



# **ACTUAL PRODUCTIVITY AND PERFORMANCE REPORTING**

## **FY 2020**

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 AAA Administration Program Objective:**

To provide the administrative support necessary to ensure that AAA program performance and accountability are maintained at the highest possible standard and become the access and assistance entry point for seniors and disabled persons.

#### **PRIMARY WORK TASKS**

1. Develop FY20 Area Agency on Aging budget.
2. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory Council, ensuring adherence to regulations.
3. Compile and submit all required reports to funding sources.
4. Coordinate Area Agency on Aging outreach and advocacy efforts.
5. Provide technical assistance to senior groups and their initiatives.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Completion of Area Agency on Aging budget.
2. Conduct a minimum of four Area Agency on Aging Advisory Council meetings.
3. Submission of 15 required reports.
4. Presentation of Area Agency on Aging program services to a minimum of 12 area organizations per year.
5. Provision of technical assistance to a minimum of 14 senior centers.

#### **RESULTS**

1. The FY20 budget was submitted prior to the due date and approved by the State and Executive Director.
2. All four advisory meetings were held during FY20. Two meetings were held via Zoom due to COVID 19. An additional meeting was held to approve the Area Plan via Zoom.
3. All required reports were submitted on time. The number of reports were higher than 15 due to additional reports requested. COVID-19 was one influence in the increased number.
4. The AAA had 19 outreach functions prior to COVID-19 preventing further in-person outreach events. Outreach was continued through the newspaper and Facebook.
5. Technical assistance was provided to all 14 senior centers. Due to COVID-19, additional assistance was given to all senior centers with the grab and go program that was implemented.

6. Monitor Area Agency on Aging contractors and sub-recipients.

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6. Maintain and coordinate Direct Purchase of Services for Aging programs.

7. Complete and submit the FY21-22 Area Plan.

6. All contractors were monitored through AAA staff and the Aging Finance Specialist.

7. The FY21-22 Area Plan was submitted on time and approved.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Congregate Meals Program Objective:**

To provide one meal a day for five days a week in a congregate setting to persons 60 years of age or older, which meets the 1/3 RDA requirements.

#### **PRIMARY WORK TASKS**

1. Promote wellness education to prevent illness.
2. Monitor the effectiveness of nutrition providers of the congregate meal program.
3. Provide transportation services to nutrition programs.
4. Provide congregate meals during FY2020 as funding and local support allow.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Conduct media campaigns and information and assistance to a minimum of 600 congregate meal clients.
2. Monitor all contracted and/or sub-recipient nutrition meal providers at least annually for quality and adherence to HHS' nutritional standards. Complete ongoing desk reviews to ensure that all assessments and reports are completed.
3. Establish or maintain a provider agreement with a minimum of one transportation provider.
4. A total of 48,000 congregate meals provided to the elderly in this region.

#### **RESULTS**

1. There were 611 congregate clients served in FY20. Information on changes made to the congregate sites due to COVID-19 were advertised in newspapers, as well as through public service announcements. The active clients in March were informed from the site managers.
2. Both meal providers were monitored by AAA staff. Program and fiscal monitorings were completed.
3. The AAA has a provider agreement with TRAX to provide transportation for people 60 and above.
4. A total of 23,585 meals were provided in FY20.<sup>1</sup>

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<sup>1</sup> The goal of 48,000 was not met due to COVID-19. All senior centers were closed in March 2020. All meals were then classified as Home Delivered Meals. Before the closure, the AAA was on track to meet that goal.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Home Delivered Meal Program Objective:**

To provide one meal a day for five days a week to persons 60 years of age or older living in their home and are unable to go to the congregate sites, except in a rural area where it is not cost effective to deliver meals five days a week, which meets the 1/3 RDA requirements.

### **PRIMARY WORK TASKS**

1. Provide home delivered meals to persons who are homebound and not able to attend the congregate nutrition program.
2. Monitor the effectiveness of the home delivered meals program.
3. Provide a hot nutritional meal to the homebound elderly between 10:30 a.m. and 1:30 p.m. that meets the 1/3 RDA requirement.

### **PRINCIPLE PERFORMANCE MEASURES**

1. Assess, through providers, 500 clients a minimum of every 12 months to determine if they meet the requirement for a home delivered meal.
2. Monitor all providers at least annually to ensure that all meals meet the 1/3 RDA requirements.
3. Renew and/or create provider agreements with all providers in this region.

### **RESULTS**

1. There were 1,738 people receiving home delivered meals in FY20. The increase is due to COVID-19. All recipients did not receive an assessment to determine home-delivered eligibility because that requirement was waived by the Federal Government and State Government. The 611 former congregate clients transferred. If they wish to remain on the HDM program after COVID-19 restrictions, they will require an assessment to qualify.
2. Both meal providers were monitored to ensure all requirements were met.
3. Provider agreements were renewed and maintained during FY20. The mealtime requirement was changed at the State level. There is no longer a time restriction on providers.

4. Provide home delivered meals during FY 2020 as funding and local support allow.

4. A total of 80,000 home delivered meals provided to the elderly in the Ark-Tex region.

4. There were 1,320,83 home delivered meals delivered and received in FY20. The significant increase is due to COVID-19.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Other Supportive Services Program Objective:**

To provide support services to the elderly in the Ark-Tex region. In addition to legal awareness, IR&A, case management, data management, and ombudsman, other support services include Medicare assistance to over and under 60, transportation, in-home respite, homemaker, home modifications and repairs, and evidence based intervention.

#### **PRIMARY WORK TASKS**

1. Provide support services to persons aged 60 and over who live in the Ark-Tex region.
2. Review/renew/seek provider agreements to provide services with local service-providing agencies.
3. Submit program performance and fiscal reports as required.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Support services provided to a minimum of 4,800 persons aged 60 and over.
2. Monitor service providing agencies monthly through billing.
3. Program performance and fiscal reports submitted to the AAA accurately and on time.

#### **RESULTS**

1. Support services were provided to a minimum of 6,566 people.
2. All service providers are monitored monthly through AAA and the Aging Finance Specialist.
3. All program performance and fiscal reports were submitted timely.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Information, Referral and Assistance Program Objective:**

To provide information and assistance to the elderly, their family members and caregivers in the Ark-Tex region.

#### **PRIMARY WORK TASKS**

1. Continually update referral database.
2. Develop information and assistance brochure.
3. Provide information and assistance services via phone and outreach.
- 4.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Hold monthly staff meetings and provide updated resources to the staff.
2. Completion and distribution of 1500 brochures.
3. Staff and maintain a minimum of one employee for the toll-free telephone number.
4. Assistance provided to a minimum 1,600 callers.

#### **RESULTS**

1. Monthly meetings were held. Resources are shared via meetings and emails.
2. Over 1500 brochures were mailed, emailed, and/or distributed personally during outreach events.
3. An IR&A assistant remained employed for FY2020. The assistant answered the 800 number daily.
4. Assistance was provided to 2,968 unduplicated callers. Total number of calls receiving assistance is 3,430.



## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Data Management Program Objective:**

To ensure the AAA has the staff and capabilities to perform computer functions required by HHS and other agencies.

#### **PRIMARY WORK TASKS**

1. Provide a staff person who is computer competent and qualified to perform the functions of the SPURS system to input all caller information in as well as documentation for direct services.
2. Work with case managers to ensure proper client information is entered into the HHS and SPURS database to comply with HHS unit tracking & NAPIS documentation requirements.
3. Work directly with the local service providers to ensure program reports submitted to AAA are accurate and on time.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Two staff employed by ATCOG AAA are trained on the SPURS system and serve as administrators.
2. Maintain the HHS SPURS database with case managers' input.
3. Ensure accurate and timely reports for local service providers' services are submitted to HHS.

#### **RESULTS**

1. There are three administrators for SPURS. Two coordinators and the director are the administrators.
2. The SPURS database was reviewed regularly by the administrators and at the State level. All data was entered. Any missing or incorrect data discovered has been corrected.
3. All data entered for service providers is reviewed for accuracy and input timely.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Benefits Counseling Awareness/Assistance Program Objective:**

To provide awareness to the elderly, family and other interested persons about elder abuse and neglect, and provide assistance to individuals eligible for Medicare, Medicaid, SHIP and other supplemental insurance plans.

#### **PRIMARY WORK TASKS**

1. Ensure the elderly and/or primary caregiver are aware of services available, and make referrals, if needed.
2. Aid Medicare and Medicaid-eligible individuals to obtain assistance.
3. Assist individuals with enrollment in Medicare Part D or supplemental Plans.
4. Administer the State Health Insurance Assistance Program (SHIP).

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Disseminate accurate, timely and relevant information, eligibility criteria, and procedures to the elderly about public entitlements, long-term care information, individual rights, planning/ protection options, housing and consumer issues.
2. Work closely with the Center for Medicare and Medicaid Services (CMS) to assist 700 individuals.
3. Prepare and perform outreach and awareness of Medicare Part D to 700 individuals.
4. Assist with questions about appeals, buying other insurance, choosing a health plan, and Medicare Rights and Protections.

#### **RESULTS**

1. Outreach and information was provided in office, at outreach events, social media, radio programs, mail and email during FY20. Over 1,159 unduplicated people were given assistance, with the possibility of 50,000 people hearing it through media.
2. The Benefits Counselors have contact with CMS on a regular basis. There were 1,468 Medicare Beneficiary contacts assisted.
3. Outreach and assistance were provided to 3,344 people. Actual enrollment appointments were 380.
4. The number of Medicare Beneficiaries assisted was 1,468.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Case Management Program Objective:**

To provide in-home assistance to elderly clients in the Ark-Tex area in order that they may remain at home in a safe environment for as long as possible.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Accept and process referrals from individuals and other social service agencies.	1. All referrals processed by all case managers.	1. All referrals were processed in FY20.
2. Complete assessment document on clients requesting assistance during in-home visits.	2. Completion of 360 assessments.	2. There were over 1,015 assessments in FY20.
3. Develop individualized care plans.	3. Completion of 180 care plans.	3. There were over 400 care plans in FY20.
4. Arrange for the provision of needed services as identified in the care plan.	4. Identification of services for 180 clients.	4. There were over 400 care plans where identification of services were identified.
5. Reassess client needs every 6 months.	5. Reassessment of 180 clients' needs every 6 months, or more often as needed.	5. There were over 400 clients reassessed every six months.
6. Develop documented client records.	6. Maintain records of 180 clients.	6. There were over 400 documented records maintained.
7. Maintain client records in SPURS client tracking system.	7. Maintenance of a minimum of 180 client records in SPURS client tracking system.	7. There were over 400 records maintained in the SPURS database.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Ombudsman Program Objective:**

To provide advocacy for the rights of elderly residing in the Ark-Tex region long-term care and assisted living licensed communities.

#### **PRIMARY WORK TASKS**

1. Recruit volunteers to serve as nursing home and assisted living ombudsmen.
2. Provide initial and re-certification training for volunteers.
3. Assign Ombudsmen to area long-term care communities.
4. Conduct routine site visits to area long-term care communities.
5. Identify resident concerns and act on concern if resident consents.
6. Coordinate activities with the Texas Health and Human Services Commission (HHS).
7. Provide in-service training to area long-term care community staff on resident rights.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Recruitment of four new volunteers to meet state requirements.
2. Provision of a minimum of one quarterly training session.
3. Assignments to 31 area nursing homes and 26 assisted living communities.
4. Visits conducted quarterly to long-term care communities as set forth by the State Ombudsman Office.
5. Resolution of 85% of complaints either totally or partially resolved.
6. Participate 100% in annual HHS survey resident meetings, when notified in a timely manner, of nursing home and assisted living homes.
7. Create and present a minimum of four in-service training sessions.

#### **RESULTS**

1. Four volunteers were recruited to train and certify as ombudsmen for the Ark-Tex region.
2. A minimum of one quarterly training was held.
3. All 57 facilities were assigned an ombudsman in the Ark-Tex region.
4. Visits were conducted in accordance with State requirements to all facilities in the Ark-Tex region.
5. The resolution rate exceeded 85% of complaints either totally or partially resolved.
6. 100% of resident meetings for the annual surveys with HHS were attended, when notified in a timely manner.
7. There were four in-service trainings held at facilities in the Ark-Tex region.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Ark-Tex Regional Development Company, Inc. (ATRDC) Program Objective:**

Assist small businesses with financing for fixed asset projects by assembling, analyzing, and making recommendations on loan packages, submit the analysis and recommendations to SBA for approval, and close and service the 504 loan.

#### **PRIMARY WORK TASKS**

1. Create economic development opportunity in the community.
2. Provide affordable long term financing for business expansions.
3. Give a financial incentive to encourage private lender participation.
4. Provide access to public capital markets for small business.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Economic Development creation for improvement of economic indicators such as unemployment, per capital personal income and out migration.
2. At least two 504 Loans for business expansions.
3. Number of private lenders participating.
4. At least five small businesses applying for SBA loans.

#### **RESULTS**

1. Opportunities were created through marketing and education efforts via the Governor's Small Business Forum and SBA Roundtable engagement, coordination with SBDC staff as well as lender visits. Several non-504 ED projects were initiated. Coppertop Outdoors, Rowe Casa, KNB Music and Bowie Co. ESD
2. Two loans were reviewed for 504. One was submitted but not approved by SBA due to lack of credit history for the borrowers. The other was reverted to a RLF loan project. Several other projects were in the works; however, they slowed or stopped due to COVID. Three prospects were referred to CDC's that could prepare refi loans.
3. The CDC communicated with various lenders regarding the financial benefits to the bank for participating in the 504 loan program with the CDC. Lender's Roundtable and personal outreach efforts worked to strengthen the business relationship with lenders.
4. Through coordination with additional programs, ATRDC was able to assist in providing small business resources when COVID impacted their industry.

5. Attend required local and regional SBA meetings.

5. Attend at least two training sessions.

5. ATRDC staff members attended the NADCO Annual Meeting in October. Regional SBA meeting with staff in Little Rock, Various meetings or events in virtual settings in 2020, two SBDC's and staff and 5 EDC's in ATCOG Region.

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**Note:** Job Creation 2 Year results for 4 504 loans were documented: The Lodge-Original 3, Current 28; Luna Boutique-Original 5, Current 7; Saddle Rags-Original 3, Current 12; Matador-Original 3, Current 5

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 North East Texas Economic Development District Revolving Loan Fund (NETEDD RLF) Program Objective:**

Provide technical assistance and financing for fixed assets and/or working capital to help small and medium sized businesses start up, expand, or increase productivity.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Strengthen the economic base.	1. Extend at least two NETEDD RLF loans for improvement of economic indicators such as unemployment, per capital income, and out migration.	1. Staff reviewed three and funded two (one from previous year) NETEDD RLF commitment during the period. <sup>1</sup>
2. Create and retain permanent full time jobs.	2. Create one new job for every \$35,000 loaned; 50% of new jobs will be targeted at the long term unemployed and/or under employed.	2. KNB-Retained 2; Coppertop-Original 3, Current 8; Longhorn Tire-Original 2, Current 7
3. Attend required meetings.	3. Attend at least three seminars, teleconferences, workshops, or webinars as required.	3. Multiple webinars/virtual trainings were attended throughout the year. NETEDR, TARC, and SBA meetings were attended as well as EDA online meetings. Additional meetings with EDC's and prospects were also held. <sup>2</sup>

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<sup>1</sup> A RLF loan was funded for KNB Music and Coppertop Outdoors and staff prepared two additional loans (Caffe Crema and 7-H) which will fund in the next fiscal year.

<sup>2</sup> Both Economic Development and Regional Development Staff attend trainings and perform outreach.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Chapman Revolving Loan Fund (Chapman RLF) Program Objective:**

Create permanent full time jobs by provided financial assistance for economic development projects in the form of a loan guarantee to businesses and direct loans to local governments.

#### **PRIMARY WORK TASKS**

1. Create permanent full time jobs.
2. Provide financial assistance for economic development projects.
3. Provide loan guarantees of 50% of lending needs to businesses.
4. Provide direct loans of 80% of lending needs to local governments.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Job creation for improvement of economic indicators such as unemployment, per capital personal income, and out migration.
2. Completion, submission and funding of at least two economic development projects.
3. At least two guaranteed loans to local businesses.
4. At least two direct loans to local governments.

#### **RESULTS**

1. One new loan was completed for ESD #6. Only contract employees are utilized through the VFD. 3 salaried employees and volunteers are housed in the building. There are a total of 25 volunteers.
2. Staff worked on preparations/ and funding of the DeKalb ESD which has limited the Chapman funds to date.
3. Chapman loan funded for DeKalb ESD along with State Bank of DeKalb. Funds limited for additional
4. Staff funded DeKalb ESD through the City of DeKalb.



## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 East Texas Rural Access Program Revolving Loan Fund (ETRAP RLF) Program Objective:**

Objectives Include funding qualified applicants for loans, identifying additional funding sources and funding loans.

#### **PRIMARY WORK TASKS**

1. Fund loans to eligible applicants

2. Seek additional funding from public and private sources.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. At least two ETRAP RLF loans funded.

2. Approve at least two funding applications with third party lender participation.

#### **RESULTS**

1. Staff funded two ETRAP RLF commitments during the period.<sup>1</sup>

2. ETRAP RLF funds are limited until the funds are revolved back into the account.

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<sup>1</sup> ETRAP loans funded were Coppertop Outdoors and Rowe Casa.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Rental Assistance Program Objective:**

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

#### **PRIMARY WORK TASKS**

1. Inform potential applicants and landlords of program availability.
2. Provide technical assistance to applicants and landlords.
3. Coordinate activities to assure continued eligibility of program participants.
4. Compile and submit all required reports to USDHUD.
5. Perform computer matching of clients with DHUD online systems.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Issue approximately 100 new Housing Choice Vouchers and add approximately 50 new families to Rental Assistance Program.
2. Add at least six property owners to potential landlord list.
3. Payment of approximately \$6.9 million to landlords in form of rental payments for eligible families.
4. Maintain high performer status for FY20 by timely reporting to DHUD.
5. 5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY20.

#### **RESULTS**

1. Issuance of 121 vouchers and as a result 78 families were added to the HCV program.<sup>1</sup>
2. Clarified HUD guidelines of the Section 8 housing assistance program provided to families, resulting in 15 new property owners and landlords added to the program.
3. Analyzed annual activities eligibility of program participants that disbursed \$6,409,510.00 in payments to landlords and families based on families eligibility.<sup>2</sup>
4. Amass and convey data to PIC U.S.Dept. of Housing and Urban Development by correctly submitting timely reports to DHUD in a timely manner to regain Higher Performance status.
5. Utilize PHA WEB and HUD EIV online system to recover \$30,779.69 in overpaid rent and maintain program integrity.

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<sup>1</sup> Increase due to vouchers issued and families eligibility to program

<sup>2</sup> Difficulty in finding units to lease due to low vacancy and turnover

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Emergency Solutions Grant Program Objective:**

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

#### **PRIMARY WORK TASKS**

1. Inform potential applicants and landlords of program services availability.
2. Provide housing search assistance to HP applicants.
3. Coordinate activities to assure continued eligibility of RRH and HP program participants.
4. Compile and submit all required reports to THN and TDHCA.
5. Perform computer matching of clients with HMIS online systems.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Assist approximately 75 new families with Homeless Prevention services.
2. Add at least three new property owners to potential landlord list for RRH clients.
3. Payment to landlords in form of rental payments for eligible HP families.
4. Maintain consistency within the Housing Priority list and the HMIS data online reporting.
5. Utilize the HMIS online system to reduce fraud and maintain program integrity for FY20.

#### **RESULTS**

1. Provide Homelessness Prevention rental assistance to eligible families resulting in 133 families housed.
2. Clarified Emergency Solution Grant policies to prospective landlords and added 5 new landlords to ESG/ RRH program.
3. Analyzed annual activities eligibility of program participants that disbursed \$119,137.47 in payments to landlords and families based on families eligibility.
4. Provide Homeless Prevention Assistance utilizing the Housing first model. Accumulate and Submit timely monthly reports to THN and TDHCA.
5. Utilize the HMIS system along with the PHA-WEB to prevent fraud and maintain the integrity of the ESG programs.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Regional Criminal Justice Planning Program Objective:**

To provide effective criminal justice planning and coordination functions throughout the region.

#### **PRIMARY WORK TASKS**

1. Publicize grant application kits.
2. Conduct grant workshop(s).
3. Serve as staff for the Regional Criminal Justice Advisory Committee.
4. Provide technical assistance for prospective grantees in completing and/or correcting grant proposals.
5. Complete required CJD reports.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Publicize available application kits to approximately 140 entities for criminal justice program funding.
2. Conduct one grant workshop annually to inform potential grant applicants of criminal justice funding available and the process of applying.
3. Coordinate and facilitate at least one criminal justice advisory committee meeting annually.
4. Provide a combined total of 60 technical assistance contacts to new applicants, continuation applicants, and those on vendor hold.
5. Complete four quarterly reports required by CJD through the PPRI website.

#### **RESULTS**

1. Sent notifications to 204 entities/individuals, announcing criminal justice funding through CJD.
2. Two grant workshops were conducted during FY'20.
3. Three advisory committee meetings were facilitated by staff during FY'20.
4. Provided a combined total of 154 technical assistance contacts. (Includes contacts for the Coronavirus Emergency Supplemental Funding Grant)
5. Four quarterly reports were completed and submitted to CJD by the required due date.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Regional Law Enforcement Training Program Objective:**

To provide comprehensive law enforcement training activities for peace officers, dispatchers, jailers and other law enforcement individuals throughout the region.

#### **PRIMARY WORK TASKS**

1. Develop, distribute and release Request for Proposal (RFP); select provider.
2. Provide basic, advanced, and specialized training for officers/potential officers.
3. Attend provider meetings to receive updates on training provided.
4. Monitor provider annually for effectiveness.
5. Visit regularly with law enforcement departments to determine training needs.
6. Complete required CJD reports.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Distribute RFP to at least one training institution within or contiguous with the region, in conjunction with the grant period.
2. Conduct at least two basic peace officer courses, one jailer & telecommunications/ dispatcher course, and specialized/advanced courses as needed.
3. Attend at least one meeting of provider annually for information and contractual purposes.
4. Monitor the designated law enforcement training academy by performing at least one site visit and/or phone monitoring visit.
5. Provide five technical assistance contacts to agencies in the 9-county region that are requesting or needing specific training.
6. Complete two reports required by CJD through the e-Grants and PPRI websites.

#### **RESULTS**

1. RFP was issued to three training institutions just prior to the beginning of the grant period.
2. Conducted 10 basic peace officer courses (including night basic phases), 3 jailer courses and 29 specialized/advanced courses, and one telecommunications/ dispatcher course offered.
3. Attended one in-person meeting with ETPA as well as various meetings by phone.
4. Performed one monitoring visit with ETPA and kept a spreadsheet of courses conducted.
5. Provided at least 10 technical assistance contacts to agencies/officers requesting or needing specific training.
6. The 6-month and 12-month performance reports were submitted to CJD.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Purchase of Juvenile Justice Services Program Objective:**

To provide funds to allow juvenile probation departments to purchase quality services for juveniles involved in the juvenile justice system.

#### **PRIMARY WORK TASKS**

1. Develop contract with counties.
2. Conduct annual meeting of juvenile probation officers.
3. Conduct site visits to probation departments to determine program effectiveness.
4. Reimburse eligible expenses per contracts.
5. Complete required CJD reports.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Develop one contract with each of the ATCOG counties holding primary interest/jurisdiction of the juvenile services.
2. Conduct at least one visit with each county probation department to assess needs and discuss expectations of given contract.
3. Conduct at least one monitoring site visit and/ or phone visit with each of the contracted county juvenile probation departments.
4. Complete one or more reimbursements for each contracted county juvenile probation department that requests funds, based on their eligibility of services.
5. Complete two reports required by CJD through the eGrants and PPRI websites.

#### **RESULTS**

1. Six contracts were established with Bowie, Cass, Hopkins (has cooperative agreement with Delta & Franklin), Lamar, Red River, and Titus (has cooperative agreement with Morris) counties.
2. Conducted two visits with county probation departments and found that additional funding is needed by 7 out of 9 counties to assess all juvenile mental health services.
3. Performed one monitoring visit by phone, as well as other phone visits throughout the grant year to each probation department that utilized the contract funds.
4. Completed 12 reimbursements of juvenile mental health expenses invoiced by each of the contracted counties that requested funds.
5. The 6-month and 12-month performance reports were submitted to CJD.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 9-1-1 Program Objective:**

To provide network and equipment for effective 9-1-1 emergency communications and maintain services to the citizens of the region.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Report financial and performance information to CSEC quarterly.	1. Provide four quarterly financial and performance reports to CSEC.	1. Provided quarterly financial and performance reports to CSEC.
2. Provide public education to the community.	2. Distribute public education items to entities within each of the nine counties upon request.	2. Public Education items distributed to counties with the ATCOG region upon request.
3. Provide training for telecommunicators.	3. Provide a minimum of two call taker trainings.	3. Provided four call taker trainings.
4. Develop and amend Strategic Plan as required.	4. Submission of one strategic plan as required by set deadline.	4. Submitted strategic plan as required by set deadline.
5. Monitor PSAPs for proper operations.	5. Conduct at least thirteen monitoring visits.	5. Conducted thirteen monitoring visits.
6. Provide PSAPs and emergency response agencies with maps.	6. Provide map updates to PSAP and emergency response agencies in nine counties.	6. Provided weekly map updates to PSAPs and annual updates to county agencies.
7. Maintain 9-1-1 databases.	7. Maintain 9-1-1 databases to within state guidelines.	7. Maintained accurate 9-1-1 databases within state guidelines.
8. Provide, test & maintain 9-1-1 equipment.	8. Test and maintain 9-1-1 equipment at thirteen PSAPs.	8. Tested and maintained 9-1-1 equipment at thirteen PSAPs.

9. Provide, test & maintain 9-1-1 network.

9. Test and maintain 9-1-1 network at thirteen PSAPs.

9. Tested and maintained 9-1-1 Wide Area and Local Area networks at 13 PSAPs.

10. Maintain GIS data for EGDMS

10. Maintain state set EGDMS match rates for Geo MSAG conversion.

10. Maintained state set match rates and converted to GeoMSAG during FY20



## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Sections 5311, 5310, Inter-City Bus, Planning & Aging Transportation Program Objective:**

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Provide rural public transportation in the none county area.	1. Provide 150,000 passenger trips annually.	1. 104,070 passenger trips provided this year. <sup>1</sup>
2. Provide transportation to people age 60+, the general public and disabled persons.	2. Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.	2. Coordinated with Area Agency on Aging, Mt. Pleasant CDC, and Our Place to provide transportation.
3. Coordinate rural program with Texarkana Urban Transportation (TUTD) System.	3. Attend TUTD meetings and provide information on rural programs to maximize coordination.	3. Attended all TUTD meeting to maximize coordination between TRAX and Tline.
4. Implement the ATCOG 5 Year Regional Transportation Coordination Plan.	4. Expand ridership with Greyhound Connect and market program to increase utilization.	4. Increased Greyhound Connect trips until COVID-19 and grant program closure.
5. Continue operations of a full service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5310 and 5311 vehicle fleet.	5. Conduct Stakeholder meetings throughout the service area; identify projects to implement the plan.	5. Identified the need for Maintenance Facility rehabilitation from previous stakeholder meetings. Received BBF grant funding for modernization.
6. Attend required local and state meetings.	6. Assess fleet for salvage and institute proactive fleet management to ensure longevity of vehicles utilizing RTAP funding for development and implementation of a Fleet Maintenance Plan.	6. Implemented Fleetio, updated Fleet Maintenance Plan, salvaged 20+ vehicles. Received 19 new Promasters.

7. Promote training and staff development programs for all personnel.

8. Diversify funding sources for more program flexibility and stability.

7. Attend semi annual TxDOT and ArDOT meetings.

8. Continue to develop and implement programs and timing of required certifications.  
Expand advertising/sponsorship program throughout all nine counties. Identify private foundation grant opportunities and apply for same.

7. Attend first semi-annual TxDOT and ArDOT meetings. Second canceled due to Covid-19.

8. Utilized CARES Act funding for program flexibility and saving the majority of local funds for program stability. Completed advertising contracts with 911 and ETxADRC. Received grant funding from the Lennox and Fisch Foundations.

<sup>1</sup> Decrease due to COVID

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Solid Waste Management Program Objective:**

To provide staff support to facilitate the fair and orderly distribution of Texas Commission on Environmental Quality (TCEQ) solid waste grant funds and to coordinate local/regional solid waste planning efforts to improve the region's solid waste management systems.

#### **PRIMARY WORK TASKS**

1. Serve as staff support to the ATCOG Regional Solid Waste Advisory Committee (SWAC). Provide insight and ideas to the SWAC for the expenditure of solid waste grant funds on projects relating to environmental enforcement, reduction of illegal dumping, community cleanup events, and public education.
2. Compile and submit all required reports to the TCEQ, including semi-annual reports, results reports and follow-up results reports, which document the activities being conducted with solid waste grant funds.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Coordination and staffing of two Solid Waste Advisory Committee meetings. Provide the SWAC with ideas for regional projects that will be funded with solid waste grant funds including, environmental enforcement and reduction and prevention of illegal dumping, sponsoring region-wide community cleanup events to provide opportunities for the public to dispose of unwanted items, and to educate the public on the environmental laws and the dangers of illegal dumping as it pertains to both human health and the environment.
2. Submission of the progress reports to TCEQ, which include, semi-annual reports, results reports and follow-up results reports.

#### **RESULTS**

1. Two SWAC meetings were held. At these meetings, discussion took place among the committee members pertaining to the utilization of grant funds. A recommendation was made to sponsor a social media educational outreach campaign and illegal dumping cleanup / community collection events throughout the ATCOG region. This recommendation was approved by the ATCOG Board of Directors and ATCOG staff managed the implementation of this project.
2. Two progress reports were submitted to TCEQ per the requirements listed in the contractual agreement between TCEQ and ATCOG.

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| <p>3. Serve as a point of contact for the ATCOG region by providing information and resources to the public relating to solid waste management.</p>             | <p>3. Be a resource of information to the public via, phone, email, and in-person meetings in order to improve regional solid waste management.</p> | <p>3. ATCOG staff provided resources and information regarding solid waste management to the public throughout the year. Approximately 2,000 educational outreach items including ink pens, tote bags, compost bins, literature and brochures were distributed to the public and ATCOG staff participated in 5 in-person meetings.</p> |
| <p>4. Administer the Regional Illegal Dumping Surveillance Camera Loan Program to reduce illegal dumping and identify violators for successful prosecution.</p> | <p>4. Execute or renew quarterly surveillance camera loan agreements with borrowers and maintain the camera systems and warning signs.</p>          | <p>4. Bowie County has been issued camera systems and signs to monitor illegal dumpsites. The cities of Clarksville, Naples, Daingerfield, Atlanta and DeKalb have expressed an interest in the program.</p>   |

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Water Quality Management Program Objective:**

Assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance water quality.

#### **PRIMARY WORK TASKS**

1. Analyze basin water quality in both basins.
2. Conduct monitoring in priority areas to assess potential areas of water quality impairment.
3. Initiate annual coordinated monitoring meetings for all entities monitoring in the Sulphur River Basin who presently, or potentially could, come under the Quality Assurance Project Plan for the Basin.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Recommend additional monitoring or management programs based on current analysis of water quality within both basins.
2. Determine extent and significance of impairment, isolate potential source areas, evaluate potential control strategies, and evaluate effectiveness of control strategies within both basins.
3. Decreased costs and/or increased monitoring within both basins.

#### **RESULTS**

1. Four entities, Sulphur River Basin Authority (SRBA), North East Texas Municipal Water District (NETMWD), River Bend Water Resources District (RBWRD), and the Local Chapter of the Texas Stream Team (TST) have increased monitoring activities within both basins.
2. The SRBA, NETMWD, RBWRD and the TST are conducting their own site specific studies within both basins in efforts to develop more effective control strategies to determine levels of impairment.
3. ATCOG coordinated with the SRBA and the TST to help increase monitoring activities within the basin and provided 2,000 disposable gloves at no cost.

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| <p>4. Integrate new data, land use information, and information on events that may affect water quality to prepare a more comprehensive evaluation of factors affecting water quality in the Basin.</p> | <p>4. Complete summaries, maps, and tables.</p>                           | <p>4. The SRBA and NETMWD have each produced one annual report for both basins, highlighting the current status of water quality within each basin.</p> |
| <p>5. Review and/or assist state RLF project applicants and TCEQ in resolution of conflicts between proposed project data and approved ATCOG Water Quality Management Plan.</p>                         | <p>5. Number of applicants assisted and number of conflicts resolved.</p> | <p>5. ATCOG staff reviewed one State RLF application and found no conflict with the Water Quality Management Plan (WQMP).</p>                           |
| <p>6. Assist TCEQ in Water Quality Management Plan updates.</p>   | <p>6. Two plan updates completed &amp; submitted to TCEQ.</p>             | <p>6. ATCOG staff assisted TCEQ with two WQMP updates.</p>  |
| <p>7. Contact entities and encourage participation in meetings for water quality strategy.</p>  | <p>7. At least four entities contacted.</p>                               | <p>7. ATCOG staff contacted four entities who are currently participating in regional water quality meetings.</p>                                       |

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Homeland Security Program Objective**

Continue the expanded planning effort begun under the State Homeland Security Planning Grant.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Facilitate the development of the regional homeland security implementation plan and state preparedness report. Facilitate the development of the regional homeland security implementation plan and state preparedness report.	1. Submission of the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.	1. Submitted the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.
2. Aid local jurisdictions in meeting training requirements.	2. Provision of one in-region training opportunity.	2. Provided two in region training opportunities.
3. Aid local jurisdictions in meeting grant eligibility requirements.	3. Provision of one staff member to monitor and assist with the eligibility of jurisdictions.	3. Aided local jurisdictions in meeting grant eligibility requirements.
4. Facilitate the scheduling of local/regional exercises.	4. Successfully conduct one local/regional homeland security exercise.	4. Successfully conducted one local/regional homeland security exercise.
5. Program reporting to the Office of the Governor.	5. Submission of 2 bi-annual progress reports by the set deadline.	5. Submitted 2 bi-annual progress reports by the set deadline.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Homeland Security Program Objective**

Complete the tasks as outlined in the Office of the Governor Interlocal Cooperation Agreement.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Maintain the ATCOG Homeland Security Advisory Committee (HSAC).	1. Provision of staff support for four HSAC meetings.	1. Provisioned staff support for four HSAC meetings.
2. Facilitate the distribution of homeland security program funding.	2. Distribute region's homeland security funding in the amount of \$153,976 to projects in the region.	2. Distributed region's homeland security funding in the amount of \$153,976 to projects in the region.
3. Coordinate regional homeland security efforts with the Office of the Governor Homeland Security Grants Division.	3. Participate in 9 OOG conference calls.	3. Participated in 9 OOG conference calls.
4. Notify entities within ATCOG region of available HSGD funding.	4. Update the notification list annually and distribute funding opportunities by the set deadline. Submission of the notification list to the OOG by the set deadline.	4. Updated the notification list annually and distribute funding opportunities by the set deadline. Submission of the notification list to the OOG by the set deadline.
5. Program reporting to the Office of the Governor.	5. Submission of 2 bi-annual progress reports, and 4 quarterly reports to the Office of the Governor.	5. Submitted 2 bi-annual progress reports, and 4 quarterly reports to the Office of the Governor.
6. Conduct grant application workshops, workgroups, or subcommittees to provide assistance to potential applicants for funding opportunities.	6. Conduct 1 grant application workshop 30 calendar days prior to the HSGD application submission deadline.	6. Conducted 1 grant application workshop 30 calendar days prior to the HSGD application submission deadline.
7. Establish a regional risk-informed methodology and allocation process.	7. Submission of risk-informed methodology to the Office of the Governor by set deadline.	7. Submitted risk-informed methodology to the Office of the Governor by set deadline.



## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Northeast Texas Economic Development District Administration Program Objective:**

To plan, establish and maintain a Comprehensive Economic Development Strategy (CEDS) (5 year term) with measurable regional goals. Pursue activities to support and implement the CEDS goals. Coordinate economic development planning with other economic development entities.

#### **PRIMARY WORK TASKS**

1. Work with state and federal agencies and regional economic development entities for economic development planning.
2. Monitor and report potential major economic disruptions in the economic condition of the district.
3. Write and administer EDA Grants to increase quality jobs in the district.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Utilize NETEDD Board to establish goals, guidelines, and priorities for the department and hold regular meetings.
2. Participate in and implement regional initiatives including transportation, agriculture, broadband, and other projects.
3. Write two EDA grants for entities within the district.

#### **RESULTS**

1. The NETEDD Board met to review progress on CEDS, discuss input from communities, review survey to be utilized and the NETEDD budget.
2. Attended 1 NETEDR meeting; 1 TARC meeting; 1 SWREDA meeting; CDBG training; Meetings with DeKalb, Avery, Mt. Pleasant, Sulphur Springs, and Mt. Vernon EDC's; and various webinars on economic impact and COVID-19.
3. Wrote EDA Grant application City of Hooks; submitted 01-2020; **confirmed and awarded** 07/30/2020 (**\$850,000 Fed /\$212,500 match**); Wrote EDA Grant application City of DeKalb; submitted 09-2020; EDA **notified city of award** 10/02/2020. (**\$2,000,000 Fed/ \$559,858 match**). Wrote EDA CARES Act Grant application Sulphur Springs Coal Mine Property submitted 10/01/2020 - waiting results. Wrote EDA CARES Act Grant application TexAmericas Center Rail Improvements submitted 10/01/2020 - waiting results. Assisted with EDA Public Works/CARES Act Texarkana College Expansion Grant application submitted 10/02/2020.

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| <p>4. Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district.</p> | <p>4. Seek and develop relationships with agencies, schools, economic development organizations, elected officials, businesses, and individuals with common goals.</p> | <p>4. Coordinated with Economic Development to promote economic development by promoting a new business with jobs in EDA award to be funded by EDA COVID RLF loan. All meetings with SBDC, Cities, Businesses, and Funding entities receive business cards from Regional and Economic Development.</p> |
| <p>5. Prepare required annual performance reports to the EDA.</p>  | <p>5. Submit annual performance report and CEDS update to the EDA.</p>   | <p>5. Annual GPRA submitted January 02, 2020 for period January 2019 - December 2019. Annual CEDS update completed June 30 and submitted to EDA 07/06/2020.</p>  |

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Community & Economic Development Assistance Program Objective:**

Provide technical assistance services not related to a specific CDBG program contract within the region.

<b><u>PRIMARY WORK TASKS</u></b>	<b><u>PRINCIPLE PERFORMANCE MEASURES</u></b>	<b><u>RESULTS</u></b>
1. Provide census and income data to TxCDBG-eligible localities.	1. Prepare, or provide, census and income data as requested.	1. Census and income data are not requested. It is provided online and readily available. It is now readily available through links in the NETEDD electronic CEDS as of May 2020.
2. Distribute Texas Department of Agriculture (TDA) program information	2. Provide updated information about TDA programs at monthly ATCOG Board meetings.	2. Texas Department of Agriculture information provided at ATCOG Board of director meetings as information published, presented at Avery City Council meetings, presented to City of DeKalb, presented Fast Funds information to City of Avery, and City of Hooks VFD, and sent out electronically to ATCOG Region when published.
3. Provide general technical assistance as related to non-project specific community and economic development program areas.	3. Provide information about TDA programs to 30 organizations.	3. Coordination between Regional and Economic development provided communication via governors small business forums, lenders round tables, meetings with 2 SBDC's, Regional bankers, NETEDD Communities, and inquiring businesses.
4. Continually review and be familiar with the TxCDBG Implementation Manual and the TDA website, particularly as it pertains to the TxCDBG and community and economic development..	4. Prepare information for 10 non project specific community and economic development program areas.	4. Provided information relating to COVID-19 and NETEDD region as impacting TDA and EDA and required changes.
5. Participate in implementation manual training.	5. Attend one Implementation Manual Training.	5. 5 employees are certified in TxCDBG administration and environmental certification in Regional Development and Economic Development. Recertification for 2020 will be by online web based training.

6. Check TDA website and review for program information.

6. Check TDA website weekly and review for program information.

6. Monitor the Texas Department of Agriculture notices at least weekly and have a current manual with updated procedures for quick reference. Emails sent by TDA agency is reviewed as received and shared with the Region/ Cities/Counties/ and EDC's as appropriate.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Grant Administration Services Program Objective:**

Provide staff support to prepare grants to federal and/or state agencies and administer special project grants for regional entities and to provide agency wide support for public communications.

#### **PRIMARY WORK TASKS**

1. Administer TxCDBG/Texas Capital Fund (TCF) and Economic Development Administration (EDA) Grants.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Perform all administrative duties to ensure the TxCDBG/TCF and EDA grants are in compliance.

#### **RESULTS**

1. Bowie County TCF grant in the close-out process. TexAmericas **EDA project No. 08-01-05128** - closed out with all payments processed.- quarterly, progress closeout, GPRA for Project Closeout, & EDA Final Acceptance completed 08/2020); Mount Vernon/Sulphur Springs **Project No. 08-79-05222** - while not in process - formal request for amendment to HCSSDC submitted 09/2020; quarterly reports current with EDA (09/30/2020 quarterly report completed 10/15/2020; 09/30/2020 SF425 completed 10/16/2020). City of Sulphur Springs A1011 Section 3 Annual Report 2020 10/1/2019 - 09/30/2020 (Completed 10/19/2020). City of Lone Star Section 3 Annual Report 2020 10/1/2019 - 09/30/2020 (Completed 10/19/2020). City of Hooks **EDA Project No. 08-01-05371** - 09/30/2020 Quarterly Report submitted 10/16/2020 and 09/30/2020 SF425 submitted 10/30/2020. **EDA Award ED20AUS3070061** Progress Report completed as of 09/30/2020 - SF-425 completed through Finance Department. Planning and Technical Assistance grant with NETEDD quarterly reports completed through the finance department of ATCOG - Regional Development information provided by this department.

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| <p>2. Prepare and/or review applications and/or grants to federal and/or state agencies.</p> | <p>2. Preparation and completion of 8 RFP for TxCDBG administrative services.</p>  | <p>2. (1) RFP for Lamar County TDA CDBG SUN Fund not selected; (2) RFP City of Paris TDA Mainstreet Fund not selected; (3) RFP for San Augustine for FAST FUNDS denied; (4) RFP for City of Detroit for FAST FUNDS not selected; (5) RFP for City of Deport for FAST FUNDS not selected; (6) <b>City of Hooks TDA TxCDBG CD selected.</b> <b>RFP responded to due to locations out of ATCOG service area:</b> (1). Cameron County; (2). Fulshear; (3). City of Arp; (4). Dawson County; (5). Aransas County; (6). City of Tomball; (7). City of West Orange; (8). Washington County; (9). City of Milano; (10). Terlingua; (11). City of Gonzales; (12). City of La Porte; (13). City of Rose City; (14). Duval County; (15). City of Nixon; (16). Orange County</p>  |
| <p>3. Provide research &amp; strategic planning for ATCOG region.</p>                        | <p>3. Completion of quarterly reports for programs as required.</p>  | <p>3. Mount Vernon/Sulphur Springs project No. 08-79-05222 - quarterly reports current with EDA (09/30/2020 quarterly report completed 10/15/2020. City of Hooks EDA 08-01-05371 - 09/30/2020 Quarterly Report submitted 10/16/2020.</p>  |
| <p>4. Provide communication avenues between all member entities and the public.</p>          | <p>4. Completion of Semi &amp; Annual Reports for programs as required. Update and distribute brochures for ATCOG program areas along with posting in social media outlets any information releases.</p> | <p>4. Bowie County TCF grant in the close-out process. TexAmericas <b>EDA Project No. 08-01-05128</b> - closed out with all payments processed.- quarterly, progress closeout, GPRA for Project Closeout, &amp; EDA Final Acceptance completed 08/2020); Mount Vernon/Sulphur Springs <b>Project No. 08-79-05222</b> -09/30/2020 SF425 completed 10/16/2020. City of Sulphur Springs A1011 Section 3 Annual Report 2020 10/1/2019 - 09/30/2020 (Completed 10/19/2020). City of Lone Star Section 3 Annual Report 2020 10/1/2019 - 09/30/2020 (Completed 10/19/2020). City of Hooks <b>EDA Project No. 08-01-05371</b> - 09/30/2020 SF425 submitted 10/30/2020. Annual CEDS update completed 06/30/2020 and submitted to EDA 07/08/2020.</p> <p>Coordination between Regional and Economic development provided communication via governors small business forums, lenders round tables, meetings with 2 SBDC's, Regional bankers, NETEDD Communities, and inquiring businesses. Business cards were distributed to all.</p> |

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Special Projects Other Services Objective:**

Provide staff support to administer special projects for ATCOG.

#### **PRIMARY WORK TASKS**

1. Administer weatherization program contracts with various utility companies.
2. Review applications for providing health premium assistance.
3. Assist City of Avery with financial support.

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Execute contracts with Frontier Associates, LLC and ATMOS Energy for weatherization program and disburse contractual payments to providers of weatherization services.
2. Disburse contractual payments to agencies for qualified health premium assistance.
3. Complete payroll and accounts payable.

#### **RESULTS**

1. Contracts executed annually - would receive notification if issues arise. Inquiries referred to provider. Payments disbursed from finance office.
2. Frontier and Atmos disburse payments and send notification to Regional Development.
3. Provide support weekly in transmission of payroll and accounts payable data.

## **ARK-TEX COUNCIL OF GOVERNMENTS**

### **2020 Hazard Mitigation Planning Program Objective:**

Complete preparation of 5-year updates of Hazard Mitigation Plans for Red River, Titus, Delta and Texarkana, TX.

#### **PRIMARY WORK TASKS**

1. Work with local city and county officials and representatives during plan preparation.
2. Gather local data for each plan.
3. Prepare hazard mitigation plans.
4. Obtain approval from TDEM and FEMA, and resolutions of acceptance from individual communities.
5. Submit quarterly reports to Texas Department of Emergency Management (as applicable).

#### **PRINCIPLE PERFORMANCE MEASURES**

1. Serve as facilitator at five public meetings for localities and contact local officials for participation.
2. Contact local representatives, utilize computer data, and contact professionals for specific data plans.
3. Compile data, format, and complete Red River plan in an acceptable format.
4. Submit plans to TDEM for review and updates and FEMA submission.
5. Submit approved plan to each community. Submit timely quarterly reports (as required).

#### **RESULTS**

1. Serves as facilitator for a minimum of 2 meetings (1 as open meeting for stakeholders and public and the other meeting organizational) then continual one on one, phone contacts, email, and/or text for current updates.
2. Worked with Red River County on the Hazard Mitigation plan to submit fall 2020. Documentation necessary for submittal was received from Cities and County.
3. FEMA denied the application spring of 2019. Negotiation with County agreed to proceed with Hazard mitigation plan. See below for process.
4. Hazard Mitigation planner will follow procedures established, present to county and city, submit to TDEM and FEMA for review, make necessary updates as needed, and final plan will be submitted to county for posting.
5. FEMA approved plan will be submitted to each city, posted on county website, and included in NETEDD CEDS. No quarterlies at this time.



# **ASSET DISPOSAL REPORT**

## **ARK-TEX COUNCIL OF GOVERNMENTS**

**FY 2020**

## DISPOSED ASSETS

Asset ID	Description	Acquisition	Original Cost	Disposal
3	2007 Chevrolet	8/9/2007	31,808.67	6/1/2020
22	2009 Ford	1/26/2009	59,014.57	2/25/2020
23	2000 Ford	10/6/2008	4,999.00	2/25/2020
24	2008 Chevrolet	7/11/2008	33,210.00	2/25/2020
25	2008 Chevrolet	7/11/2008	33,210.00	2/25/2020
28	2008 Chevrolet	7/11/2008	33,210.00	6/1/2020
31	2009 Ford	2/12/2009	59,014.57	2/25/2020
34	1998 Ford	8/14/2009	42,524.00	6/1/2020
35	2009 Chevrolet	1/18/2010	59,485.00	6/1/2020
36	2009 Chevrolet	1/18/2010	59,485.00	6/1/2020
38	2009 Chevrolet	1/18/2010	59,485.00	6/1/2020
39	2009 Chevrolet	1/18/2010	59,485.00	6/1/2020
40	2009 Chevrolet	1/18/2010	59,485.00	6/1/2020
42	2010 Chevrolet	1/11/2010	66,942.80	8/4/2020
45	2010 Chevrolet	1/11/2010	66,942.80	8/4/2020
47	2010 Chevrolet	1/11/2010	66,942.80	8/4/2020
48	2010 Chevrolet	1/11/2010	66,942.80	8/4/2020
49	2010 Chevrolet	1/11/2010	66,942.80	6/1/2020
51	2010 Chevrolet	5/27/2010	59,485.80	2/25/2020
52	2010 Chevrolet	5/27/2010	59,485.80	2/25/2020
54	2011 Chevrolet	11/10/2011	59,699.00	8/4/2020
59	2014 Chevrolet	1/16/2014	62,597.00	8/4/2020
62	2014 Chevrolet	1/16/2014	62,597.00	6/1/2020
64	2014 Chevrolet	1/16/2014	62,597.00	8/4/2020
67	2014 Chevrolet	1/16/2014	65,233.00	8/4/2020
71	2014 Chevrolet	1/16/2014	65,233.00	2/25/2020
72	2014 Chevrolet	1/16/2014	65,233.00	6/1/2020
539	2007 Chevrolet	8/9/2007	31,808.67	2/25/2020
543	2009 Ford	6/12/2009	59,014.57	8/4/2020
544	2009 Ford	6/12/2009	59,014.57	2/25/2020
3660	HP Deskjet 6122	3/17/2003	209.00	1/29/2020
3867	Gateway E-6100	11/3/2003	1,304.00	1/29/2020
3938	Viewsonic LCD VG700B	8/28/2002	469.00	1/29/2020
3964	HP Deskjet 2300	9/30/2004	529.00	1/29/2020
3967	HP Deskjet 2300	9/30/2004	529.00	1/29/2020
3968	HP Deskjet 2300	9/30/2004	529.00	1/29/2020
3969	HP Deskjet 2300	9/30/2004	529.00	1/29/2020
3995	HP Deskjet 2300	9/30/2004	529.00	1/29/2020
4011	Gateway E-6300	11/23/2004	1,216.00	1/29/2020
4036	HP Color Laserjet	3/16/2005	3,275.00	1/29/2020

## DISPOSED ASSETS

Asset ID	Description	Acquisition	Original Cost	Disposal
4041	Gateway FPD 1940	4/1/2005	429.00	1/29/2020
4048	Gateway LCD flat	5/2/2005	429.00	1/29/2020
4093	Gateway E-6500	4/25/2006	1,114.00	1/29/2020
4145	Gateway TFT1980PS+	4/25/2006	359.00	1/29/2020
4147	Gateway E-6500	4/25/2006	1,114.00	1/29/2020
4150	Gateway E-6500	4/25/2006	1,031.00	1/29/2020
4160	HP Laserjet 2430	8/8/2006	599.00	1/29/2020
4172	Gateway E-6500D	8/28/2006	1,146.00	1/29/2020
4549	HP Laserjet P2015	7/21/2008	357.03	1/29/2020
4581	Dell Optiplex 755	12/5/2008	1,041.05	1/29/2020
4672	Dell E2209 W LCD	4/17/2009	-	1/29/2020
4694	HP Laserjet P1505N	5/29/2009	192.61	1/29/2020
4716	HP Laserjet P2055DN	8/11/2009	300.20	1/29/2020
4750	ID Maker Magicard Secure	10/13/2009	6,199.00	1/29/2020
4840	Dell Ultrasharp 2209WA	5/14/2010	-	1/29/2020
4843	Brother Fax Machine	4/26/2010	209.00	1/29/2020
4881	Dell Optiplex 980	5/14/2010	1,403.00	1/29/2020
4967	Dell Optiplex 980	8/27/2010	1,500.92	1/29/2020
4977	Dell U2211H FPD	9/8/2010	-	1/29/2020
4983	HP Deskjet D2680	9/23/2010	65.25	1/29/2020
5065	Canon Imageclass D480	6/20/2011	248.99	1/29/2020
5073	Dell Optiplex 990	6/27/2011	1,464.43	1/29/2020
4083	Dell Optiplex 990	6/27/2011	1,693.23	1/29/2020
5227	Dell Optiplex 990	6/27/2011	1,489.03	1/29/2020
5271	HP Officejet Wide Format	10/6/2011	183.22	1/29/2020
5427	Verizon Droid XYBoard	6/20/2012	449.99	1/29/2020
5428	Verizon Droid XYBoard	6/20/2012	449.99	1/29/2020
5529	Keys U See Large Print Keyboard	2/21/2013	49.95	1/29/2020
5531	Samsung CLP 680ND Color Laserjet	3/1/2013	292.98	1/29/2020
5614	Samsung ML-2955DW	11/6/2013	141.99	1/29/2020
5625	Samsung CLP 680ND Color Laserjet	2/14/2014	336.60	1/29/2020
TOTAL			1,674,535.68	

# **ANNUAL FINANCIAL STATEMENT**

## **ARK-TEX COUNCIL OF GOVERNMENTS**

**FY 2020**

## ARK TEX COUNCIL OF GOVERNMENTS

Unaudited Period Ending 09/30/2020

Description	Balance
<b>Assets</b>	
CASH - GENERAL FUND	1,231,131.15
CASH - HOUSING	1,236,065.07
CASH - SOLID WASTE	38,703.32
CASH - REGIONAL SERVICES	689.26
CASH - CHAPMAN	285,865.55
CASH - ETRAP	493,068.91
CASH - ATCOG HOLDING COMPANY	106,505.65
CASH - OLD PLANNING ACCOUNT	716,562.14
CASH - FAMILY SELF SUFFICIENCY	7,297.00
HUD UNRESTRICTED (UNP)	49,000.00
LOAN RECEIVABLE-ETRAP	47,893.05
LOAN RECEIVABLE-CHAPMAN	(75,938.92)
ACCOUNTS RECEIVABLE	7,769.96
911 NON GRANT RECEIVABLES	168.00
DUES RECEIVABLE	40,297.00
GRANT RECEIVABLE - FEDERAL	1,105,585.86
GRANT RECEIVABLE - STATE	170,361.83
ACCOUNTS RECEIVABLE - FRAUD RECOVERY	131,325.72
<b>Total Assets</b>	<b>5,592,350.55</b>
<b>Liabilities</b>	
ACCOUNTS PAYABLE	52,152.36
OVER ALLOCATION - BENEFITS	35,640.57
ACCUMULATED DEPRECIATION - BUILDING	151,140.15
FIT WITHHOLDING	39,150.79
FICA WITHHOLDING	113,497.43
ARKANSAS TAX WITHHOLDING	(349.82)
DEPENDENT HEALTH INSURANCE DEDUCTION	5,539.82
LIFE INSURANCE DEDUCTION	(2,944.66)
VISION INSURANCE DEDUCTION	(1,482.24)
SHORT TERM DISABILITY DEDUCTION	6,069.46
PRE TAX INTENSIVE CARE DEDUCTION	543.76
PRE TAX MEDICAL DEDUCTION	(7,408.62)
PRE TAX DENTAL DEDUCTION	(1,936.70)
PRE TAX CANCER DEDUCTION	3,128.44

PRE TAX SHORT TERM DISABILITY DEDUCTION	(934.65)
PRE TAX ACCIDENT DEDUCTION	1,944.08
UNITED WAY CONTRIBUTION	(350.91)
H S A DEBIT CARD FEE	(369.47)
H S A CONTRIBUTION	(3,367.81)
PRE PAID LEGAL DEDUCTION	(289.78)
401a EMPLOYEE DEDUCTION	7,717.54
CHILD SUPPORT DEDUCTION	(3,656.15)
MISCELLANEOUS DEDUCTION	5,959.77
ACCRUED PAYROLL	79,196.89
DOT PHYSICALS	(1,003.00)
DEFERRED REVENUE - LOCAL FUNDS	14,201.37
DEFERRED REVENUE	47,382.67
POST TAX CRITICAL ILLNESS	1,987.89
GREYHOUND TICKETS SALES	3,698.48
EMPLOYEE FUNDED ACTIVITIES	1,963.26

Total Liabilities	546,820.92
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#### Fund Balance

FUND BALANCE	1,906,750.68
CHAPMAN FUND BALANCE	(3,957.00)
RESTRICTED FUND BALANCE - HOUSING	328,682.00
RESTRICTED FUND BALANCE - TRANSPORTATION	17,369.00
COMMITTED FUND BALANCE - CHAPMAN	1,031,350.00
ASSIGNED FUND BALANCE - CJD	51,429.00
ASSIGNED FUND BALANCE - ETRAP	749,841.00
PRIOR PERIOD ADJUSTMENT	199,584.00

Excess Revenue Over/Under Expenditures	764,480.95
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Total Fund Balance	5,045,529.63
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Total Liabilities and Fund Balance	5,592,350.55
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Ark Tex Regional Development Corp. - ATRDC

Unaudited Period Ending 09/30/2020

Description	Balance
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#### Assets

CASH - ATRDC	26,328.77
DUE TO ATRDC	4,703.36
Total Assets	31,032.13
Fund Balance	
FUND BALANCE - ATRDC	25,310.30
Excess Revenue Over/Under Expenditures	5,721.83
Total Fund Balance	31,032.13
Total Liabilities and Fund Balance	31,032.13

Northeast Texas Economic Development District -

Unaudited Period Ending 09/30/2020

Description	Balance
Assets	
CASH - NETEDD RLF	2,760,362.56
CASH NETEDD OPERATING	523,700.20
LOAN RECEIVABLE	2,230,490.34
Total Assets	5,514,553.10
Fund Balance	
FUND BALANCE - NETEDD	3,479,596.88
Excess Revenue Over/Under Expenditures	2,034,956.22
Total Fund Balance	5,514,553.10
Total Liabilities and Fund Balance	5,514,553.10

9-1-1

Unaudited Period Ending 09/30/2020

Description	Balance
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## Assets

CASH - 9-1-1	450,142.73
DUE TO/FROM 9-1-1	(506,168.80)

Total Assets	(56,026.07)
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## Fund Balance

FUND BALANCE 9-1-1	26,784.43
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Excess Revenue Over/Under Expenditures	(82,810.50)
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Total Fund Balance	(56,026.07)
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## Fixed Assets

Unaudited Period Ending 09/30/2020

Description	Balance
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## Assets

FIXED ASSETS - SOFTWARE	128,980.00
FIXED ASSETS - HARDWARE	182,290.00
FIXED ASSETS - ARRA VEHICLES	959,400.00
FIXED ASSETS - VEHICLES	2,009,317.00
FIXED ASSETS - 9-1-1 EQUIPMENT	904,958.00
FIXED ASSETS - MISCELLANEOUS	57,269.00
FIXED ASSETS - MAINTNENACE FACILITY	125,000.00
FIXED ASSETS - ATCOG BUILDING	804,560.00
FIXED ASSETS - ELIZABETH STREET LAND	17,500.00

5,189,274.00

## Fund Balance

FIXED ASSETS - SOFTWARE	128,980.00
FIXED ASSETS - HARDWARE	182,290.00
FIXED ASSETS - ARRA VEHICLES	959,400.00
FIXED ASSETS - VEHICLES	2,009,317.00
FIXED ASSETS - 9-1-1 EQUIPMENT	904,958.00
FIXED ASSETS - MISCELLANEOUS	57,269.00



FIXED ASSETS - MAINTNENACE FACILITY	125,000.00
FIXED ASSETS - ATCOG BUILDING	804,560.00
FIXED ASSETS - ELIZABETH STREET LAND	17,500.00

Excess Revenue Over/Under Expenditures	-
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Total Fund Balance	5,189,274.00
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Total Liabilities and Fund Balance	5,189,274.00
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Health Connections

Unaudited Period Ending 09/30/2020

Description	Balance
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Assets

CASH - HEALTH CONNECTIONS	240,268.61
DUE TO/FROM HEALTH CONNECTIONS	1,055.92

Total Assets	241,324.53
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Fund Balance

FUND BALANCE	86,289.53
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Excess Revenue Over/Under Expenditures	155,035.00
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Total Fund Balance	241,324.53
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Total Liabilities and Fund Balance	241,324.53
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