

**2009 City of Plano
CDBG/HOME/Buffington Community Service Consolidated Grant
Application Instructions**

APPLICATION DEADLINE:

No applications will be accepted after 5:00 p.m., Monday, December 1, 2008. NO EXCEPTIONS.

- Delivery of grant applications must be accepted and initialed by city staff within the Neighborhood Services Division offices no later than 5:00 p.m., Monday, December 1, 2008.

Applications may be mailed to City of Plano Neighborhood 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.

GENERAL GRANT INFORMATION:

The City of Plano makes funds available to non-profit organizations to assist in providing 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.

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

1. Community Development Block Grant (CDBG)

CDBG grants 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 federal Department of Housing and Urban Development) each year may be used for public services. The remainder of the CDBG funds must be directed toward construction, including new housing and/or existing housing renovations and repairs. Funding from CDBG should be available to organizations on July 1, 2009, and normally must be spent by June 30, 2010.

2. HOME Investment Partnership Grants (HOME)

HOME grants are federal grants restricted to organizations providing affordable housing to low-to-moderate income persons. Funding from HOME will be available to organizations on July 1, 2009, and normally must be spent by June 30, 2011.

3. Robert Buffington Community Services Grants (BCSG)

BCSG grants are named in honor of Bob Buffington, the City of Plano's former manager of the Neighborhood Services Division 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 grants fund non-profit organizations that provide for emergency and other needs of Plano residents. The City of Plano defines emergency services as including food, clothing, shelter, and preventative health care. The Community Relations Commission, which recommends the allocation of funds from the BCSG as well as the CDBG and HOME grants, defines an emergency services provider as an organization whose primary mission is to 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.

The majority of the BCSG funds will be granted to organizations that are emergency service providers. Funding from BCSG will be available on October 1, 2009, and must be spent by September 30, 2010. No more than 50% of total BCSG funds received may be used for salaries, benefits, payroll taxes, or any combination thereof.

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 Plano residents.
2. Organizations must be a non-profit, tax-exempt, 501(c)(3) organization, in good standing with the State of Texas, 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.

APPLICATION TYPES:

The 2009 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. These grant types and their focuses are as follows:

Program Services/Program Support Application -

This application focuses on funding of services provided to the Plano community through specific programs or activities that support 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 land 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/Equipment Acquisition Application -

This application focuses on funding (1) 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 heating, air conditioning, electrical, or plumbing system in a facility; and the like) and/or (2) requests for major equipment acquisition(s) totaling in excess of \$1,000 that will strengthen the organization's infrastructure or be used directly in providing services to clientele (for example, a copy machine, computers or software or upgrades to be used by staff or clientele, medical equipment, a car or van, etc.).

Portions of the request also may include payroll or administrative expenses directly relating to the repairs, refurbishments, or equipment acquisition. 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.

Once an organization has determined the needs for which funding will be requested, representatives of the organization will be required to complete a grant application for each of the grant types that are applicable. An organization may not combine more than one program, project, activity, or equipment acquisition 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.

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 questions within the **Program Services/Program Support Application** (which can qualify for BCSG or CDBG funding) pose seven sets of questions designed to allow the Commission to evaluate the criticality, strength, and impact of the program within the Plano community.
- The questions within the **Permanent Housing Application** (which qualifies specifically for CDBG or HOME funding) pose five 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 questions within the **Site Improvement/Equipment Acquisition Application** (which can qualify for BCSG or CDBG funding) pose seven sets of questions designed to allow the Commission to ascertain the organization's need for site improvement projects or major equipment acquisitions and the direct effect such improvements or acquisitions 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, 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 7 are required to be included in the order listed below, with Attachment 8 following for both the Program Services/Program Support and Site Improvement/Equipment Acquisition 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 the city in which they live, their professional affiliations, and their ethnicity, and an annual schedule of board meetings.
3. Resume of director.
4. Copy of organization's IRS Letter of Determination certifying current federal tax-exempt status.
5. Copy of organization's Certificate of Good Standing from the State Comptroller's office.
 - a. To obtain this, go to <http://ecpa.cpa.state.tx.us/coa/Index.html> and search by your organization's tax ID or company name.
 - b. Once your organization's name is located, click on the name, click on Certificate of Account Status.
 - c. The name on the Certificate of Good Standing must match the name of the organization on the city's grant application. If your organization name is now different from the name registered with the State Comptroller's office, you must register the organization's current and correct name.
 - d. If you are not in good standing with the State of Texas, you must take whatever corrective action is needed before you can receive funding.
6. Current copy of your ACORD Certificate of Liability Insurance form (not your insurance policy itself).
 - a. You are required to maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering comprehensive general liability and ISO Form Number GL 0404 covering broad form comprehensive general liability, or ISO Form Number CG 0001 covering commercial general liability ("occurrence.") Coverage will include:
 - i. Premises - Operations;

- ii. Broad Form Contractual Liability;
 - iii. Broad Form Property Damage; and
 - iv. Personal Injury.
- b. The policy will be endorsed to contain the following provisions: "The City of Plano, its officers, officials, employees, volunteers, boards, and commissions are to be added as 'Additional Insureds' as respects to liability arising out of any activities performed by or on behalf of the Subrecipient." The policy shall contain no special limitations to the scope of coverage afforded to the city. The Agency's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Agency's insurance and shall not contribute with it.
 - c. Coverage shall be primary and non-contributory. Primary and non-contributory endorsement must be attached to the original certificate when submitted.
 - d. City prefers that insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poors rating of A or better.
 - e. The policy will be endorsed to state the coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - f. If you do not currently carry liability insurance in the amounts required by the City of Plano, you must submit a letter in lieu of the ACORD form to Christina Day, Neighborhood Services Manager, which includes (a) a statement as to your organization's understanding of the need for this Certificate of Liability, (b) the cost for such coverage as it applies specifically to your organization, (c) the insurance agency through which your organization will receive such coverage, and (d) your agreement to secure such coverage should a grant be awarded to your organization.
7. Copy of your organization's most recent audit of financial records, including the management letter or any other document from the auditor commenting on your organization's financial controls. Even 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 as well as a balance sheet, or if no financial statements exist, a description of your method of accounting for revenue and expenses and your most recently filed Federal tax return on Form 990 or PF-990.

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 Neighborhood Services.
 8. If your organization is requesting funding under the Program Services/Program Support application, a detailed annual program budget for current fiscal year must be submitted with the application on the

form provided, available at www.planoplanning.org under Neighborhood Services. This required financial information should provide specific detail relating directly to the Program Budget Summary table included within the application itself and offers a detailed insight as to management of funds within the specific program being presented in the application.

If your organization is requesting funding under the Site Improvement/Equipment Acquisition application, 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 time of your organization's public hearing with the Community Relations Commission.

GRANT APPLICATION SUBMITTAL REQUIREMENTS:

Training Sessions

The staff members of the Neighborhood Services Division will conduct three 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 two copies with original signatures of each application and its individual cover sheet. The grants as well as the required attachments listed above should be:

- Unbound
- Without staples
- Printed on white, 8 ½" x 11" paper
- Printed on one side
- Prepared in a loose leaf format

It is the intent of the newly revised grant application to limit the space for responses to the most precise and concise answers to narrative questions 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.
- Should any application be submitted incomplete, city staff will explain what requirements are not met. City staff requires one week from the date of an application being submitted to complete its review.
- If, following such review, an application is found to be deficient in any way, the organization has up to one week after city staff's review to resubmit the complete application packet. This additional week

does NOT extend the deadline for applications beyond December 1, 2008. Applications not complete by that date will not be considered for funding in the 2009 grant year. Thus, organizations desiring a review of their applications before the deadline must submit their applications on or before November 14, 2008.

- Should the grant application and/or its required attachments be resubmitted 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.	All questions are self explanatory.
Section II.	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 Improvement Project, etc.). Location of Program/Project - Provide the street address of your organization and, if different, also provide the location at which the funded program, project, or equipment acquired 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. Organization Tax I.D. Number - This is the number the IRS assigns to the organization certifying federal tax exemption.
Section III.	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, no applications may be submitted by facsimile (fax) or by electronic email.
Section IV.	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 on page 6 of these instructions.
Section V.	Organizations are required to acknowledge attendance at one of the City of Plano training sessions as described on page 6 of these instructions. Representatives should familiarize themselves with the application formats and these instructions before attending a training session.
Section VI.	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.

Program Services/Program Support Application:

Section 1.	All questions are self explanatory.																				
Section 2.	<p>A. - Each organization is asked to define concisely the who, what, when, where, and how of the specific program for which funding is requested.</p> <p>C. - 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 HUD definition for low to moderate income persons is as follows:</p> <table border="1" data-bbox="418 464 1398 674"> <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>\$37,250</td> <td>5</td> <td>\$57,450</td> </tr> <tr> <td>2</td> <td>\$42,550</td> <td>6</td> <td>\$61,700</td> </tr> <tr> <td>3</td> <td>\$47,900</td> <td>7</td> <td>\$65,950</td> </tr> <tr> <td>4</td> <td>\$53,200</td> <td>8</td> <td>\$70,200</td> </tr> </tbody> </table> <p>In addition, 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, severely handicapped 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%. 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. If you serve only persons in the presumed low income categories, state “none required - presumed low income category.”</p> <p>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.</p>	Number in Family	Maximum Income	Number in Family	Maximum Income	1	\$37,250	5	\$57,450	2	\$42,550	6	\$61,700	3	\$47,900	7	\$65,950	4	\$53,200	8	\$70,200
Number in Family	Maximum Income	Number in Family	Maximum Income																		
1	\$37,250	5	\$57,450																		
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4	\$53,200	8	\$70,200																		
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 and tying directly to the program budget attached.</u> The Program Budget Summary should include totals of all revenue categories that will be secured for the program and totals of all expenditure categories that will be distributed for the program. 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, as 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 																				

	<p>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> <ul style="list-style-type: none"> • 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 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. • Miscellaneous - Any other service related expenses including any other items that assist in providing direct services to clientele participating in this program. <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>
Section 4.	<p>Examples provided below are not meant to include every type of clientele served by the wide array of non-profits that apply for funding through the City of Plano, or every type of service unit possible for the wide array of services provided by the programs for which grants are sought. Instead, these examples are meant to give general insight into the type of definitions required by the first two questions.</p> <p>A. - Organizations must provide a quantitative definition of “clientele” to determine the actual number of persons receiving benefits from a specific program. Depending upon the type of services provided, more than one quantitative definition of clientele may be necessary.</p> <p>Each organization must assess and define the quantity of clients they serve based on the type of services provided. Examples include the following:</p> <ul style="list-style-type: none"> • Your organization may report one client as being one person who received services on one occasion. • Your organization may consider one client as one household consisting of multiple household members receiving services on one occasion. • Your organization may consider as one client one person who has received services on multiple occasions. • Your organization may give lectures or classes to groups of participants. You may consider one such class or session as one client, or you may take the average attendance at such an event and report that number as one client. • Your organization may provide services to families. • You may define one family as one client (for example a family of three equals one client) or you may assume an average family size and use that number as being clients (for example, a family of three equals three clients).

	<p>B. - Organizations must provide a quantitative definition of the “units of service” provided through the program for which funding is requested. An organization may find that more than one definition is necessary depending on the type of program that is offered. Examples include:</p> <ul style="list-style-type: none"> • Your organization may provide one incident of care (medical treatment, day care, food service, counseling session, flu shot, etc.) which may equal one unit of service. • Your organization may provide one set of training sessions, or a series of training or counseling sessions, any of which might equal one unit of service. • Your organization may provide one payment of financial assistance to help with rent, utilities, or repairs. Each monetary payment may equal one unit of service, or all payments to or on behalf of one family might equal one unit of service. • Your organization may offer one lecture or one brochure, or one night of shelter, or payment for one incident of needed transportation, each of which might equal one unit of service. <p>C. - Each organization is required to complete Column 1 (amount of funds being requested), Column 2 (number of clientele served based on the definition of client in A. above), Column 3 (number of units of service provided based on the definition(s) in B. above), and Column 4 by using this simple equation: $\text{Column 1} \div (\text{Column 2} \times \text{Column 3}) = \text{Column 4}$.</p> <p>D., E., and F. - In order to determine the success of most programs, an organization should set measurable goals for the programs it offers (D.). It should have tools by which it can ascertain whether it is meeting its goals (E.) and it should produce specific outcomes resulting from the measurable goals (F.). 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 F. 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 D. and E. 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>G. - 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 5.	<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> <p>C. - An organization can determine the percentage of Plano residents to be served by dividing the number of clientele living in Plano by the total number of clientele to be served in the program for which funding is requested.</p>
Section 6.	<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> <p>D. - If an organization does not conduct an annual audit, it should provide a complete financial statement (including a profit/loss page and a balance sheet) if available. Such financial statements are available if the organization uses any type of computer accounting program to track its revenues and expenditures.</p> <p>If an organization cannot provide a complete financial statement, it must provide a detailed explanation of the process used to record revenues and track expenses and its most recently filed Federal tax return on Form 990 or 990-PF.</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. – 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>
Commission Summary Page	<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. - Each organization must 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 HUD definition for low to moderate income persons is as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Number in Family</th> <th style="padding: 5px;">Maximum Income</th> <th style="padding: 5px;">Number in Family</th> <th style="padding: 5px;">Maximum Income</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">\$37,250</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">\$57,450</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$42,550</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">\$61,700</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">\$47,900</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">\$65,950</td> </tr> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">\$53,200</td> <td style="padding: 5px;">8</td> <td style="padding: 5px;">\$70,200</td> </tr> </tbody> </table> <p>In addition, 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, severely handicapped persons, persons living with AIDS, homeless persons, illiterate persons, and migrant farm workers. If your organization provides service exclusively to any of these groups, state 100%.</p> <p>D. - 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>	Number in Family	Maximum Income	Number in Family	Maximum Income	1	\$37,250	5	\$57,450	2	\$42,550	6	\$61,700	3	\$47,900	7	\$65,950	4	\$53,200	8	\$70,200
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Section 2.	<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 Contributions - 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 housing/land program, but not including funds from grant requests to the City of Plano. • 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. • Other Revenues - Any additional resources, including mortgage reimbursement. <p>Permanent Housing Expenses are as follows:</p> <ul style="list-style-type: none"> • Personnel - Payroll expenses, including any salaries, hourly rates, payroll taxes and benefits relating directly to the construction or rehabilitation project or land acquisition. • Land Acquisition - All costs other than personnel related to purchasing land on which to build a new home or move an existing home; costs may include closing expenses, realtor fees, purchase price, prorated property taxes, etc. • Construction/Related Materials - Self explanatory. • 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. <p>B. - 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>C. - 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 3.	<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. • 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>C. - To apply for a grant using this application form an organization must have audited financials.</p>
Section 4.	<p>A. and B. - These questions are self explanatory if your organization has received CDBG/HOME funds in previous years. If this is the first year your organization is requesting federal funds for permanent housing/land acquisition, contact the staff within the Neighborhood 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 Neighborhood Services Division staff for additional guidance.</p>
Section 5.	<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/Equipment Acquisition 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>
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Site Improvement/Equipment Acquisition Application:

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Section 3.	<p>A. - Each organization is asked to provide a <u>general budget summary relating specifically to the site improvement and/or equipment acquisition 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/equipment for which this application is submitted and totals of all expenditure categories that will be distributed for the same project/equipment.</p> <p>Site Improvement/Equipment Acquisition Revenues are as follows:</p> <ul style="list-style-type: none"> • Grants - Federal, state, corporate, and/or private funding relating to site improvement project or equipment acquisition for which this application is submitted. • Donations - Monetary gifts directly for the site improvement project or equipment acquisition for which this application is submitted. • Fundraisers - Revenues generated from all special events designed to increase resources specifically for this site improvement project or equipment acquisition. • Other Revenues - Any additional resources supporting the site improvement project and/or equipment acquisition for which this application is submitted. <p>Site Improvement/Equipment 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 and/or equipment acquisition. • Equipment Total - All costs related to purchase of equipment for which funding is requested. • 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 and/or equipment acquisition 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>																				
Section 4.	<p>D. - 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 HUD definition for low-to-moderate income persons is as follows:</p> <table border="1" data-bbox="418 1507 1398 1717"> <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>\$37,250</td> <td>5</td> <td>\$57,450</td> </tr> <tr> <td>2</td> <td>\$42,550</td> <td>6</td> <td>\$61,700</td> </tr> <tr> <td>3</td> <td>\$47,900</td> <td>7</td> <td>\$65,950</td> </tr> <tr> <td>4</td> <td>\$53,200</td> <td>8</td> <td>\$70,200</td> </tr> </tbody> </table> <p>In addition, 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, severely handicapped 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.</p>	Number in Family	Maximum Income	Number in Family	Maximum Income	1	\$37,250	5	\$57,450	2	\$42,550	6	\$61,700	3	\$47,900	7	\$65,950	4	\$53,200	8	\$70,200
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	<p>E. - If your organization does not collect income verification documentation E. 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.</p> <p>F. - 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.</p> <p>G. - 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.</p>
Section 5.	<p>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.</p> <p>Revenues categories ask for totals in the following areas supporting all of the organization’s programs/projects and administrative expenses throughout the organization:</p> <ul style="list-style-type: none"> • 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. <p>Expenses categories ask for totals in the following areas supporting 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 - 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.</p> <p>D. - Without an annual audit, an organization must provide a financial statement (including a profit/loss page and a balance sheet). Such financial statements are available if the organization uses any type of computer accounting program to track its revenues and expenditures. If an organization cannot provide a complete financial statement, it must provide a detailed explanation of the process used to record revenues and track expenses and its most recently filed Federal tax return on Form 990 or 990-PF.</p>

Section 6.	<p>A. and B. - Self explanatory if your organization has received CDBG/HOME funds in previous years. If this is the first year your organization is requesting federal funds, contact the staff within the Neighborhood Services Division for additional guidance.</p> <p>C. - Organizations must demonstrate diverse resources to support the site improvement and/or equipment acquisition project. Beginning with Column 1, list all entities that have <u>committed</u> funds toward your organization’s improvement project or equipment acquisition. 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 or equipment acquisition. Column 4 should identify a date, month, or quarter in which the funds will be used.</p> <p>D. - 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 Neighborhood Services Division staff 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/Equipment Acquisition 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>
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