



Neighborhood Services
7501-A Independence Parkway
Plano, TX 75025
Tel: 972.208.8150
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City of Plano
P.O. Box 860358
Plano, TX 75086-0358
Tel: 972.941.7000
plano.gov

August 31, 2018

Kyle Paris
Villages of Preston Glen HOA
7914 Rosebriar Lane
Plano, TX 75024

RE: **NOTICE TO PROCEED** – Neighborhood Vitality and Beautification Grant Program
Neighborhood Group: Villages of Preston Glen Homeowners Association

Dear Mr. Paris:

Congratulations! Your neighborhood group's application for the Neighborhood Vitality and Beautification Grant Program has been approved and the agreement has been finalized. Below are the conditions of your approval.

The improvements listed on the application are eligible for the program. **Significant changes in the project or scope must be approved by the City representative before funds are expended or work is completed.**

Improvement Completion Date*

The improvements must be made no later than **August 31, 2019**, to maintain qualification. You have **thirty (30) days** following the completion of the project to submit the Final Report / Reimbursement Request through ZoomGrants to receive reimbursement. Late submittals will be disqualified.

Approved Reimbursement Amount

The improvements qualify for a reimbursement amount not to exceed \$10,000.00 which is no more than 50% of the proposed project budget, with a neighborhood match of \$20,584.00. A Reimbursement Award letter and check will be mailed after receiving the Reimbursement Request / Final Report, completed W-9 form, and improvement receipts. The final grant award amount will be calculated from improvement receipts submitted. Reimbursements are provided for work approved only.

Please contact me if you have any questions or concerns at (972) 208-8150.

Sincerely,

Esmeralda de la Cruz
Senior Planner

Attachments: Reimbursement / Final Report Form

*Extensions of deadline are only granted by the City of Plano under special circumstances that are not the result of actions by the organization. Extension requests must be brought to the attention of the city representative immediately.