



City of Plano Consolidated Grant Process
Cover Sheet

SECTION I

Organization Name:
Address:
City: State: Zip: Phone: Fax:
Director's Name/Title: Director's Contact Information:
Name: Phone:
Title: Email:

SECTION II

Name of Program/Project:
Location of Program/Project:
Total Grant Amount Requested:
Organization Tax I.D. #: DUNS #:
Contact Person Concerning Grant Application:
Contact Person's Information: Phone: Email:

SECTION III

Authorized Official's Name/Signature/Date:
Printed Name:
Signature: Date:

SECTION IV

- One copy of Grant Application and Attachments
CD-ROM with copies of all documents
Organization's Attachment Check List
1. Detailed Annual Organization Budget for Current Fiscal Year
2. List of Organization's Officers/Board Members & Annual Meeting Schedule
3. Resume of Director
4. Copy of Organization's latest tax return accepted by IRS
5. Copy of Organization's Certificate of Good Standing from State Comptroller's Office
6. Copy of Organization's most recent audit of Financial Records
7. Organization's Audit Information Certification Form

SECTION V

Did a representative of you organization attend one of the 2010 City of Plano training sessions for consolidated grant applications:
Yes, on date: No

SECTION VI (CITY STAFF ONLY)

Received by: Date/Time:
Permanent Housing Application



**Section 2. 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.**

<b>Permanent Housing Revenues</b>		<b>Permanent Housing Expenses</b>	
Clientele Contributions		Personnel	
Grants		Land Acquisition	
Donations		Construction/Related Materials	
Fundraisers		Other Expenses	
Other Revenues (including mortgage reimbursement)			
<b>Total before City Funding</b>			
City Funding			
<b>Total Revenues for Program</b>		<b>Total Expenses for Program</b>	

**B. List each of the “grants” and the amounts requested/received identified in the “revenues” for the Program Budget Summary above. Updates are required during public hearings.**

<b>Funding Source</b>	<b>Amount Requested</b>	<b>Date Grant Submitted</b>	<b>Current Grant Status (pending/received/denied)</b>		

**C. 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:

Commissioner’s Notes:

**Section 3. 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. What is your organization’s fiscal year?

B. Organization Budget Summary (must reflect two previous fiscal years and projected budget for current fiscal year)

<b>Organization Revenues</b>	<b>Organization FY 2008</b>	<b>Organization FY 2009</b>	<b>Organization FY 2010 (Projected)</b>
Clientele Contributions			
City of Plano CDBG/HOME Grants			
Other Federal Grant			
All Other Grants			
Donations			
Fundraisers			
Miscellaneous Revenue			
<b><i>Revenue Total</i></b>			
<b>Organization Expenses</b>	<b>Organization FY2008</b>	<b>Organization FY 2009</b>	<b>Organization FY 2010 (Projected)</b>
Personnel			
Operational			
Occupancy			
Other Expenses			
<b><i>Expense Total</i></b>			

C. What fiscal year is represented with the organization’s audit included as an attachment with this grant application?

Commissioner’s Notes:

#### **Section 4. CDBG/HOME Funding Information**

- A.** Indicate which one of the following HUD objectives your organization's grant request will address:
- Suitable Living Environment - Activities that benefit communities, families, or individuals by addressing issues in their living environment.
  - Decent Affordable Housing - Housing activities that meet individual, family, or community needs.
- B.** Indicate which one of the following outcome your organization's grant will produce:
- Availability/Accessibility - Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.
  - 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.
  - 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 of more for construction, please describe how it intends to meet Section 3 federal requirements.
- D.** Please describe your procedural documents below including title, description, number of pages, date of adoption, and frequency of update.

Commissioner's Note:



## Commission Summary (Completed Only by Commissioners)

Agency: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

### Section 1. Program Overview

How does the program of this organization compare to programs of other organizations submitting this type of application?

### Section 2. Program Specific Financial Information

How strong of an understanding of optimizing requested funds is demonstrated by this organization?

### Section 3. Organization Stewardship

How strong of a fiscal responsibility does this organization demonstrate in securing revenues from diverse sources?

What level of fiscal responsibility and management is demonstrated by this organization in distribution of funds to best serve their clientele?

### Section 4. CDBG/HOME Funding Information

Based on the HUD guidelines required for CDBG/HOME recipients undertaking construction/rehabilitation projects, does the organization demonstrate an overall understanding relating to this federal funding?

**Section 5. Supporting Information**

How does this organization demonstrate a strong network of best serving potential clientele through agency accessibility, utilizing volunteers, partnering with other agencies, and securing donations of materials and labor?

**Commissioner's Overall Impression**

Taking into consideration the organization's overall presentation of written and oral information, does it deserve more than, equal to, or less than the average amount of all grants from the available source?