



2012 City of Plano CDBG, HOME, and Buffington Community Services Funding Consolidated Grant Application Instructions

APPLICATION DEADLINE:

No applications will be accepted after 5:00 p.m., Friday, March 2, 2012. NO EXCEPTIONS.

Delivery of grant applications must be accepted and initialed by city staff within the Planning Department offices no later than 5:00 p.m., Friday, March 2, 2012.

Applications may be mailed to City of Plano Community Services, c/o Christina Day, P.O. Box 860358, Plano, TX 75086-0358 or delivered to Plano Municipal Center, 1520 K Avenue, Suite 250, Plano, TX, 75074.

GENERAL GRANT INFORMATION:

The City of Plano makes funds available to non-profit organizations to assist in providing housing and services to Plano residents. Funds granted through the City of Plano are received from federal sources as well as the City of Plano General Fund. For more complete information on grant restrictions and requirements, see the CDBG and HOME Subrecipient Compliance Manual and BCSG Manual available through www.planoplanning.org by following the "Grants" links on the left side of the page.

The three sources of funding for the 2012 City of Plano grant process are described below:

1. Community Development Block Grant (CDBG) funds

CDBG funds are available only to organizations that provide services to low-to-moderate income persons. A maximum of 15% of the total amount of CDBG funds made available to the City of Plano (through the U.S. Department of Housing and Urban Development) each year may be used for public services. A maximum of 20% of the total amount of CDBG funds made available to the City of Plano each year may be used by the City for grant administration. The remainder of the CDBG funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2010-2014 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from CDBG should be available to organizations on October 1, 2012, and normally must be spent by September 30, 2013.

2. HOME Investment Partnership Grants (HOME)

HOME grants are federal grants restricted to organizations providing affordable housing to low-to-moderate income persons. A maximum of 10% of the total amount of HOME funds made available to the City of Plano each year may be used by the City for grant administration, and 15% must be set aside for certified Community Housing Development Organizations (CHDO). The remainder of the HOME funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2010-2014 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from HOME will be available to organizations on October 1, 2012, and normally must be spent by September 30, 2014.

3. Robert W. Buffington Community Services Grants (BCSG) funds

BCSG funds are named in honor of Bob Buffington, the City of Plano's former manager of this program and long-time advocate of those in need within our community. Bob passed away in September 2006 but leaves behind a legacy of commitment to providing essential services to improve quality of life for Plano residents.

BCSG funds programs that provide short-term, urgent economic assistance or care services, offering immediate relief of crisis impacting the physical and/or mental health of Plano residents. General categories for such assistance and care include food, clothing, shelter, transportation, and medical or crisis counseling care. Funding from BCSG will be available on October 1, 2012, and must be spent by September 30, 2013. The grant may not exceed 50% of the agency's annual budget.

Funds for each of the grants are only available for financial obligations that occur after the grant year begins. Funds encumbered prior to the start of the grant year are not eligible grant expenses. Purchase of equipment is generally ineligible, including but not limited to, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture.

APPLICANT ELIGIBILITY:

Organizations that submit a grant application to the City of Plano must meet the following criteria:

1. Proposed use of funds must benefit only Plano residents. While the program may serve a wider clientele, any funds granted through this process must benefit City of Plano residents exclusively. Site improvements must be for facilities located in Plano, but program support funds may be granted proportional to the Plano residents served through those funds.
2. Organizations must be a tax-exempt non-profit or governmental organization and must have an active board of directors in compliance with IRS Section 501(c)(3).
3. Organizations previously funded by the City of Plano must have successfully fulfilled all prior contractual obligations or provide a written explanation outlining the reasons for non-compliance.
4. Organizations must be in operation for a minimum of three years prior to the application deadline.
5. Organizations must be willing and able to comply with City insurance requirements prior to signing a contract. Prior to executing a funding agreement, the applicant must supply the City with a current copy of your ACORD Certificate of Liability Insurance form (not your insurance policy itself). You can request a copy of the current insurance requirements through the Community Services division at 972-941-7151.

APPLICATION TYPES:

The 2012 grant application process allows an organization to submit funding requests under one of three specific grant types, thus allowing the organization to provide more directed information relating to their specific needs. Once an organization has determined the needs for which funding will be requested, a grant application for each of the grant types that are applicable may be completed. An organization may not combine more than one program, project, or activity, in one application, but may submit multiple applications. Use of the wrong application type will result in the incorrect part of the request being unfunded.

These grant types and their focuses are as follows:

Program Support Application -

This application focuses on funding of services provided to the Plano community through a specific program that supports an organization's mission. This application can include requests for funding of supplies and materials and/or staff payroll expenses relating directly to the program or activity for which funding is requested. The request also may include administrative expenses. Do not use this form if your request for funds is covered by either of the other two forms described below.

Permanent Housing Application -

This application focuses on funding the construction or rehabilitation of affordable housing for low-to-moderate income Plano residents. This application includes requests for funding of construction cost and/or property acquisition for new housing and repairs/rehabilitation of existing housing. Portions of the request also may include payroll expenses and/or other administrative expenses relating directly to the housing program for which funding is requested. An organization requesting a grant of this type must be able to submit audited financial statements.

Site Improvement -

This application focuses on funding the repair, refurbishment, or relocation of an organization's facility in which services are provided to Plano residents (for example, new carpeting; painting the organization's headquarters; relocating to or constructing a new facility; installing or repairing a permanent mechanical system in a facility). Site improvements using federal funds obligate the agency to the City and HUD for five years from the date of the final reimbursement of funds. Should the property be sold during the time of obligation, the agency will be responsible for reimbursement of funds, which can exceed the original amount of the grant. The property will be liened for the full amount of the grant until all obligations are met.

Portions of the request also may include payroll or administrative expenses directly relating to the repairs or refurbishments. Three bids will be required for this grant type; two of the three bids must be included with this application. The third bid must be submitted to city staff one week prior to the Community Relation Commission's public hearing on your application.

APPLICATION FORMAT:

Each of the grant applications consist of three major sections as described below:

Cover Sheet

The cover sheet contains general information pertinent to city staff as well as the Community Relations Commission ranging from the amount being requested to the attachments accompanying the grant.

Application

The applications vary depending on which grant type the organization submits.

- The **Program Support Application** (which can qualify for BCSG or CDBG funding) poses eight sets of questions designed to allow the Commission to evaluate the criticality, strength, and impact of the program within the Plano community.
- The **Permanent Housing Application** (which qualifies specifically for CDBG or HOME funding) poses six sets of questions designed to allow the Commission to evaluate the extent and quality of the proposed enhancement of the housing needs of low-to-moderate income Plano households under HUD guidelines.
- The **Site Improvement** (which can qualify for CDBG funding) poses seven sets of questions designed to allow the Commission to ascertain the organization's need for site improvement projects and the direct effect such improvements will have on enhancing services the organization provides to the Plano community.

Commission Summary

The commission summary is only for the use of members of the Community Relations Commission. By making this summary available to applicants as a separate document, the Commission expects each organization to gain valuable insight into a portion of the Commission's evaluation process.

APPLICATION OVERVIEW:

- The grant applications, regardless of which type of grant, are provided online and must be completed electronically within the space limitations of the online form.
- Since the amount of space per narrative question is limited, organizations must strive to be precise and direct with their responses.
- Within each grant type are three tables relating to (1) funding sources other than the City of Plano, (2) financial information specific to the program which is the subject of the application, and (3) financial information for the organization as a whole.

REQUIRED ATTACHMENTS:

After completing the application, regardless of which grant type your organization has chosen to submit, Attachments 1 through 9 are required to be included in the order listed below, with Attachment 10 following for both the Program Support and Site Improvement applications:

1. Detailed annual organization budget for current fiscal year.
 - a. This required financial information varies from the Organization Budget Summary table included within the application itself and offers a detailed insight as to management of funds by the organization.
 - b. If your organization is part of an entity serving clientele in areas beyond Plano and Collin County, submit only the annual budget for the office serving Plano or Collin County residents. Although it is recognized that some Plano offices under an area-wide entity may not have an independent budget, the organization is required to provide the detailed budget under which the area-wide entity requires the office serving Plano or Collin County residents to operate.
2. List of officers and member of the board of directors for the organization, including:
 - a. The city in which they live,
 - b. Their professional affiliations and employers, and
 - c. Their ethnicity.
3. The current annual schedule of board meetings.
4. Resumes of both the Director of the Organization and Director of the Program for which funds are being requested. The Director of the Organization is the Chief Executive Officer. The Program Director is the individual directly managing day-to-day operations of the program. If this is the same person, only one resume need be provided.
5. A copy of the organization's latest tax return accepted by the Internal Revenue Service (typically on Form 990 or PF-990).

6. A copy of the organization's IRS letter of determination.
7. Copy of your organization's most recent audit of financial records. If you are submitting multiple applications, only one copy of the audit is required.
 - a. If your organization spent more than \$500,000 in federal funds from a combination of all federal sources in the past fiscal year, submit one copy of your Single Audit, as required by HUD.
 - b. For those organizations whose audit is of an entity or parent organization whose revenues and expenses include but are greater than the organization submitting the application to the City of Plano, submit both the audit and the financial statement information required by the following sentence for the office serving Plano or Collin County residents.
 - c. Those organizations that do not have a current audit are required to submit a complete financial statement of your organization's most recently completed fiscal year including a profit/loss statement and a statement of financial position, or if no financial statements exist, submit a description of your method of accounting for revenue and expenses. These organizations will not be considered for federal funds.
8. Copy of your organization's management letter, recommendation letter or any other document from the auditor commenting on your organization's financial controls. If you did not receive such a letter with your audit, please insert a letter stating as such and make sure to have the appropriate section completed by your auditor on the audit information certification form, as follows.
9. HUD also requires the City to comply with audit tracking standards to ensure federal funds are appropriately monitored. As part of this process, all applications are required to include an Audit Information Certification Form, available at www.planoplanning.org under Community Services.
10. For all Site Improvement applications, two of the three bids required by this grant must be submitted with the application. The third bid must be submitted to city staff one week before the date of your organization's public hearing before the Community Relations Commission.

GRANT APPLICATION SUBMITTAL REQUIREMENTS:

Training Sessions

The staff members of the Community Services Division will conduct two training sessions to provide detailed information and to answer questions regarding the application process. Attendance at a training session is mandatory for organizations wishing to apply for any city funding. At the bottom of the cover sheet for each application is a question verifying that an organization's representative was present at a training session.

Packet Preparation

Every organization must submit one copy with original signatures of each application and its individual cover sheet, as well as PDF files of the completed cover sheet, application and all attachments. Electronic files should remain formatted to print on 8½" by 11" paper. The paper copy of applications and attachments should be:

- Unbound
- Without staples

- Printed on white, 8 ½” x 11” paper
- Printed on one side
- Prepared in a loose leaf format

The application limits the space for responses to encourage as precise and concise answers as is necessary for the Commission members to evaluate the request; therefore, the following restrictions apply:

- No additional pages may be submitted;
- No tabs may be attached; and
- No additional, unrequested information may be included.

Applicant’s Responsibilities

All grant applications must be complete at the time of submission including all required attachments:

- IT IS THE RESPONSIBILITY OF EACH ORGANIZATION TO MEET ALL REQUIRED ELEMENTS OF THE GRANT APPLICATIONS AND ATTACHMENTS ON A TIMELY BASIS.
- The City will review applications with agencies by appointment to check for completeness. If, during such review, an application is found to be deficient in any way, the organization may still resubmit the application up to the deadline on March 2, 2012. Applications not completed by that date will not be considered for funding in the 2012 grant year. Thus, organizations desiring a review of their applications before the deadline must call Karen Suiter at 972-941-7566 on or before February 17, 2012 to set an appointment.
- Should the grant application and/or its required attachments be submitted and found to be incomplete, the organization will not be considered for funding during this funding cycle but is invited to submit next year. No additional documents will be allowed, with the exception of an audit completed between the grant deadline and the agency’s hearing.

GRANT APPLICATION INSTRUCTIONS:

Many of the narrative questions are self-explanatory and therefore will not be addressed on an individual basis. For other questions, additional information is provided to help organizations submit complete and responsive applications. It is the responsibility of each organization to review the grant application in conjunction with the information provided in the following tables:

Cover Sheet - All Grant Types:

Section I.	<p>Organization Tax I.D. Number This is the number the IRS assigns to the organization certifying federal tax exemption.</p> <p>DUNS Number Organizations who wish to be considered for federal grant money must provide a DUNS number. The Federal Office of Management & Budget has adopted the use of DUNS numbers as a way to keep track of how federal grant money is awarded and dispersed. The U.S. Department of Housing and Urban Development now requests this information be placed into their Integrated Disbursement and Information System (IDIS) for any agency receiving HUD funds. A DUNS number may be obtained by calling 1-866-705-5711.</p>
Section II.	<p>Name of Program/Project A general title will help the Community Relations Commission quickly ascertain the nature of the grant (i.e. Rent Assistance Program or (Agency’s Name) Site</p>

	<p>Improvement Project, etc.).</p> <p>Location of Program/Project</p> <p>Provide the street address of your organization and, if different, also provide the location at which the funded program or project will occur or be used. If services are provided in a client's home, at a PISD school, in a hospital, or other similar location, so note.</p>
Section III.	<p>Authorized official's name and signature may be either the board chairperson or the executive director or another person who is authorized by the organization's board to make an application. Because an original signature is required on the paper copy, no applications may be submitted by facsimile (fax) or by electronic email.</p>
Section IV.	<p>Organizations are required to acknowledge attendance at one of the City of Plano training sessions as described on page 5 of these instructions. Representatives should familiarize themselves with the application formats and these instructions before attending a training session.</p>
Section V.	<p>DO NOT FILL OUT THIS PORTION. At the bottom of the cover sheet is a place for city staff to record the date and time an organization's application was received as well as a place for the staff to initial the application's receipt. If you desire a copy of the receipt with an original signature, bring or mail a second cover sheet with your application.</p>
Section VI.	<p>It is the responsibility of every organization to complete the check list as verification of all attachments. Please refer to Applicant's Responsibilities as described above in these instructions.</p>

Program Support Application:

<p>Section 1.</p>	<p>B – List by name each program offered by your organization. This should be a comprehensive list, but may be a single program for some agencies that have a single focus. Do not list each activity or service your agency provides, but think broadly in terms of the larger programs that those activities support.</p> <p>D – The City requires organizations to be in operation for a minimum of three years prior to the application deadline. The benchmark for operations is established as the first regular meeting of the agency’s local Board of Directors.</p>																				
<p>Section 2.</p>	<p>A. - Each organization is asked to define concisely who, what, when, where, and how of the specific program for which funding is requested.</p> <p>B. – The City’s Consolidated Plan is located online at www.planoplanning.org. Click on grants on the left side of the screen; a link to the plan is on the grants page under HUD. Goals begin on page 8 of 206 of the PDF file and include all strategies, objectives and outcomes listed.</p> <p>C. – Please list any disqualifying factors that limit service to your program, including both objective and subjective determinations.</p> <p>D.4. – Describe typical services including average contacts, timeframes, ranges of service, and any other statistical knowledge you have of the quantity of services provided. If applying for a rent/mortgage/utility assistance program include the maximum dollar amount of assistance provided for each form of assistance and the length of time assistance if offered.</p> <p>E - Each organization is asked to provide a <u>specific</u> percentage of low-to-moderate income clientele to be served by the program for which funding is requested as per HUD definition. The latest 2011 HUD definition for low to moderate income persons is as follows:</p> <table border="1" data-bbox="397 1102 1372 1312"> <thead> <tr> <th>Number in Family</th> <th>Maximum Income</th> <th>Number in Family</th> <th>Maximum Income</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$38,750</td> <td>5</td> <td>\$59,750</td> </tr> <tr> <td>2</td> <td>\$44,250</td> <td>6</td> <td>\$64,150</td> </tr> <tr> <td>3</td> <td>\$49,800</td> <td>7</td> <td>\$68,600</td> </tr> <tr> <td>4</td> <td>\$55,300</td> <td>8</td> <td>\$73,000</td> </tr> </tbody> </table> <p>Also, describe what documentation the organization collects to determine the income status of the clientele served including but not limited to pay stubs, tax forms, sworn statements, photo I.D., etc. If no such documentation is secured, please state ‘none’.</p> <p>The following groups are presumed to be low income with no proof of income required: Abused children, battered spouses, elderly persons age 62 years and older, adults meeting the Bureau of Census definition of severely disabled persons, persons living with AIDS, homeless persons, illiterate persons, and migrant farm workers. If the organization exclusively provides services to any of these groups, please state 100%. If you serve only persons in the presumed low income categories, state “no documentation required - presumed benefit clientele.”</p> <p>G. - If required client fees for your services are collected, and if these fees are waived in whole or in part for low income clientele, describe in detail the process you use to qualify clientele for reduced or waived fees and the percentage of your total number of clients who receive fee reductions based on those criteria.</p>	Number in Family	Maximum Income	Number in Family	Maximum Income	1	\$38,750	5	\$59,750	2	\$44,250	6	\$64,150	3	\$49,800	7	\$68,600	4	\$55,300	8	\$73,000
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Section 3.	<p>A. – <u>Individual</u> reports each human being. A <u>family</u> is defined as all persons living in the same household who are related by blood, marriage, or adoption, including adult children who continue to live at home with their parent(s) and a dependent child who is living outside of the home (e.g, students living in a dormitory). An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one person family for this purpose. A <u>household</u> includes all people living within a single housing unit, so four unrelated people sharing an apartment would still only count as one household.</p> <p>B. – Overall program costs include the total expenses, both direct and non-direct, for providing this program. Unduplicated clients are those individuals, families or households that are served within that grant year and are counted only once within the year, no matter how many or few services they receive. Plano clients live within the city of Plano limits, regardless of school district, county or other affiliation.</p>
Section 4.	<p>A. - Each organization is asked to provide a <u>line item budget relating specifically to the program for which city funding is being requested</u>. The Program Revenue Budget should include totals of all revenue categories that will be secured for the program.</p> <p>B. - List all other grant applications to other funding entities that will be used to support the program for which city funding is being sought. If no other grants are being sought, state “none.”</p> <p>D. - Expenses are to be divided between direct service expenses and non-direct service expenses. Direct service expenses are those relating directly to the services provided to clientele. All other expenses are considered non-direct service expenses. Please note that the City of Plano does not expect all of an organization’s funds to be used for direct service only. It recognizes that administrative support and other non-direct expenses are necessary to the infrastructure of an organization. To better assist in determining whether expenditures should be summarized under direct service expenses or non-direct service expenses (administrative expenses), the following guidelines are provided:</p> <p>Non-Direct Service Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees <u>who do not provide direct services to clientele</u> participating in this program, for example the organization’s director or a secretary who does not work directly with clientele. • Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and similar expenses, in all such cases, <u>that are not directly tied to providing services to clientele</u> participating in this program. • Occupancy - The portion of mortgage, rent, or lease payments that includes any square footage within the organization’s facility <u>that is not used to provide direct services</u> to clientele participating in this program or for the personnel who provide such direct services. Thus the expense of an office or conference room in which clientele are served is a direct occupancy expense, while the office of a person who does not provide direct services to clientele is a non-direct expense. For employees who both provide services directly to clientele and also support non-direct personnel (for example, a receptionist) prorate the occupancy cost of that employee. • Miscellaneous – Any other expenses that do not fit in the above categories and do not provide direct services to clientele participating in this program. Examples include costs of fundraising events, professional expenses for audits or legal services, expenses relating to an organization’s board of directors and the like. <p>Direct Service Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees <u>who directly provide services to clientele</u> participating in this program. • Operational - All supplies, materials, communication and office expenses, transportation, etc. that directly assist in providing services to clientele participating in this program. • Occupancy - The portion of mortgage/rent/lease payments that reflect the actual square footage within the organization’s facility that is (1) dedicated to providing direct services to clientele

	<p>participating in this program and, (2) used by personnel who provide such services, including the pro rata portion of the occupancy expenses of personnel who provide both direct and non-direct services, and (3) used for the storage of food or other materials which will be used to accomplish the mission of the program. Examples include examining rooms, classrooms, and counseling offices. This direct service occupancy expense can be obtained by dividing the approximate square footage of the facility in the three categories itemized above by the total square footage of the organization's entire facility. Next multiply that percentage by the monthly mortgage or rent plus the monthly occupancy related costs like utilities and maintenance. Finally, multiply that total by 12 months, and the final figure will be the annual direct services occupancy expense.</p> <ul style="list-style-type: none"> • Miscellaneous - Any other service related expenses including any other items that assist in providing direct services to clientele participating in this program. <p>F. – Provide very specific information on the line items requested in the city-funding request lines in the Program Expense Budget.</p>
Section 5.	<p>A., B., & C. - In order to determine the success of most programs, an organization should set measurable goals for the programs it offers (A.). It should have tools by which it can ascertain whether it is meeting its goals (B.) and it should produce specific outcomes resulting from the measurable goals (C.). Each organization is asked to create and maintain measurable goals specific to the program(s) for which city funds are requested.</p> <p>Any organization that is in the process of defining and creating measurable goals must answer C. with “no outcomes are currently available” because this question requires a minimum of one full year of utilizing appropriate tools to determine set goals. But an organization can answer A. and B. in a positive manner by describing strong quantitative goals for the upcoming year and precise descriptions of tools that will be used to measure the success of those goals.</p> <p>D. - If your organization has not implemented any measurable goals, then you must provide a reasonable explanation as to how it can be determined that the program for which you are requesting funds is successful in the Plano community.</p>
Section 6.	<p>A. - Organizations should provide only data or statistics that relate specifically to the City of Plano and/or Collin County. Because the funds under consideration are provided directly through the City of Plano, national or state-wide data and statistics are not sought or desired.</p> <p>B. - Unduplicated services means that your organization is offering services that are unique from other non-profits serving Plano and/or Collin County. The definition of unduplicated services also may be met by serving a portion of the Plano population that is unique within itself. If your organization does not provide unduplicated services, then state “no” on the application. An opportunity for explaining why your organization’s services should receive funding instead of utilizing other existing programs will be addressed during the public hearings, not within the application.</p>
Section 7.	<p>B. - Each organization is asked to provide information for each of the last two completed fiscal years as well as the projected budget for the current fiscal year yet to be completed. Please note that revenue categories ask for totals of Federal grants exclusive of Federal funds received through the City of Plano grant application program, City of Plano grants and all other grants (including private foundations, corporations, and state funding).</p> <p>Note that there is no requirement in this chart to separate direct from non-direct service expenses.</p> <p>C. - Any organization that has conducted an annual audit of its most recently completed fiscal year is required to attach said audit.</p>
Section 8.	<p>B. - Organizations requesting funds are encouraged to seek donated labor, materials, and/or equipment that will optimize any funding provided through the City of Plano. Under this question, organizations should (1) describe the efforts made to achieve donated labor, materials, or equipment, (2) list the organizations, businesses, and individuals that have pledged assistance to your project as well as what type of pledges they have given, and (3) if no successful efforts have been achieved, explain why.</p>

	<p>C. – Be specific in describing the activities of your Board of Directors, or its members acting individually or in subgroups, that are expressly directed to adding to the funds available for, to the value or impact of, or reducing the cost of, the program for which this application seeks a grant. For example: Did your Board or any member donate or seek donations of needed materials or labor and was the effort successful? Did your Board set the budget for the program? Are Board members otherwise involved in helping the program be a success and, if so, how? If your Board has not taken action of the type described above, answer “None”.</p> <p>D. - An organization should limit this response to the names of other agencies that provide direct collaboration to support the program for which funding is requested. Collaboration includes referral of clientele and/or donation of supporting materials, supplies, and/or services.</p> <p>E. - Some organizations may have work schedules that allow distribution of funds in one large payout or in increments across every other quarter of the grant’s fiscal year. If funds will be allocated in a timeframe other than equally per month across the grant’s fiscal year, please provide a brief schedule of when, what portions, and what events cause a disbursement, and for what uses the funds will be dispersed.</p>
<p>Commission Summary Page</p>	<p>DO NOT COMPLETE THIS SECTION. It has been included to provide insight to one of several portions of the Community Relations Commission’s process in allocating funds. The Commissioners will complete this summary page after the public hearings.</p>

Permanent Housing Application:

Section 1	<p>B. – Provide a thorough description of any qualifications or disqualifications for applicants as allowed within the space provided.</p> <p>C. - The City requires organizations to be in operation for a minimum of three years prior to the application deadline. The benchmark for operations established as the first meeting of the agency’s local Board of Directors.</p>																									
Section 2.	<p>A. – Since your organization may have a broader scope of services than the program for which you are requesting funds, please detail the limited activities for which you wish to use Plano grant funds to supplement other funding sources. This section should tell the complete but simple story of what it is you will accomplish with the use of grant funds including detail of the exact activities you will undertake in A1 and A2. These details are necessary to complete the City’s environmental release for use of Federal funds. Inaccurate information in this response could lead to project delay or ineligible project costs.</p> <p>B. – Your organization’s program may serve other communities, so please list the total number of households served by the program administered by your local organization in the total households line. For example, if your organization built new affordable housing in Dallas, Frisco and Plano under this program, please list all the households served in each community. Next, separate out the number of Plano households served. Homebuyers purchasing in Plano are considered in this number regardless of their previous residence.</p> <p>C. – Each estimate should be an average number used to budget funds and estimate households served by available resources.</p> <p>D.1. - Describe in detail any financing used on this project (for acquisition of property, for sale of the property, etc).</p> <p>E. – Describe in detail how you approve, select and procure general contractors as well as any contractors hired to do small, specific jobs exceeding \$3,000.</p> <p>F. - Each organization must document that 100% of clientele to be served by the program qualifies as low to moderate income based on the HUD definition. The 2011 HUD definition for low to moderate income persons is as follows:</p> <table border="1" data-bbox="388 1297 1369 1507"> <thead> <tr> <th>Number in Family</th> <th>Maximum Income</th> <th></th> <th>Number in Family</th> <th>Maximum Income</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$38,750</td> <td></td> <td>5</td> <td>\$59,750</td> </tr> <tr> <td>2</td> <td>\$44,250</td> <td></td> <td>6</td> <td>\$64,150</td> </tr> <tr> <td>3</td> <td>\$49,800</td> <td></td> <td>7</td> <td>\$68,600</td> </tr> <tr> <td>4</td> <td>\$55,300</td> <td></td> <td>8</td> <td>\$73,000</td> </tr> </tbody> </table> <p>Describe what documentation the organization collects to determine the income status of the clientele served including but not limited to pay stubs, tax forms, sworn statements, photo I.D., verifications, etc.</p>	Number in Family	Maximum Income		Number in Family	Maximum Income	1	\$38,750		5	\$59,750	2	\$44,250		6	\$64,150	3	\$49,800		7	\$68,600	4	\$55,300		8	\$73,000
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Section 3.	<p>A. - Each organization is asked to provide a <u>general budget summary relating specifically to the program for which city funding is being requested.</u> The Program Budget Summary should include totals of revenue categories that will be secured for the program and totals of expenditure categories that will be distributed for the program.</p> <p>Permanent Housing Revenues are as follows:</p> <ul style="list-style-type: none"> • Clientele Fees - Any payment from clientele who ultimately will benefit from this housing program and/or land acquisition. (Do not include the value of “sweat equity.”) • Grants - Federal, state, corporate, and/or private funding directly relating to this specific 																									

	<p>housing/land program, but not including funds from grant requests to the City of Plano.</p> <ul style="list-style-type: none"> • Donations - Monetary gifts for use directly related to the project for which this application is submitted. • Fundraisers - Revenues generated from all special events designed to increase resources for this specific housing project and/or land acquisition. • Net Proceeds – Funds received at closing as a result of selling a property. • Other Revenues - Any additional resources, including mortgage reimbursement. <p>Permanent Housing Expenses are as follows:</p> <ul style="list-style-type: none"> • Property Acquisition - All costs other than personnel related to purchasing land on which to build a new home or purchase an existing home; costs may include closing expenses, realtor fees, purchase price, prorated property taxes, etc. • Construction/Related Materials – Material and labor for construction. • Other Expenses - Expenses that do not fit in the above categories, but are directly related to construction, rehabilitation, and/or land acquisition such as financing costs, professional and engineering fees, brokerage commissions, and costs of fundraising events. • Operating Expenses - HOME funds do not allow operating expenses unless an organization is certified as a CHDO and eligible for CHDO operating expenses. <p>Personnel - Payroll expenses, including any salaries, hourly rates, payroll taxes and benefits relating directly to the construction or rehabilitation project or land acquisition Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and similar expenses, in all such cases, <u>that are not directly tied to providing services to clientele participating in this program.</u></p> <p>Occupancy - The portion of mortgage, rent, or lease payments that includes any square footage within the organization’s facility <u>that is not used to provide direct services</u> to clientele participating in this program or for the personnel who provide such direct services. Thus the expense of an office or conference room in which clientele are served is a direct occupancy expense, while the office of a person who does not provide direct services to clientele is a non-direct expense. For employees who both provide services directly to clientele and also support non-direct personnel (for example, a receptionist) prorate the occupancy cost of that employee.</p> <p>Miscellaneous – Any other expenses that do not fit in the above categories and do not provide direct services to clientele participating in this program. Examples include costs of fundraising</p> <p>B. – Provide a line item budget detailing the use of grant funds requested from the City of Plano consistent with the program budget in 3A.</p> <p>C. - List all grant applications to other funding entities that will be used to support the program for which city funding is being sought. The status of the funding requests are required and updates should be provided during the public hearings. If no other diverse sources are being sought, state “none”. This question provides the detail for the “grants” figure in the revenue column of the Program Budget Summary.</p> <p>D. - Because the categories of “other revenues” and “other expenses” can contain a varied list of resources and expenditures, this question requires providing more detailed information relating to the additional revenues and expenses of the housing project.</p>
Section 4.	<p>B. - Each organization is required to provide financial information for the last two completed fiscal years as well as the projected organizational budget that the organization’s governing body has adopted for the current fiscal year yet to be completed.</p> <p>Revenue categories ask for totals that support all programs/projects and administrative expenses throughout the organization:</p> <ul style="list-style-type: none"> • Clientele Contributions - Monetary input from clientele participating in all projects/programs. • City of Plano CDBG/HOME Grants - Self explanatory. • Other Federal Grants - All federal funding other than CDBG or HOME received in support of all projects/programs and/or administrative needs.

	<ul style="list-style-type: none"> • All Other Grants - All private foundations, corporations, and state funding. • Donations - Monetary gifts in support of all of the organization’s projects/programs. • Fundraisers - All revenues generated from organization’s special events. • Miscellaneous Revenue - Self explanatory. <p>Expenses categories ask for totals that support all programs/projects and administrative expenses throughout the organization:</p> <ul style="list-style-type: none"> • Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees. • Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and support payment to national affiliations. • Occupancy - Mortgage, rent or lease payments, utilities, and maintenance. • Other Expenses - Any other expenses that do not fit in the above categories. <p>Note that there is no requirement in this chart to separate direct from non-direct service expenses.</p> <p>D. - To apply for a grant using this application form, an organization must have audited financials.</p>
Section 5.	<p>A. - The City’s Consolidated Plan is located online at www.planoplanning.org. Click on grants on the left side of the screen; a link to the plan is on the grants page under HUD. Goals begin on page 8 of 206 of the PDF file and include all strategies, objectives and outcomes listed.</p> <p>B. – If you have questions about these standards, contact the staff within the Community Services Division for additional guidance.</p> <p>C. - Section 3 refers to that part of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u; 42 U.S.C. 3535(d)). Section 3 is now implemented in HUD’s regulations at 24 CFR Part 135. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very low income persons. Section 3 affects contracts and subcontracts for: work to be paid with Section 3-covered HUD assistance; or work arising in connection with a Section 3-covered project where the individual contract or subcontract exceeds \$100,000 and the amount of HUD assistance for the project exceeds \$200,000. Both conditions must be present [135.3(a)(3)(ii)(A-C)]. If your request may meet Section 3 requirements, contact the Community Services Division staff for additional guidance.</p> <p>D. – HUD requires compliance with Davis Bacon and Related Acts (DBRA) federal wage requirements. DBRA requirements must be met if an organization is constructing or rehabilitating more than a 8-unit residential project. If you have questions about how these standards may impact your construction project, contact the staff within the Community Services Division for additional guidance.</p> <p>E. – HUD requires all housing programs to have thorough documentation of their operational procedures consistent with Federal regulations; this is also a contract requirement of the City.</p> <p>F. – Be specific in describing your procedures for tracking Net Proceeds. HUD requires these funds be tracked for one complete cycle, or one time over. These Proceeds can only be used for expenses described in your Grant Agreement.</p>
Section 6.	<p>C. – Be specific in describing the activities of your Board of Directors, or its members acting individually or in subgroups, that are expressly directed to adding to the funds available for, to the value or impact of, or reducing the cost of, the program for which this application seeks a grant. For example: Did your Board or any member donate or seek donations of needed materials or labor and was the effort successful? Did your Board set the budget for the program? Are Board members otherwise involved in helping the program be a success and, if so, how? If your Board has not taken action of the type described above, answer “None”.</p>

	<p>D. - Organizations requesting funds are encouraged to seek donated labor, materials, and/or equipment that will optimize any funding provided through the City of Plano. Under this question, organizations should (1) describe the efforts made to achieve donated labor, materials, or equipment, (2) list the organizations, businesses, and individuals that have pledged assistance to your project as well as what type of pledges they have given, and (3) if no successful efforts have been achieved, explain why.</p>
<p>Commission Summary Page</p>	<p>PLEASE DO NOT COMPLETE THIS PAGE. It has been included to provide insight to one of several portions of the Community Relations Commission's process in allocating funds. The Commissioners will complete this summary page after the public hearings.</p>

Site Improvement Application:

Section 1.	<p>B – List by name each program offered by your organization. This should be a comprehensive list, but may be a single program for some agencies that have a single focus. Do not list each activity or service your agency provides, but think broadly in terms of the larger programs that those activities support.</p> <p>D – The City requires organizations to be in operation for a minimum of three years prior to the application deadline. The benchmark for operations is established as the first regular meeting of the agency’s local Board of Directors.</p>
Section 2.	All questions are self explanatory.
Section 3.	<p>A. - Each organization is asked to provide a <u>general budget summary relating specifically to the site improvement for which city funding is being requested</u>. This Budget Summary should include totals of all revenue categories that will be secured for the specific project for which this application is submitted and totals of all expenditure categories that will be distributed for the same project.</p> <p>Site Improvement Revenues are as follows:</p> <ul style="list-style-type: none"> • Grants - Federal, state, corporate, and/or private funding relating to site improvement project for which this application is submitted. • Donations - Monetary gifts directly for the site improvement project for which this application is submitted. • Fundraisers - Revenues generated from all special events designed to increase resources specifically for this site improvement project. • Other Revenues - Any additional resources supporting the site improvement project for which this application is submitted. <p>Site Improvement Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - Payroll expenses including salaries, hourly rates, payroll taxes, and benefits for employees working directly on the site improvement. • Site Improvement Total - All costs other than personnel related to site improvement project for which funds are requested. • Other Expenses - Expenses that do not fit in the above categories but are directly related to site improvement including costs of fundraising events. <p>B. - List all other grant applications to other funding entities that will be used to support the program for which city funding is being sought. The status of the funding requests are required and updates should be provided during the public hearings. If no other diverse sources are being sought, state none. This question provides the detail for the “grants” figure in the revenue column of the Budget Summary.</p> <p>C. and D. - Because the categories of “other revenues” and “other expenses” can contain a varied list of resources and expenditures, this question requires providing more detailed information relating to the additional revenues and expenses of the site improvement project.</p> <p>E. - Organizations must demonstrate diverse resources to support the site improvement project. Beginning with Column 1, list all entities that have <u>committed</u> funds toward your organization’s improvement project. Within Column 2, list the amounts that each entity has committed. Column 3 should include the projected use of each amount committed to the organization’s improvement. Column 4 should identify a date, month, or quarter in which the funds will be used.</p>

Section 4.

C. - If your organization follows the guidelines set by HUD regarding income verification, then D. should be completed, including a description of what documentation is maintained. The 2011 HUD definition for low-to-moderate income persons is as follows:

Number in Family	Maximum Income	Number in Family	Maximum Income
1	\$38,750	5	\$59,750
2	\$44,250	6	\$64,150
3	\$49,800	7	\$68,600
4	\$55,300	8	\$73,000

In addition, the following groups are presumed to be low income with no proof of income required for public service programs: Abused children, battered spouses, elderly persons age 62 years and older, adults meeting the Bureau of Census definition of severely disabled persons, persons living with AIDS, homeless persons, illiterate persons, and migrant farm workers. If the organization exclusively provides service to any of these groups, please state 100%. The HUD guidelines for determining the income status of clientele served include recent pay stubs, tax forms (W-2 or Form 1090 and complete tax return), sworn HUD statement forms, and a photo I.D.

D. - If your organization does not collect income verification documentation, this question should be completed including a description of what documentation is maintained. If no such documentation is secured, state “none”. Use the HUD guidelines to define “low-to-moderate income” in making your estimates and be sure to describe how the estimate was derived.

E. - If required client fees for your services are collected, and if these fees are waived in whole or in part for low-to-moderate income clientele, describe in detail the process you use to qualify clientele for reduced or waived fees and the percentage of your total number of clients who receive fee reductions based on those criteria.

F. - Unduplicated services means that your organization is offering to Plano residents assistance and/or care that is unique from other non-profits serving our community. The definition of unduplicated services also may be met by serving a portion of the Plano population that is unique within itself.

Section 5.

B. - Each organization must provide financial information for the last two completed fiscal years as well as the projected organizational budget that the organization’s governing body has adopted for the current fiscal year yet to be completed.

Revenues categories ask for totals in the following areas supporting all of the organization’s programs/projects and administrative expenses throughout the organization:

- Clientele Fees - Monetary input from all clientele participating in all organizational projects/programs.
- City of Plano BCSG, CDBG, or HOME Grants - Self explanatory.
- Other Federal Grants - All federal funding other than CDBG or HOME received in support of all projects/programs and/or administrative needs.
- All Other Grants - All private foundations, corporations, and state funding not including the City of Plano BCSG grant.
- Donations - Total of all monetary gifts.
- Fundraisers - All revenues generated from organization’s special events.
- Miscellaneous Revenue - Revenue received from any source and not reported in the above categories.

Expenses categories ask for totals in the following areas supporting all programs/projects and administrative expenses throughout the organization:

- Personnel - All salaries, benefits, and payroll taxes for full-time, part-time, or contract employees.
- Operational - All supplies, materials, communication and office expenses, local transportation, organizational dues, conference expenses, and support payment to national affiliations.
- Occupancy - Mortgage, rent or lease payments, utilities, and maintenance.
- Other Expenses - Expenses that do not fit in the above categories.

	<p>Note that there is no requirement in this chart to separate direct from non-direct service expenses.</p> <p>C. - Any organization that has conducted an annual audit of its most recently completed fiscal year is required to attach said audit. The management letter also must be included with the most recent audit as well as any findings or concerns. If you did not have an audit, please state “no audit conducted”.</p>
Section 6.	<p>A. - The City’s Consolidated Plan is located online at www.planoplanning.org. Click on grants on the left side of the screen; a link to the plan is on the grants page under HUD. Goals begin on page 8 of 206 of the PDF file and include all strategies, objectives and outcomes listed.</p> <p>B. – If you have questions about these standards, contact the staff within the Community Services Division for additional guidance.</p> <p>C. - Section 3 refers to that part of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u; 42 U.S.C. 3535(d)). Section 3 is now implemented in HUD’s regulations at 24 CFR Part 135. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very low income persons. Section 3 affects contracts and subcontracts for: work to be paid with Section 3-covered HUD assistance; or work arising in connection with a Section 3-covered project where the individual contract or subcontract exceeds \$100,000 and the amount of HUD assistance for the project exceeds \$200,000. Both conditions must be present [135.3(a)(3)(ii)(A-C)]. If your request may meet Section 3 requirements, contact the Community Services Division staff for additional guidance.</p> <p>D. – HUD requires compliance with Davis Bacon and Related Acts (DBRA) federal wage requirements. DBRA requirements must be met if an organization is constructing or rehabilitating more than a 8-unit residential project or any non-residential project over \$2,000. If you have questions about how these standards may impact your construction project, contact the staff within the Community Services Division for additional guidance.</p>
Section 7.	<p>C. – Be specific in describing the activities of your Board of Directors, or its members acting individually or in subgroups, that are expressly directed to adding to the funds available for, to the value or impact of, or reducing the cost of, the program for which this application seeks a grant. For example: Did your Board or any member donate or seek donations of needed materials or labor and was the effort successful? Did your Board set the budget for the program? Are Board members otherwise involved in helping the program be a success and, if so, how? If your Board has not taken action of the type described above, answer “None”.</p> <p>D. - Organizations requesting funds with the Site Improvement Application should seek donated labor, materials, and/or equipment that will optimize any funding provided through the City of Plano. Under this question, organizations should (1) describe the efforts made to achieve donated labor, materials, or equipment, (2) list the organizations, businesses, and individuals that have pledged assistance to your project as well as what type of pledges they have given, and (3) if no successful efforts have been achieved, explain why.</p> <p>E. - Some organizations may have work schedules that allow distribution of funds in one large payout or in increments across every other quarter of the grant’s fiscal year. If funds will be allocated in a timeframe other than equally per month across the grant’s fiscal year, please provide a brief schedule of when, what portions, and what events cause a disbursement, and for what uses the funds will be dispersed.</p>
Commission Summary Page	<p>PLEASE DO NOT COMPLETE THIS PAGE. It has been included to provide insight to one of several portions of the Community Relations Commission’s process in allocating funds. The Commissioners will complete this summary page after the public hearings.</p>