



## 2019 City of Plano CDBG, HOME, and Buffington Community Services Funding Consolidated Grant Application Instructions

### **APPLICATION DEADLINE:**

Applications are required to be submitted online via <http://www.zoomgrants.com>. No applications will be accepted after 11:59 p.m., Friday, March 1, 2019. NO EXCEPTIONS. Hard copies of the grant application will not be accepted.

### **MANDATORY APPLICATION TRAINING AND ARRIVAL TIME:**

Applicants must have attended one of two mandatory Grant Application Trainings on either Tuesday, January 29<sup>th</sup> at 2:00 PM or Wednesday, January 30<sup>th</sup> at 10:00 AM. Potential applicants must be in the meeting room no later than 10 minutes from the meeting start time. Individuals arriving after 10 minutes of the meeting start time will have to attend the following Grant Application Training (if applicable). Trainings will be held in Building Inspections Training Room located at 1520 K Avenue, Plano, TX 75074.

Applications will not be accepted if one of the two mandatory trainings is not attended within the time frames mentioned above.

### **FILLING OUT THE APPLICATION**

You may use any recent version of an Internet browser, but ZoomGrants recommends using Google Chrome to complete this application. Google Chrome may be downloaded for free here: <https://www.google.com/chrome/browser/>

Application content questions should be directed to the City of Plano at 972-208-8150. Application input-technical questions should be directed to ZoomGrants at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

Each application must represent a funding request for only one program. Organizations wishing to request funds for multiple programs should submit an application for each program. An application that represents a funding request for multiple programs will be deemed ineligible for funding.

Use of the wrong application for a program request will make the application ineligible for funding.

### **APPLICATION DESCRIPTION**

The City of Plano makes funds available to nonprofit organizations to assist in providing housing and services to Plano residents consistent with the City's 2015-2019 Consolidated Plan of Housing and Community Development Needs. 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 2019 City of Plano grant process are described below:

### **Community Development Block Grant (CDBG):**

CDBG funds 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 U.S. Department of Housing and Urban Development) each year may be used for public services. A maximum of 20% of the total amount of CDBG funds made available to the City of Plano each year may be used by the City for grant administration. The remainder of the CDBG funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2015-2019 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from CDBG should be available to organizations on October 1, 2019, and normally must be spent by September 30, 2020.

### **HOME Investment Partnership Grants (HOME):**

HOME grants are federal grants restricted to organizations providing affordable housing to low-to-moderate income persons. A maximum of 10% of the total amount of HOME funds made available to the City of Plano each year may be used by the City for grant administration, and 15% must be set aside for certified Community Housing Development Organizations (CHDO). The remainder of the HOME funds must be directed toward eligible Consolidated Plan strategies as adopted in the 2015-2019 Consolidated Plan. Priority will be given to applications meeting Consolidated Plan outcome measures. Funding from HOME will be available to organizations on October 1, 2019, and normally must be spent by September 30, 2022.

### **Robert W. Buffington Community Services Grants (BCSG):**

BCSG funds are named in honor of Bob Buffington, the City of Plano's former manager of this program 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 funds programs that provide public service activities directly to Plano residents, with special consideration given to those agencies offering 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, medical or crisis counseling care, or any other social services provided directly to individuals or households. Funding from BCSG will be available on October 1, 2019, and must be spent by September 30, 2020. The grant may not exceed 50% of the agency's annual budget, and typically should not be more than 25%.

Funds for each of the grants are only available for financial obligations that occur after the grant year begins. Funds encumbered prior to the start of the grant year are not eligible grant expenses. Purchase of equipment is generally ineligible, including but not limited to, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture.

For more complete information on grant restrictions and requirements, see the CDBG and HOME Subrecipient Compliance Manual and BCSG Manual in the Library Tab of the application.

## **APPLICATION TYPES:**

The 2019 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. Once an organization has determined the needs for which funding will be requested, a grant application for each of the grant types that are applicable may be completed. An organization may not combine more than one program, project, or activity, 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.

These grant types and their focuses are as follows:

### **Program Support Application:**

Program support services are provided to the Plano community through a specific program that supports an organization's mission. The request may 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.

### **Permanent Housing, Site Improvement, or Public Facility Construction Application:**

This is joint application that requires the applicant to complete either Permanent Housing, Site Improvement, or Public Facility questions based on their response to the question, "Are you applying for Permanent Housing, Site Improvement, or Public Facility."

Permanent Housing services provide the construction or rehabilitation of affordable housing for low-to-moderate income Plano residents. The request may include funding of construction cost and/or property 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 request should be used for facility improvements directly related to safety, accessibility and/or catastrophic events. It focuses on funding 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 permanent mechanical system in a facility). Site improvements using federal funds obligate the organization to the City and HUD for five years from the date of the final reimbursement of funds. Should the property be sold during the time of obligation, the agency will be responsible for reimbursement of funds, which can exceed the original amount of the grant. The property will be liened for the full amount of the grant until all obligations are met. 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.

Likewise, Public Facility Construction may be used to assist in costs associated with building a public facility. Public Facility projects using federal funds obligate the organization to the City and HUD for five years from the date of the final reimbursement of funds. Should the property be sold during the time of obligation, the agency will be responsible for reimbursement of funds, which can exceed the original amount of the grant. The property will be liened for the full amount of the grant until all obligations are met.

Portions of the request for both types of projects may include payroll or administrative expenses directly relating to the repairs/refurbishments or construction.

## **APPLICANT ELIGIBILITY AND REQUIREMENTS**

Organizations that submit a grant application to the City of Plano must meet the following criteria:

1. Applicants must have attended one of two mandatory Grant Application Trainings on either Tuesday, January 29<sup>th</sup> at 2:00 PM or Wednesday, January 30<sup>th</sup> at 10:00 AM. Applicants must be in the meeting room no later than 10 minutes from the meeting start time. Applicants arriving after 10 minutes of the meeting start time will have to attend the following Grant Application Training (if applicable).
2. Proposed use of funds must:
  - a) Benefit only Plano residents. While the program may serve a wider clientele, any funds granted through this process must benefit City of Plano residents exclusively. Site improvements must be for facilities located in Plano, but program support funds may be granted proportional to the Plano residents served through those funds.
  - b) Operate in compliance with Federal and local government requirements. Contracts require compliance with financial management, documentation, and record keeping. There may not be a prohibited interest between the organization and the City. Funds may not be used for lobbying or religious activities, or to promote religious or sectarian beliefs. Federal funding binds the organization related to civil rights, employment practices, and conduct.
3. Organizations must be a tax exempt nonprofit or governmental organization and must have an active board of directors in compliance with IRS Section 501(c)(3).
4. 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 noncompliance.
5. Organizations must be in operation for a minimum of three years prior to the application deadline.
6. Organizations must be willing and able to comply with City insurance requirements prior to signing a contract. Prior to executing a funding agreement, the applicant must supply the City with a current copy of your ACORD Certificate of Liability Insurance form (not your insurance policy itself). A copy of the current insurance requirements can be found in the Library Tab of the online application.

## **REQUIRED ATTACHMENTS:**

- 1. Detailed annual organization budget for the 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:**
  - a) The city in which they live,
  - b) Their professional affiliations and employers, and
  - c) Their race and ethnicity (Hispanic or non-Hispanic).
- 3. The current annual schedule of board meetings.**
- 4. Resumes of both the director of the organization and director of the program** for which funds are being requested. The director of the organization is the Chief Executive Officer. The program director is the individual directly managing day-to-day operations of the program. If this is the same person, only one resume needs to be provided.
- 5. A copy of the organization's latest tax return accepted by the Internal Revenue Service (typically on Form 990 or PF-990).**
- 6. One copy of the organization's IRS letter of determination.**
- 7. Copy of the Texas Secretary of State Franchise Tax Account Status printed in 2016.**
- 8. Completed Audit Information Certification Form.** 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 this form. It can be found in the Library Tab of the application.
- 9. Copy of your organization's most recent audit of financial records.** If you are submitting multiple applications, only one copy of the audit is required.
  - a) If your organization spent more than \$750,000 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 and a statement of financial position, or if no financial statements exist, submit a description of your method of accounting for revenue and expenses. These organizations will not be considered for federal funds.
- 10.** Copy of your organization's management letter, recommendation letter or any other document from the auditor commenting on your organization's financial controls. If you did not receive such a letter with your audit, please insert a letter stating as such and make sure to have the appropriate section completed by your auditor on the audit information certification form, as follows.
- 11. For all Permanent Housing applications, the Underwriting for Appropriations Act of 2012 form** must be completed and submitted with the application.

**For Program Support applications, a Financial Assistance Program form** must be completed for any program where one of the primary functions is to assist with a household's financial well-being including payment of household expenses, such as mortgage, rent, utilities, and medical bills.