahoo.com](mailto:Rbrown508@yahoo.com)  
Term Expires: October 30, 2011

**TRUSTEE MEMBER**

Jeff Zimmerman  
3815 Aberdeen Court  
Richardson TX 75082  
Home: 972-699-9495  
Term Expires: December 31, 2011

**EXECUTIVE DIRECTOR**

Dan Allgeier  
P.O. Box 861776  
Plano, TX 75086  
Cell: (214) 277-4839  
[Director@planohousingcorporation.org](mailto:Director@planohousingcorporation.org)

Office:  
Plano Housing Corporation Office  
850 Central Parkway East, Suite 150  
Plano, TX 75074  
972-881-7647 phone  
972-881-7647 fax



P.O. Box 861776 • Plano, Texas 75086-1776 • [www.PlanoHousingCorporation.org](http://www.PlanoHousingCorporation.org) • (972) 881-7647

The Plano Housing Corporation meets on the 3<sup>rd</sup> Wednesday of every month at the Plano City Hall.

## DANIEL ALLGEIER

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### CAREER SUMMARY:

I have held management positions with companies involved in the design, development, construction and property management of commercial, industrial, residential rental and for-sale developments. Currently, I am in charge of real estate development and construction of owner occupied and rental housing projects for a development company. I also provide real estate consulting services for profit and non-profit developers.

### EDUCATION AND REGISTRATIONS:

- Bachelors of Science in Civil Engineering, 1972 - Southern Methodist University, Dallas, Texas - Chi Epsilon Honorary Fraternity
- Masters of Business Administration, 1973 - Southern Methodist University, SEDCO Scholar
- Registered Professional Engineer #46104, Texas
- Real Estate Broker, #0377529, Texas
- Registered Contractor GB-98 #90160, New Mexico

### PROFESSIONAL HISTORY:

#### 2005 – present

Vice President  
*NuRock Development*  
Real Estate Development  
Irving, Texas

I am in charge of the Southwest regional office for a large multifamily developer. I administer a staff that identifies sites and projects for acquisition and rehabilitation as well as new construction of affordable multifamily projects and independent living facilities.

#### 1992 – 2005

Director of Development and Construction -  
*Housing Associates, Inc.*  
Real Estate Development, Construction, and  
Consulting  
Dallas, Texas

I identified markets and projects; planned projects overall budget and schedule; negotiated debt and equity funding sources; completed site selection; obtained entitlements; identified and negotiated with design professionals and other third parties required for development; review and approve plans; negotiated construction contracts; reviewed and approved construction for owners; coordinated with sales and leasing; assisted in lot sales; administer closings; and administered project compliance with lenders and equity investors.

I have developed ten multifamily projects and four single family developments for Housing Associates over the last five years and assisted clients develop over ten multifamily and single family developments during the same time period.

#### 1984 - 1992

President  
*Alpha Management Company*  
Real Estate Development and Property Management  
Dallas, Texas

Daniel Allgeier

I was responsible for all business development. In addition, I oversaw project's compliance with tax credit, lender and investor requirements and was responsible for major repairs and rehabilitation. Alpha had a staff of over 100 and managed over 2,000 multifamily units, office and warehouse facilities.

**1977 - 1984**

Vice President

*Sherrill Engineering Consultants*  
Engineers/Architects  
Irving, Texas

I was responsible for all business development and land planning and survey for a civil engineering and survey company. I was in charge of land planning and obtaining entitlements for several local and national clients including Trammel Crow Company, Shurgard Storage, and Weyerhaeuser Homes.

**1975 - 1977**

Project Engineer

*Allgeier, Martin & Associates*  
Engineers/Architects  
Joplin, Missouri

I designed public works projects like wastewater and industrial treatment plants; water distribution systems and wastewater collection systems; land developments; and office and industrial facilities.

**1973 - 1975**

Assistant Vice President

*Midland Mortgage Advisors*  
*Advisors to Midland Real Estate Investment Trust*

I reviewed plans and completed periodic project inspections to determine percentages of completion of work and compliance with plans and specifications for a construction lender. Projects were nationwide and included apartments, condominiums, office buildings and retail facilities.

## **PROFESSIONAL ACTIVITIES:**

Board of Directors and Past President - Rural Rental Housing Association of Texas  
Developer's Advisory Board - Texas Department of Housing and Community Affairs  
Committee Member - Workforce Housing Committee, City of Frisco, Texas  
Director - Plano Housing Corporation, Plano, Texas  
National Home Builders



## Andrew L. Chaffin, CPA, P.C.

Board of Directors  
Plano Housing Corporation  
Plano, Texas

In planning and performing my audit of the financial statements of the Plano Housing Corporation as of and for the year ended December 31, 2008, in accordance with auditing standards generally accepted in the United States of America, I considered the Plano Housing Corporation's internal control over financial reporting (internal control) as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financials statements, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, I do not express an opinion on the effectiveness of the Company's internal control. As such, my consideration of internal controls would not necessarily identify all deficiencies in internal controls that might be significant deficiencies or material weaknesses

A control deficiency exists when the design or operation of a control does not allow management or employees or others charged with governance, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A control deficiency in design exists when a control necessary to meet a control objective is missing or an existing control is not properly designed so that, even if the control operates as designed, a control objective is not always met. A control deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively.

A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal controls

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the entity's financial statements will not be prevented or detected by the entity's internal controls.

I observed the following matters I consider to be control deficiencies, significant deficiencies or material weaknesses.

### Material Weaknesses

#### 1. Segregation of Duties

In reviewing procedures and controls related to cash receipts and disbursements, I noted that the Executive Director, as the only employee, has more responsibilities than is optimal. This condition could provide an opportunity for misappropriation of funds and concealment of

such activity. In order to mitigate this condition, I recommend that the Treasurer or another Board Member approve all disbursements and sign or co-sign all checks. I further recommend that no disbursements be made electronically so that the disbursements would bypass the approval process mentioned above.

## 2 Audit Adjustments

During the course of my audit, certain differences were identified that were considered for adjustment to the financial statements. Adjustments were recorded related to cash, accounts and grants receivable, accumulated depreciation, land and buildings, prepaid expenses, accounts payable, notes payable and temporarily restricted net assets. I recommend that management review its policies and procedures regarding the employment of accounting personnel and the proper recording of transactions to limit the chance that future differences will occur.

This communication is intended solely for the information and use of management and the board of directors, and is not intended to be and should not be used by anyone other than these specified parties.



Andrew L. Chaffin, CPA, PC

October 30, 2009



June 29, 2009

Mr. Dan Allgeier, Executive Director  
Plano Housing Corporation  
2080 Park Central #150  
Plano, TX 75074

**RE: MONITORING RESULTS FOR 2006 AND 2007 CDBG AND HOME GRANTS**

Dear Mr. Allgeier:

On June 9th and June 10th Ms. Christina Day and I visited your office for the purpose of monitoring your CDBG and HOME programs for grant years 2006 and 2007. We enjoyed meeting with you and Mary at your new office space.

We were able to review file for all five (5) 2006 homebuyers and all four (4) for 2007. This included the client eligibility file, the property file, and the construction file. In addition we reviewed your Agency grant file, and your procedures file. The files should contain the following:

Homebuyers File:

1. Homebuyer application
2. Income qualification documentation and calculations
3. Purchase contract
4. Closing documentation
5. HOME Homebuyer agreements

Construction File:

1. Environmental
2. Purchase contract
3. Closing documentation
4. Specifications for rehab
5. Bid out letter
6. Actual bids
7. Bid award letter
8. Agency agreement with contractor
9. Notice to begin
10. Estimated budget for the activity
11. Invoices and reimbursements
12. Building permit to show job has begun
13. Inspections by City
14. Final inspections by Neighborhood Services
15. Relocation letters

*Phil Dyer*  
Mayor

*Harry LaRosiliere*  
Mayor Pro Tem

*Lee Dunlap*  
Deputy Mayor Pro Tem

*Pat Miner*  
Place 1

*Ben Harris*  
Place 2

*Mabrie Jackson*  
Place 3

*Lissa Smith*  
Place 4

*Jean Callison*  
Place 7

Thomas H. Muehlenbeck  
City Manager

P.O. Box 860358  
Plano, Texas 75086-0358  
972-941-7000  
www.plano.gov

16. Actual budget
17. Reconciliation form

Agency File:

1. Agency grant application
2. Agency agreement with City
3. Quarterly reports

We also reviewed your financial records, including the bank statements, ledger accounts, and net proceeds records. Since you submit your invoices to the City with reimbursement requests, there was no need to review those again.

We certainly were impressed with all the changes that have occurred in the last year in regards to doubling your staff, relocation to a new office space, and implementing many of the new procedure we have reviewed with you. However, there are a few changes that we are recommending be made, including one finding and eleven concerns.

**Concerns:**

**Policies and Procedures**

1. Your policy for purchasing and procurement are not specific enough. This could create problems, especially in the area of contractor selection.

RECOMMENDATION:

You need to expand your written procurement policy to specifically define how your bid jobs, how you select the bid winner, and how you pay contractors.

2. You have no policy or procedure for selection of a home to purchase.

RECOMMENDATION:

Establish a policy for underwriting the feasibility of an activity before making an offer on a home. This should include first the results of the environmental, the current value of the home, the condition of the home, the estimated cost of rehab, and the estimated value after rehab. Also establish a method for determining the sales price.

3. You do not have a policy for qualifying homebuyers and establishing a waiting list. This could create grounds for discrimination if you don't follow a specific policy.

RECOMMENDATION:

Write a policy that spells out the steps that every homebuyer goes through when making an application, including providing qualifying information, getting loan approval, and selection for a specific home.

4. You do not have a specific procedure for a contractor to follow after winning a job bid.

RECOMMENDATION:

The contractor needs to know specifically how he/she is expected to perform. They need to establish a start date and completion date. How to handle change orders, how to get paid (which includes an inspection by you before payment is made), and how to handle warranty issues. This could all be included in your contractor agreement.

5. You do not have a clear method for tracking the use of net proceeds.

RECOMMENDATION:

Open a new checking or savings account that will reflect only net proceeds for the sale of homes. That way the monies will be easily tracked for one complete cycle of use on HOME eligible costs.

6. You do not have a policy for personnel issues such as discrimination, hiring, and drug policies. You also need Fair Housing, Affirmative Marketing, and Conflict of Interest Policies.

RECOMMENDATION:

Establish these policies per HUD regulations.

## **Record Keeping**

1. Your filing system is not well organized.

RECOMMENDATION:

Now that you have doubled your staff, perhaps you could redo files so it is obvious that you have an Agency file, a construction/property file, and a client/homebuyer file with all the information labeled and conveniently located.

2. Not all the files contained the final inspections for the City.

RECOMMENDATION:

Use a checklist to make sure you have everything in the file that needs to be there.

3. You do not have a system for maintaining records of buyers that did not purchase.

RECOMMENDATION:

Establish a file system for keeping minimum information of these applicants that includes why they did not buy.

## Financial

1. Request for reimbursements for salary need to be supported with time sheet, not just listed on a spread sheet.

### RECOMMENDATION:

Create a time sheet form that can be used for all employees, that shows gross income, all deductions, and net amount.

2. Net proceeds need to be tracked.

### RECOMMENATION:

As already stated, a new account needs to be established in which net proceeds can be deposited and tracked easily.

## Finding

1. Two files could not be located. (1111 G, and 771 Pierre)

### RECOMMENDATION:

These files need to be found or reconstructed. The City files may have documentation you need to reconstruct.

We appreciate your help and cooperation with this monitoring, and we greatly appreciate all you do for the people of Plano. We would ask you to please respond within 30 days of the receipt of this letter with your plans for correcting these concerns and findings.

Sincerely,



Terrie Monroe  
Sr. Community Development Coordinator