



City of Plano
2012 Consolidated Grant Process
Permanent Housing Application Cover Sheet

SECTION I

Organization Name: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Fax: _____

Organization Tax I.D. #: _____ DUNS #: _____

Director's Name/Title:

Director's Contact Information:

Name: _____ Phone: _____

Title: _____ Email: _____

SECTION II

Name of Program/Project: _____

Grant Amount Requested: \$ _____

Location of Program/Project: _____

Contact Person Concerning Grant Application: _____

Contact Person's: Phone: _____ Email: _____

SECTION III

Authorized Official's Name/Signature/Date:

Printed Name: _____

Signature: _____ Date: _____

SECTION IV

Did a representative of your organization attend one of the 2012 City of Plano training sessions for consolidated grant applications?

Yes, on date: _____

No

SECTION V (CITY STAFF ONLY)

Received by: _____ Date/Time: _____

SECTION VI

Application Checklist

Check the following boxes to indicate each item is included in the application packet.

<input type="checkbox"/>	One original paper copy of grant application with signed coversheet and all attachments
<input type="checkbox"/>	One CD-ROM, flash drive or similar device with copies of all documents, including application and all attachments, in PDF format
<input type="checkbox"/>	Attachment 1: Detailed annual organization budget for the current fiscal year
<input type="checkbox"/>	Attachment 2: List of organization's officers/board members including the city in which they live, their professional affiliations, and their ethnicity
<input type="checkbox"/>	Attachment 3: Annual meeting schedule for the organization's officers/board members
<input type="checkbox"/>	Attachment 4: Resumes of the organization director and the program director
<input type="checkbox"/>	Attachment 5: Copy of the organization's latest tax return accepted by IRS
<input type="checkbox"/>	Attachment 6: Copy of the organization's IRS letter of determination
<input type="checkbox"/>	Attachment 7: Copy of the organization's most recent audit of financial records
<input type="checkbox"/>	OR The organization does not have an audit but has included the required financial information described in the instructions as an attachment in place of the audit
<input type="checkbox"/>	Attachment 8: Copy of the organization's most recent audit recommendations letter/management letter submitted to the board of directors
<input type="checkbox"/>	OR The organization does not have a management letter or the like but has included a letter stating such and completed the appropriate information in the audit certification form
<input type="checkbox"/>	Attachment 9: Audit information certification form

Commissioner's Notes

**2012 City of Plano Consolidated Grant Process
Permanent Housing Application**

Definition of Grant Type - The Permanent Housing Application focuses on funding the provision of affordable housing for low-to-moderate income Plano residents. This application can include requests for funding to aid qualified households in obtaining housing or rehabilitating housing. Portions of the request also may include payroll expenses and/or other administrative expenses relating directly to the program for which funding is required.

Section 1. Organization Overview

A. State your organization's mission or purpose in simple terms understandable to the general public.

B. Provide a general description of the clientele your organization serves.

C. Provide the date of the first Board of Director's meeting of the agency's local organization and the date the organization received tax exempt status from the Internal Revenue Service.

Commissioner's Notes

Section 2. Program Overview

A. Describe in detail the housing program for which your organization is requesting funds.

1. Check all of the activities that may be included in your Plano program in 2012:

- Acquisition of lots for new construction, including site preparation and resale
- Acquisition of property for housing rehabilitation and resale
- Acquisition of property for reconstruction and resale, including demolition.
- Rehabilitation of occupied property for homeowners
- Rehabilitation of occupied property for landlords with qualified tenants
- Financial assistance or subsidy to homebuyer
- Other:

2. State the number of properties that may be included in your Plano program in 2012:

Total number of housing units: _____

Total number of lots: _____

B. State the number of households served by the program for which your organization is requesting funds:

Program Year	Total Households	Plano Households
Actual served in Grant Year 2010		
Projected served in current Grant Year 2011		
Projected served in Grant Year 2012 if fully funded		

C. Provide the estimated amount of dollars per household as noted below.

Estimated cost of project per household	
Estimated City of Plano funds used per household	
Estimated direct homebuyer subsidy	

Commissioner's Notes

F. List the documentation your organization maintains to verify income status of clientele and when this documentation is obtained.

G. Do you require homebuyer or homeownership education of your clientele, and if so, what is it?

Section 3. Program Specific Financial Information

This section requires financial information relating to the specific program for which funding is requested rather than financial information for the entire organization.

A. Provide a projected Program *Budget Summary* for the funds you are requesting.

This chart summarizes the program budget that you have attached as a separate document

Permanent Housing Revenues	Amount	Permanent Housing Expenses	Amount
Clientele Fees		<i>Affordable Housing Expenses</i>	
Grants		Property Acquisition	
Donations		Construction /Materials	
Fundraisers		Other Expenses	
Net Proceeds			
Other Revenues		<i>Operating Expenses</i>	
		Personnel	
<i>Total before City Funding</i>		Operation/Occupancy	
City Funding		Miscellaneous	
<i>Total Revenues for Program</i>		<i>Total Expenses for Program</i>	

B. Which of the above expenses will utilize Plano grant funds received through the Consolidated Grant process? Provide a line item breakdown of how you foresee utilizing Plano grant funds if fully funded.

C. Below list each of the “grants”, and the amounts requested/received, identified in the “Permanent Housing Revenues” section of the Program Budget Summary above. Updates are required during public hearings.

Funding Source	Amount Requested	Date Grant Submitted	Current Grant Status (pending/received/denied)		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. List all resources included in “other revenues” and all expenditures by line item included in “other expenses” in the Program Budget Summary above.

Other Revenues:

Other Expenses:

Section 4. Organization Stewardship

This section requires financial information relating to the entire organization, including but not limited to the specific program for which funding is requested.

A. State the beginning month-day and ending month-day of your organization’s fiscal year.

Commissioner’s Notes

B. Organization Budget Summary (must reflect your most current, adopted budget projection and the two previous fiscal years)

Organization Revenues	Two Years Prior (Actual)	Previous Fiscal Year	Current Fiscal Year
Clientele Contributions			
City of Plano CDBG/HOME Grants			
Other Federal Grant			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous Revenue			
<i>Revenue Total</i>			
Organization Expenses	Two Years Prior (Actual)	Previous Fiscal Year	Current Fiscal Year
Personnel			
Operational			
Occupancy			
Other Expenses			
<i>Expense Total</i>			

C. List specific items and amounts included in miscellaneous revenue and other expenses categories:

D. What fiscal year is represented with the organization’s audit included as an attachment with this grant application? If your audit is more than 12 months old, please indicate why a more recent audit is not available.

Commissioner’s Notes

Section 5. Grant Funding Requirements

A. List which 2010-14 City of Plano Consolidated Plan goal(s) your organization’s grant request will address and describe how:

B. Indicate which one of the following outcomes your organization’s grant will produce:

<input type="checkbox"/> Availability/Accessibility	Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.
<input type="checkbox"/> Affordability	Activities that provide affordability in a variety of ways. This can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or day care.
<input type="checkbox"/> Sustainability	Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

C. If your organization is requesting \$200,000 or more for construction, please describe how it intends to meet Section 3 federal requirements. Even if you are not requesting \$200,000, how does your organization encourage employment opportunities to low-income persons or business owners employing low income persons?

D. If your organization is requesting funding for 8 or more units (rehabilitation or new construction), describe your experience in meeting Davis Bacon and Related Acts (DBRA) federal requirements.

Commissioner’s Notes

E. Please describe your procedural documents below including title, description, number of pages, date of adoption, and frequency of update.

F. Describe how you track your Net Proceeds and on what type of expenses you plan to use these funds.

Section 6. Supporting Information

A. Describe the outreach and recipient selection processes and accessibility of your organization to target Plano clientele.

B. Describe how your organization utilizes volunteers for this program.

C. Describe how your organization utilizes its board of directors to enhance the impact of this program.

D. Describe your efforts and successes in securing materials, donated labor, and/or donated equipment to optimize funds provided.

Commissioner's Notes