

Buffington Community Services Grant Manual



Community Services Division

This manual is provided by the Community Services Division to guide all Buffington Community Services Grant funded social service agencies throughout the grant year. All guidelines and most frequently asked questions are addressed in this manual. This manual will be revised and updated as policies and procedures change.

City of Plano
Planning Department

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Plano, TX. 75074

(972) 941-7151

(972) 941-7396



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Section I-A: Eligibility Requirements

Robert W. Buffington Community Services Grant (BCSG)

- 1) Objectives - The City of Plano recognizes the need for community services within the city and, for this reason, makes funds available for social services. The Buffington Community Services Grant (BCSG) supplies funds for 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. All such services will contribute to one or more goals of the City's current, adopted Consolidated Plan of Housing and Community Development Goals.
- 2) Requirements - Grants are for expenses incurred within the City of Plano Fiscal Year, between October 1 and September 30. All funds must be spent no later than September 30. Bills remaining to be paid after that date may not be paid with BCSG funds. Unspent funds must be returned to the City of Plano. Records to justify expenditures must be maintained by the agency for a period of five years after termination of the grant agreement.
- 3) Restrictions - Per the State of Texas, grants to a social service organization may not exceed 50% of the organization's annual budget.
- 4) Ineligible Activities - Non-profit organizations MAY NOT utilize BCSG funds for any of the following:
 - Duplication of programs,
 - Social functions, parties, receptions, fund-raising benefits, refreshments, or beverages,
 - Licensing fees of any kind,
 - Underwriting, investments, stocks, bonds, or any financial obligation, and
 - Fines, penalties, or costs of litigation.

Section I-B: Grant Award Process

BCSG funds are awarded through the consolidated grant application process, beginning each February. Interested parties must attend an application training meeting to be eligible for funds. Applications are generally due in March. Qualified applicants are then scheduled for a public hearing before the Community Relations Commission (CRC) where they are given five minutes to speak, followed by questions from the commissioners. Following all CRC meetings, hearings, and deliberations, the CRC will make its official funding recommendations. These recommendations consider each agency's previous year's performance, quarterly reporting, accuracy, and completeness of the application submitted as well as the agency's presentation during the CRC grant hearings. The CRC's recommendations will be presented to City Council for final approval. Applicants are notified of the results of the CRC deliberations so they can speak at the City Council meetings if they so chose.

After the Council approves the final award amounts, each agency will receive two contracts in the mail generally before September 1. The cover letter with the contracts explains the time and date for the contract signing and training meeting.

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1) Insurance and Budget Information

Once the award notifications are sent, each awarded agency will be contacted by its Community Services staff liaison requesting the following documentation:

- The most recent copy of the agency's insurance – ACORD
- A copy of the planned expense budget

The budget provided is not the same budget submitted during the application. The budget provided should be an itemized breakdown that details how the agency plans to expend the funds recommended by the CRC. **Please see the example below.**

EXAMPLE:

Agency A requested: \$50,000 (in the application)

CRC recommended: \$25,000 (Recommendation submitted to City Council for approval)

Agency A should e-mail a budget for \$25,000 in a WORD document to the staff liaison similar to the example provided below:

BUDGET FOR CITY OF PLANO BCSG GRANT FOR 20XX-20XX

Expenses	20XX-20XX Budget
Salaries/Benefits for one full-time employee in position	\$15,000
Occupancy costs including facility rent and utilities	\$7,500
Office Supplies	\$2,500
Total	\$25,000

Please note the expense line items and numbers are fictitious and are not meant to be duplicated. These are examples only. However, all budgets should be submitted in a Microsoft Word table.

Please do not submit images of the budget (i.e. a jpeg. png. file). The budget submitted will be inserted into each agency's contract and as a result, the accuracy of information as well as format of the budget submitted are very important.

For more information on the grant process, see information online at www.planoplanning.org.

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Section I-C: Contract Signing & the Agency Check

All agencies are required to attend a contract signing and training meeting. The Community Services Division Manager facilitates a training session that is mandatory for all awarded agencies. If the agency signatory is not available for training, someone from the agency can attend in the signatory's place. Once the contract is fully executed and the agency has been through the grant training, they will receive a check for the full amount of funds, unless there are mitigating circumstances. If there is an unavoidable conflict with the training meeting time, the signatory must schedule a one-hour meeting with the Community Services staff liaison and the Community Services Division Manager to go over all details addressed in the mandatory training before the check will be provided and the contract executed.

Section II: Administering Your Grant

1) Service Standards

All social service agencies funded through the Buffington Community Services Grant must adhere to the following standards:

- Funds are to be used for Plano residents only. Agencies providing service should utilize the verification of residency process map shown on the next page.
- All agencies must adhere to all terms of the contract as well as all addendums and supplemental contract information.
- Agencies must comply with city insurance standards. Certificate must be supplied at time of contract followed by any renewals throughout the year.

2) Changes to Your Budget

While staff is aware that unforeseen circumstances occur throughout the year, agencies are not permitted to reallocate funds from the budget submitted unless written consent has been provided by the Community Services Division Manager. Any changes not approved will be considered a breach of contract and will be taken into consideration during the CRC's grant funding recommendations.

3) Rent & Utility Assistance Programs

Below are the minimum requirements, which rent and utility assistance should be distributed:

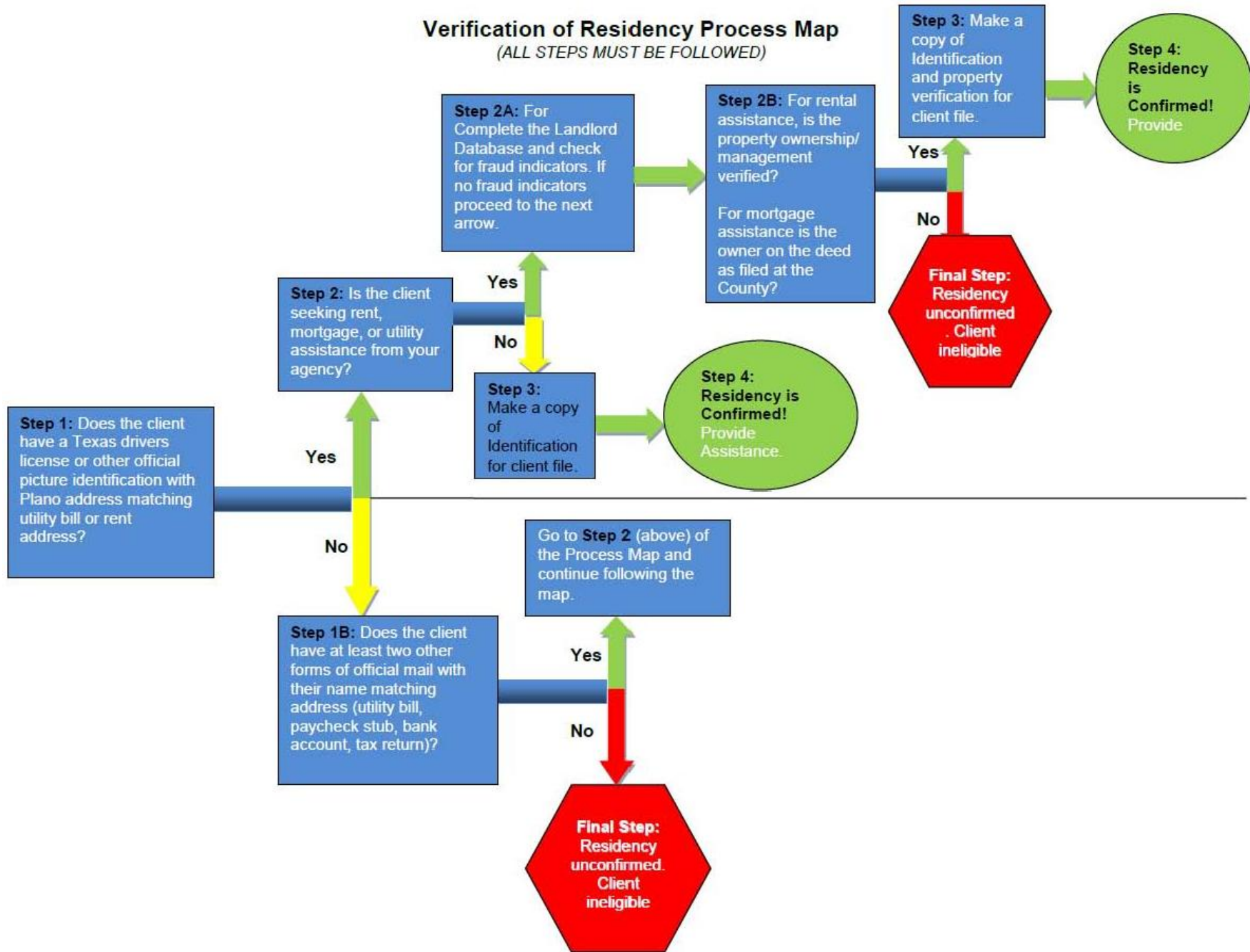
- 1) The household receiving assistance must live within Plano city limits.
- 2) **Financial assistance using City of Plano funds may be provided no more than three incidents within a three year period to any one household.** Agencies will be required to track clients through HMIS as it is available and will share data with other regional agencies.
- 3) Rent or mortgage assistance is capped at 125% of the HOME Fair Market Rent limit for the Dallas Area current at the time of contract approval. Utility assistance is capped at 60% of the same HOME rent limit.

	Efficiency	1BR	2BR	3BR	4BR	5BR	6BR
Rent/Mortgage	\$750.37	\$829.12	\$1,002.37	\$1,305.00	\$1,544.62	\$1,776.37	\$2,008.12
Utility	\$400.20	\$442.20	\$534.60	\$696.00	\$823.80	\$947.40	\$1,071.00

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Verification of Residency Process Map

(ALL STEPS MUST BE FOLLOWED)



Section III-A: Quarterly Reporting

The BCSG quarterly reporting form will be provided to all awarded agencies during the contract signing meeting or subsequently by the Community Services staff liaison. The Quarterly Report forms contain the following sections that should be completed by each agency before the report is submitted at the end of each quarter:

1) Section 1: Financial Information Per Budget

- The award amount, as well as the line item budget submitted ([see Section I-B\(1\) Insurance and Budget Information example](#)), will be inserted in each agency's quarterly report form. Each quarter, the line item expenses should be completed and the line item expense totals column should be updated.
- The program cost (or the amount of funding needed to administer the program for that quarter ONLY) should be inserted in the appropriate cell.
- The percentage of BCSG funding needed to help administer the program for that quarter should be calculated and inserted in the appropriate cell.

2) Section 2: Demographic Table of Clients Served

- The total number of clients served, and of those clients the total number of Plano clients should be indicated in this section.
- The racial breakdown of the clients should also be indicated in Section 2.

3) Section 3: Level of Accomplishments, Measurable Goals, Program Narrative, & Accomplishment Narrative

- The level of accomplishment is a narrative explaining the number of clients served in the quarter. This narrative should describe and provide supplemental details about the numbers submitted in Section 2 of the BCSG quarterly report form.
- In each quarterly report, the agency should draft a statement about the agency's efforts to achieve its measurable goal(s). Outcomes and progress should be indicated each quarter.
- The program narrative must also be provided in each quarterly report. The program narrative provides an opportunity for social service agencies to explain significant community impacts as well as any other details about services rendered that are not relevant to the clients served with BCSG funding. This is the ideal opportunity for social service agencies to highlight community contributions. **The accomplishment narrative (Section 5)** is optional for quarter 1, quarter 2, and quarter 3 but is mandatory for the fourth quarterly report. These narratives, which are included in the staff reports submitted to the CRC, will be reviewed by all Community Relations commissioners and therefore will be taken into consideration during grant award recommendations. **Please see form in [Section III-B](#) below.**

Section III-B: Sample Quarterly Report Form

CITY OF PLANO



20XX BUFFINGTON COMMUNITY SERVICES GRANT QUARTERLY REPORT

October 1, 20XX - September 30, 20XX

AGENCY: Collin County Social Service Agency

PROGRAM: Help Plano Residents

Reports are due by the final day of the month following the end of the quarter.

This document can be saved to your computer and returned to us as a cumulative report. In other words, you can enter first quarter information, print, sign, and send it to us. Then, you can use the first quarter report, add second quarter information to it, and repeat. Your final report would include client and expenditure totals for all four quarters as well as an annual program summary narrative.

Section 1: Financial Information per Budget (As stated in Exhibit B of Contract)

Each quarter you will need to complete the appropriate expense column detailing your qualified expenditures for each appropriate line item. Please add up each quarter to get a year-to-date total in the far right column, "Line Item Expense Totals." You can then directly compare your expenses to your budget to track progress. You may not modify your budget except as allowed within the contract.

Line Item Exhibit B BCSG Expenses	Line Item Contract Budget	10/1 – 12/31 1 st Quarter Expenses	1/1 – 3/31 2 nd Quarter Expenses	4/1 – 6/30 3 rd Quarter Expenses	7/1 – 9/30 4 th Quarter Expenses	Line Item Expense Totals
Financial Assistance	\$10,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Salaries	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$3,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quarterly BCSG Totals	\$20,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Cost		\$0.00				
BCSG Funding of Program (%)		%				

Section 2: Demographic Table of Clients Served

Reporting on: People **OR** Families **OR** Households

The above box has been checked consistent with your application data and the level of accomplishment in your contract. The people category reports each individual human being. A family of five would count as five persons in this category. A family 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 household includes all people living within a single housing unit, so four unrelated people sharing an apartment would count as one household.

In the table, enter the total unduplicated individuals or families that you served for the quarter at the top. On the next line, enter the total number of those clients that reside in Plano.

Next, divide the number of Plano clients into the appropriate row below based on race. Regarding ethnicity, of the total clients served for each race, how many were of Hispanic ethnicity? Provide this number under the 'Hispanic' column, considering each row's race. The sum of the individual races must equal the number in the Total Assisted box. The total Hispanic column should identify all Hispanic clients regardless of race.

NOTE: All clients served are to be reported as new during the first quarter in which they receive service. They are to be reported only one time during the year. The first page of the agency's intake form or other approved list of clients with unique identifiers should be attached to this report for all reported Plano clients.

Program Clients	10/1 – 12/31 1 st Quarter		1/1 – 3/31 2 nd Quarter		4/1 – 6/30 3 rd Quarter		7/1 – 9/30 4 th Quarter		Annual Total	
	Total	Hispanics	Total	Hispanics	Total	Hispanics	Total	Hispanics	Total	Hispanics
Total number of clients served in the program										
Total number of clients who are Plano residents										
Race and Ethnicity of clients served by this program that live in Plano										
White/Anglo										
African-American										
Asian										
American Indian/ Alaskan Native										
Other/Multi-racial										
Total Plano Clients										

Section 3: Quarterly Report on Level of Accomplishments, Measurable Goals, & Program Narrative

Briefly detail the specific level of accomplishments for the quarter related to the standard from your contract noted below. Please report on your measurable goals as defined in your application for funding, also noted below. In the program narrative, you are free to report as you wish but may wish to mention how many of your clients were low income per HUD or Federal Poverty guidelines if you have this data.

Level of Accomplishment (as stated on page 2 of contract) **20 Households/Year**
Measureable Goal(s) from application: 80% of clients will have their comprehensive emergency assistance needs met.

1st Quarter: October 1 through December 31, 20XX: **(Due by January 31, 20XX). Progress Report on:**

Level of Accomplishments:

Measurable Goals:

Program Narrative:

2nd Quarter Progress Report on:

Level of Accomplishments:

Measurable Goals:

Program Narrative:

3rd Quarter Progress Report on:

Level of Accomplishments:

Measurable Goals:

Program Narrative:

4th Quarter Progress Report on:

Level of Accomplishments:

Measurable Goals:

Program Narrative:

Section 4: Certification of Compliance with Grant Conditions

Notarized signatures by two members of the recipient's executive board or one member and the executive director is required with each quarterly report including a certification stating that the organization is in compliance with the terms and conditions of grant contract.

I hereby certify _____ *has complied with all the terms and conditions of the*
(AGENCY NAME)
grant agreement and that the public funds received from the City of Plano pursuant to that agreement have been spent for the public purposes for which they were granted.

By: _____

By:

Name 1:

Title:

Date:

Name 2:

Title:

Date:

ACKNOWLEDGMENTS

STATE OF TEXAS §

§

COUNTY OF COLLIN §

§

This instrument was acknowledged before me on the ____ day of _____, 20__ by
_____ of _____,
(NAME 1 AS STATED ABOVE, TITLE AS STATED ABOVE) (AGENCY NAME)
a Texas non-profit corporation, on behalf of said corporation.

Notary Public, State of Texas

STATE OF TEXAS §

§

COUNTY OF COLLIN §

§

This instrument was acknowledged before me on the ____ day of _____, 20__ by
_____ of _____,
(NAME 1 AS STATED ABOVE, TITLE AS STATED ABOVE) (AGENCY NAME)
a Texas non-profit corporation, on behalf of said corporation.

Notary Public, State of Texas

Section 5: Program Summary Narrative

State what you achieved with your grant and how you met (or did not meet) your level of accomplishment in your contract. Please note that this section does not have to be reported until your final quarterly report, and should include what you accomplished with the grant during the full year. You may use additional pages as needed.

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Section III-C: Staff Evaluations

Each agency's Community Services staff liaison will provide quarterly evaluations to help both the agency and city staff track the agency's performance throughout the grant year. While the evaluations are not to the detriment of the agency, the quarterly staff evaluations are meant to point out whether or not an agency is on track to meet the level of accomplishments stated in the contract and has spent all funds granted.

In the comments section of the staff evaluation form, the staff liaison may ask questions or note discrepancies found while reviewing the submitted quarterly report form. **Please see the sample form below.**



Agency Name:
Contract Amount:
Annual Units: People

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Actual Served					0
% of Annual Units	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Quarterly Target %	25.00%	50.00%	75.00%	100.00%	100.00%
Amount Spent					\$0.00
% of Contract Amount	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Quarterly Target %	25.00%	50.00%	75.00%	100.00%	100.00%

Thank you for the work that you are doing for Plano residents. As can be seen from the above chart, to-date you:

- have met have not met your quarterly target for units served
 have met have not met your quarterly target for expenditures

Comments:

Please contact us if you have any questions regarding the above information or would like technical assistance for your City of Plano funded BCSG program.

Sincerely,

City of Plano Community Services Staff

Date

Section III-D: Report Deadlines

Please be mindful of the deadlines for the remainder of the quarterly reports. The “Reporting Instructions” provided during the contract signing presentation state: **Reports are due by the final day of the month following the end of the quarter.** That means:

- 1st Quarter is **October 1 - December 31**. The 1st Quarterly Report is due by **January 31**.
- 2nd Quarter is **January 1 - March 31**. The 2nd Quarterly Report is due by **April 30**.
- 3rd Quarter is **April 1 - June 30**. The 3rd Quarterly Report is due by **July 31**.
- 4th Quarter is **July 1 - September 30**. The 4th Quarterly Report is due by **October 31**.

Section III-E: Quarterly Reporting Notes

1) Timely Submittals

Timely submittals of quarterly reports are important. The 4th Quarterly Report is included in staff reports submitted to the CRC. As a result, all agencies should be mindful that the Commission will be aware of all late quarterly reports. Consistent late submittals will be taken into consideration during the CRC’s grant funding recommendations.

2) Tracking Measurable Goals

The CRC looks for agencies that are setting attainable goals and are constantly working to track progress and achieve those goals. Likewise, the CRC will note agencies not tracking progress or working to achieve the goals as stated in the grant application. Ongoing inconsistencies will be taken into consideration during the CRC’s grant funding recommendations.

Section IV-A: Year End

All funds must be spent no later than September 30 (reference requirements in [Section I-A\(2\)](#)). All funds not expended by the end of the grant year must be returned to the City of Plano. The check can be mailed to the Community Services Division Manager. All funds not spent by year end must be returned by December 31. Delayed reimbursements will be noted in staff evaluations submitted to the CRC.

Mailing Address:

City of Plano Planning Department
Community Services Division
1520 K Avenue
Plano, TX. 75074

Attn: Christina Day, Community Services Manager

Section IV-B: Audit

Annually, the City of Plano Internal Audit staff selects two or more BCSG contracts to audit for compliance with the city’s program standards. Agency selections are left to the discretion of Internal Audit staff. Agencies with recurring reporting issues and discrepancies could increase the possibility for an agency to be selected for an audit. These results of all audits are included in staff reports submitted to the CRC. [Table of Contents](#)



Section V: Plano Logo Use Policy

Your contract requires you to recognize the City of Plano through the established partnership process within your agency. In order to facilitate this recognition, the City will provide a copy of the Plano logo for your use, but the following documents must be approved by the Public Information Office prior to use. This process can be facilitated by your assigned grant liaison.

Application for Use of the City of Plano Logo

The City of Plano Logo may only be used in accordance with Section 2-1 of the City of Plano Code of Ordinances, Section 130.000 of the City of Plano Policies and Procedures, and Specific Use Guidelines for Official City Logo Use

Name of Organization: _____

Contact: _____

Address: _____

Phone: (office) _____ (cell) _____

Fax: _____

E-mail address: _____

Type of Organization: _____
(non-profit, commercial, private individual, etc...)

Are you a recipient of City grant funds? (circle one) Yes No
If yes, please attach a copy of page 1 of your contract.

Are you a contractor providing goods, services, or materials to the City? (circle one) Yes No
If yes, please attach a copy of page 1 of your contract.

Indicate the City project, event or business associated with the use of the logo.

Provide contact information for the City of Plano staff member with which you are working:

Name: _____

Department: _____

Phone: _____

E-Mail address: _____

Length / Term of Usage (limits of contract with the City of Plano) _____

Commencing: (xx/xx/xxxx) _____

Ending: (xx/xx/xxxx) _____

Type of product/signage logo is to be used upon: _____

(attach a sample/photo/drawing depicting the proposed usage of the logo to this application and explain each example if there is more than one)

Quantity to be printed: _____

Will this be distributed free*? (circle one) Yes No

If so, where, how and by whom? _____

*this includes Internet, schools, local business, etc.

If you plan to use the logo on items for sale, explain the use and how profits will be used.

The City of Plano is the exclusive trademarked owner of the official City of Plano logo. Approval to use the official City logo is at the sole discretion of the City of Plano. Permission to use the logo may be revoked by the City at any time without liability on the part of the City for said revocation.

Note: If the application requires a City Council hearing, the applicant must be available for the public hearing on the submitted application. The Public Information Office will contact the applicant regarding the date and time that the application is posted on a City Council agenda for the hearing. Non-profit agencies receiving City grant funds and contractors providing goods, services, or materials do not require City Council approval.

REQUIREMENTS OF USAGE

1. Only the official City of Plano logo may be used. It must be used in its entirety and without distortion or alteration. Example provided.
2. The official City of Plano logo consists of two colors, PMS 300 and PMS 185, and the colors may not be changed for usage without permission.
3. The official City logo may not be copied from any source and must be obtained in digital format from the City of Plano Director of Public Information.
4. The official City logo may not be combined or superimposed with any other symbols. The logo should always stand alone from its surroundings (text, graphics, visual elements, etc.).
5. Applicant must indemnify the City of Plano against any claims or damages arising out of use of the logo.
6. The official City of Plano logo should not be used in any way implying endorsement of any item or thing by the City of Plano.
7. The application is limited solely to City of Plano logo usage. The All-America City logo, sometimes depicted in conjunction with the City of Plano logo, may not be used without clearance through the City of Plano Director of Public Information for authorized uses and/or obtaining the proper consent from the National Civic League.

I, on behalf of my organization, agree to abide by the Requirements of Usage and regulations under the City of Plano ordinances and policies pertaining to use of the City of Plano official logo.

Organization: _____

Printed Name of Authorized Representative

Signature

Date (xx/xx/xxxx)

Use of the City of Plano Logo

The City of Plano Logo may only be used in accordance with Section 2-1 of the City of Plano Code of Ordinances, Section 130.000 of the City of Plano Policies and Procedures, and Specific Use Guidelines for Official City Logo Use



APPROVAL

The City of Plano Public Information Department has reviewed the application for Use of the City of Plano logo, has verified the applicant is a non-profit agency receiving City of Plano grant funds or is a contractor providing goods, services, or materials to the City; and that the outline of intended use(s) meets with City of Plano objectives for use of the City logo.

The applicant _____

is hereby approved for use of the City of Plano per this application. This approval is valid

from _____ to _____ for

purposes explained in this application.

Any uses of the logo outside this application must be approved by the Public Information Department, or City Council, prior to use.

CITY OF PLANO

By: _____
Signature

Print Name: _____

Title: _____

Date: _____

Specific Guidelines for City Logo Use by Non-City Entities



Purpose

The City of Plano's logo was adopted by the City Council in 1980 as the City's graphic identity. The City of Plano's identity is characterized by dedicated elected officials, a professional staff and excellence in delivery of public services, all united graphically by the City Logo. The City Logo deserves the same care and protection that is provided any municipal asset. These guidelines are to ensure that the City Logo is accurately and consistently expressed wherever it appears. The official logo shall be used by the City on official City projects and official City business.

The official logo may also be used by non-profit agencies receiving City grant funds and contractors providing goods, services or materials to the City in conjunction with City projects or official City business for the duration of their City contract with written approval from the Director of Public Information or his/her designee. All other uses must be approved by City Council.

The guidelines within this document establish acceptable use of the official logo by non-profit agencies receiving City grant funds and contractors providing goods, services or materials to the City in conjunction with City projects or official City business pursuant to 130.000 II. C. of the City of Plano Policies and Procedures. Use of the City Logo by non-City entities must comply with the herein specific usage guidelines.

Failure to strictly adhere to the guidelines within this document shall result in immediate revocation of authorization to use the logo.

Usage Requirements

1. The Director of Public Information must give written authorization prior to any use of the logo.
2. Users shall obtain written authorization for logo use by submitting a memorandum to the Director of Public Information explicitly specifying the logo uses, including intended media (print, signs, web, etc.).
3. The logo shall not be used for the following:
 - a. in political campaign messages or other materials of a partisan nature;
 - b. in a manner that is misleading, defamatory, libelous, obscene, or sexually suggestive;
 - c. in a manner that would disparage or damage the image of the City of Plano;
 - d. in a manner that suggests that editorial content has been authored by, or represents the views or opinions of the City of Plano;
 - e. on food items, health-related items, or alcoholic beverages;
 - f. in connection with any material that infringes the trademark, copyright or any other rights of any third party;
 - g. in advertisements, marketing or endorsements of any product, service or business other than the City of Plano; or
 - h. in a manner that infringes, derogates, dilutes, or impairs the rights of the City of Plano in such logo.
4. Alteration of the logo in any way is strictly prohibited. Examples of alteration include changing any of the constituent colors, adding additional text or other graphic elements, removing, relocating or modifying any element of the design, disproportionately scaling any element of the design, tilting at an angle, or adding borders around the logo or elements of the design, or applying other effects and filters .

5. The City of Plano logo shall remain the exclusive property of the City of Plano.
6. Any uses associated with the logo shall be in compliance with any applicable local, state, or federal law.
7. Users agree that all uses of the City of Plano logo will inure to the benefit of the City of Plano.
8. Users shall not register any City of Plano logo that is identical to or confusingly similar to the City of Plano logos in any jurisdiction, domestic or foreign.
9. The City of Plano may modify these guidelines from time and time and Users will be bound to comply with the material contained in the updated guidelines immediately upon receipt of, or posting of, the new guidelines.

City of Plano Public Information Department (972) 941-7307

CITY OF PLANO POLICIES AND PROCEDURES 130.000

Department Name: Public Information

Procedure: City of Plano Official Logo Use

Effective Date: 12/29/2009 **Revision Date(s):** 3/31/2010

I. Purpose

To establish a uniform policy for use of the official City of Plano logo in accordance with city ordinance.

II. Policy and Procedure

- A. The official City of Plano logo shall be used on all official City of Plano materials, equipment, flags and supplies as designated by city ordinance.
- B. The official City of Plano logo should not be used by another person, firm or organization without written application and approval of the City Council.
- C. The official logo may also be used by non-profit agencies receiving City grant funds and contractors providing goods, services or materials to the City in conjunction with City projects or official City business for the duration of their City contract with written approval from the Director of Public Information or his/her designee. All other uses must be approved by City Council. Non-profit and/or contractor logo use is subject to specific guidelines that can be obtained from the City of Plano Public Information Department.
- D. City departments should use the City logo with the All America City logo included in some form where possible.
- E. City departments should use the logo as much as possible when producing City of Plano materials including publications, internal and external communications such as letter and memos, advertisements, etc. Exceptions to this include legal and court documents, including but not limited to: municipal court orders and judgments; contracts; ordinances; resolutions, and; documents pertaining to lawsuits.
- F. The use of individual department/educational logos, slogans, program brands or any created program identifiers cannot be utilized or substituted for the City of Plano logo without the review and approval of the Director of Public Information or his/her designee.

III. Specifications

- A. The official logo colors are PMS 300 (blue) and PMS 185 (red). In CMYK those colors are 100/44/0/0 (blue) and 0/91/76/0 (red).
- B. Any change or alteration of the logo is prohibited without the approval of the City Council.
- C. Official versions of the City logo are available through the Public Information Department. Requests should include the file format, resolution and medium needed.

IV. Appendices

- A. Graphics Standard Official City Logo
- B. Graphics Standard All-America City Logo

GRAPHICS STANDARD

City of Plano Official Logo



Bauhaus Md BT Bold
10 pt tracking
PMS 300 or CMYK 100/44/0/0
PMS 185 or CMYK 0/91/76/0



Placement - The lowercase letters of the word "plano" should fill the height of the lower triangle of the star exactly as is indicated with the black lines above.



Black



Reverse in White

These are the only color options. Do not alter the proportion of the elements within the logo. Do not add or change the typeface of the logo. Do not use the "P" without "plano."

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