



**City of Plano
2012 Consolidated Grant Process
Site Improvement 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 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
<input type="checkbox"/>	Attachment 10: Copies of required bids

Commissioner's Notes

**2012 City of Plano Consolidated Grant Process
Site Improvement Application**

Definition of Grant Type – The Site Improvement Application focuses on the funding of repairs, refurbishment, or improvements to an organization’s facility at which services are provided to Plano residents including administrative functions. Portions of the request may include payroll or administrative expenses (e.g. bid preparations, construction drawings) relating to the proposed project. Three bids will be required to be obtained by organizations seeking funding through this grant type, two of which must be included with this application. The third bid must be submitted to city staff no later than one week prior to your organization’s public hearing before the Community Relations Commission. This application form should not be used for acquisition of equipment.

Section 1. Organization Overview

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

B. List all of your organization’s programs offered locally to clients.

C. Provide a *one sentence* explanation of programs listed in Section 1B, and the core services offered through each of the programs.

Commissioner’s Notes

Section 2. Site Improvement Description

A. Describe the site improvement project for which your organization is requesting funds. Include the location of the site.

B. What percent of clients served by this location live within the city of Plano?

Section 3. Site Improvement 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 *Budget Summary* for the site improvement for which funding is requested.

Site Improvement Revenues	Amount	Site Improvement Expenses	Amount
Grants		Personnel	
Donations		Equipment Total	
Fundraisers		Site Improvement Total	
Other Revenues		Other Expenses	
<i>Total before City Funding</i>			
City Funding			
<i>Total Revenues for Improvement</i>		<i>Total Expenses for Improvement</i>	

Commissioner's Notes

B. Below list each of the “grants”, and the amounts requested/received, identified in the “revenues” line of the Budget Summary above. Updates are required during public hearing.

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"/>

C. List all resources included in “other revenues” in the Budget Summary above.

D. List each line-item expense in the category of “other expenses” in the Budget Summary above.

E. Provide information using the following table for site improvements:

Projected Sources/Use of Additional Funds

Additional Committed Sources of Funding	Amount	Projected Use of Funds	Estimated Timeline for Use of Funds

Commissioner’s Notes

Section 4. Primary Programs Benefiting from Site Improvement

A. Name the primary program(s) from Section 1.B. that will benefit from the site improvement grant for which your organization is requesting funds.

B. Describe how the specific site improvement will enhance the program(s) referred to in A. above.

C. If your organization collects income verification, provide the specific percentage of low-to-moderate income clientele to be served by the program for which funding is requested (per application instruction) as well as a brief description of the documentation maintained to verify clientele income status.

D. If your organization *does not* collect income verification data, provide the estimated percentage of low-to-moderate income clientele to be served by the program for which funding is requested (per application instructions) as well as a brief description of the process by which the estimation is determined.

E. If your organization collects clientele fees, does your program subsidize low-to-moderate income clients receiving services? How and in what proportion relating to the total clientele served?

F. Is this program unduplicated within the city of Plano? Answer “yes” if either the service or target population is unique and explain how it is unique.

Section 5. 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.

B. Organization *Budget-to-Actual* 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 Fees			
Federal Grants			
City of Plano Grants			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous			
<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. What fiscal year is represented with the organization’s audit included as an attachment with this grant application?

Section 6. 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 residential units (rehabilitation or new construction) or non-residential construction of \$2,000 or more, please describe your experience in meeting Davis Bacon and Related Acts federal requirements.

Commissioner’s Notes

Section 7. Supporting Information

A. Describe the outreach process and accessibility of your organization to targeted 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 in detail your organization's effort and successes in securing donated labor, materials, and/or equipment to optimize funds provided for the proposed site improvement for which funds are requested. If your organization has not made a good faith effort to acquire donated labor, materials for which this application is submitted, explain why.

E. If the funds your organization is requesting will not be spent equally across the grant's fiscal year, describe the anticipated schedule for, and the events that may trigger the disbursement of funds.

Commissioner's Notes