

AGENDA
ARK-TEX COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
April 25, 2024

The Ark-Tex Council of Governments (ATCOG) Board of Directors will meet at 10:00 a.m., Thursday, April 25, 2024, at the Northeast Texas Small Business Development Center (SBDC), 2nd Floor, 105 North Riddle Avenue, Mt. Pleasant, Texas, and videoconference.

If attending via Zoom, use the following information to register for the meeting:
https://us06web.zoom.us/meeting/register/tZMldumgpzwwHNMPwkKc-kApTcoKxalRp_F

If you experience issues while registering or do not have access to a computer, please contact Marla Matthews no less than two (2) workdays prior to the meeting at 903.255.3555 or mmatthews@atcog.org.

Item 1. Call to order – Quorum Determination.

Item 2. Invocation.

Item 3. Public Comment.

ATCOG invites members of the public to provide oral comment on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

Item 4. Review and consider consent agenda items. (To be presented by Executive Director Mary Beth Rudel)

- Approval of the minutes as submitted for the ATCOG Board of Directors Meeting held Thursday, December 7, 2023. ([See addendum page 1](#))
- Acceptance of the minutes as submitted for the Ark-Tex Area Agency On Aging (AAA) Regional Advisory Council Meeting held Thursday, March 14, 2024. ([See addendum page 7](#))
- Acceptance of the minutes as submitted for the ATCOG Regional Criminal Justice Advisory Committee (RCJAC) meeting held Tuesday, April 2, 2024. ([See addendum page 10](#))
- Acceptance of the minutes as submitted for the ATCOG RCJAC meeting held Thursday, April 11, 2024. ([See addendum page 14](#))

Review and Comment

Item 5. Executive Director Report (For information only; See addendum page 17; to be presented by Executive Director Mary Beth Rudel)

- Indirect Finance Quarterly Report
- Quarterly Program Reports

- 2023 Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and THSSP Implementation Plan (IP) Feedback Report ([See addendum page 35](#))

Regular Business

- Item 6. Review and consider approval of ATCOG Financial Statement and Auditor's Report for the fiscal year ending September 30, 2023. (To be presented by Pattillo, Brown & Hill, L.P., as introduced by staff member Melinda Tickle)
- Item 7. Review and consider approval of public input and approval of the 2025-2026 TxCDBG Community Development Fund Regional Project Priority Scoring for the ATCOG State Planning Region (See page 4; to be presented by Executive Director Mary Beth Rudel)
- Item 8. Review and consider approval of revisions to the ATCOG Policies and Procedures Manual. (See page 32; to be presented by Deputy Director Leslie McBride)
- Item 9. Review and consider authorizing the Executive Director to enter into a contract with Continental Wireless, Inc., to purchase a communications tower and equipment for Delta County. (See page 47; to be presented by staff member Whitney Fezell)
- Item 10. Review and consider authorizing the Executive Director to enter into a contract with Airwaves Communications, Inc., to purchase a communications tower and equipment for Lamar County. (See page 49; to be presented by staff member Whitney Fezell)
- Item 11. Review and consider approval of the submission of an application to the U.S. Environmental Protection Agency for FY25 Brownfield Coalition Assessment Grant Funds and Revolving Loan Funds. (See page 51; to be presented by staff member Toni Lindsey)
- Item 12. Review and consider approval of the priorities/recommendations established by the RCJAC concerning projects being submitted to the Office of the Governor Criminal Justice Division for funding consideration. (See page 54; to be presented by staff member Patricia Haley)
- Item 13. Review and consider approval of the submission of an application to the United Way of Lamar County for the Paris Metro Bus System. (See 59; to be presented by staff member Mark Compton)
- Item 14. Adoption of a resolution authorizing recognition of Older Americans' Month. (See page 61; to be presented by staff member Jenny Butler)
- Item 15. Adoption of a resolution authorizing recognition of National Police Week. (See page 62; to be presented by staff member Patricia Haley)

Other Business

- Item 16. Computerized Criminal History System Update. (See page 63; to be presented by staff member Patricia Haley)
- Item 17. Presentation of the ATCOG Telecommunicator of the Year (to be presented by staff member Rea Allen)

Announcements

A Workforce CEO meeting will be held immediately following this meeting. Judges, please reconvene at the front of the room or remain on Zoom. All others, please move into the hallway or exit the Zoom meeting.

The next Executive Committee meeting will be held on Thursday, May 30, 2024, at 10:00 a.m., at the Northeast Texas Small Business Development Center (SBDC), 2nd Floor, 105 North Riddle Avenue, Mt. Pleasant, Texas, and videoconference.

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise ATCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration at 903-832- 8636 two (2) work days prior to the meeting so that appropriate arrangements can be made.

All agendas are sent electronically and available at www.atcog.org. Should any Board Member need a copy printed and available at the meeting, please call 903.255.3555 or email mmatthews@atcog.org.

BRIEFING PAPER

ITEM 7:

Review and consider approval of public input and approval of the 2025-2026 TxCDBG Community Development Fund Regional Project Priority Scoring for the ATCOG State Planning Region.

BACKGROUND:

The Texas Department of Agriculture (TDA) administers the non-entitlement portion of the Texas Community Development Block Grant (TxCDBG) Program, which provides financial assistance to cities with populations of less than 50,000 and counties with populations under 200,000. At the federal level, the funds are allocated to the State annually under the Community Development Block Grant (CDBG) Program by the U.S. Department of Housing and Urban Development (HUD). The TxCDBG funding is a key federal source of funding that provides direct grant assistance to rural areas for public infrastructure improvements, disaster relief, housing, and economic development.

The Community Development (CD) Fund is the largest TxCDBG funding category. The CD Fund is available on a biennial basis for funding through an application competition in each of the twenty-four state planning regions. The CD Fund application cycle will be based on a scoring methodology that considers objective factors for selection and ranking of applicants for funding.

The maximum score for a CD Fund application will be 200 points in all regions. These points are assigned in three ways:

- 65% of the points are assigned based on objective factors adopted by the Unified Scoring Committee.
- 25% of the points are assigned based on the Regional Project Priorities selected by the governing board or a designated committee of each state planning region.
- 10% of the points are assigned based on State Scoring factors adopted by TDA.

TDA will recommend projects for funding based on all scoring factors.

- The highest-ranking applications in each state planning region will be recommended for funding until the funds allocated for that region are exhausted.
- If insufficient funds remain to fund the next highest-scoring application, or if there are no eligible unfunded applications remaining in a region, TDA may reallocate the remaining funds to maximize the total number of grants awarded, regardless of region. Only the next highest-ranking application in each region will be considered for reallocated funds.

DISCUSSION:

ATCOG is the designated State Planning Region and has the ability to establish the regional project priority categories (following the process established by the Texas Department of Agriculture (TDA)).

ATCOG's objective today is to hold a public meeting, allow the opportunity for public comment, and adopt our regional project priorities.

In preparation for this meeting, ATCOG has taken the following actions:

- Published notice of meeting on our website
- Notified each non-entitlement community within the ATCOG region of the meeting and requested each community to relay the information to any grant writers or consultants.

RECOMMENDATION:

Recommended process for discussion:

- Review of 2023/2024 Priorities (Last cycle's priorities approved in May 2022)
- Review of TxCDBG Activity Codes
- Discussion of Regional Project Priorities
 - Action required

Other considerations:

- Regions that intend to prepare grant applications and/or administer contracts that may result from the 2025-2026 Community Development Fund application process must ensure that actual or perceived conflicts of interest are addressed.
 - Staff that will be responsible for preparing applications or administering contracts must not participate in the planning or coordination of the public meeting in any way. This includes sending notices to communities, coordinating newspaper publications, discussing past or future priorities with members of the governing body (or committee) prior to the meeting, presenting a staff recommendation for project during the meeting, or documenting and submitting the decision to TDA. These duties should be assigned to staff not otherwise involved in TxCDBG grants.
 - Staff responsible for preparing applications or administering contracts are encouraged to participate in the public discussion of project priorities in the same manner in which other grant administrators are permitted to participate.

No ATCOG staff who may prepare applications or administer contracts have participated in the planning or coordination of this meeting, nor have they had discussions regarding priorities with governing body members.

2023-2024 Community Development Fund Regional Project Priority Scoring

State Planning Region	Ark-Tex Council of Governments
Date of Public Meeting	May 26, 2022
List Names of Persons Responsible for Establishing Priorities (if a standing committee, identify name of committee or group rather than list individuals)	Ark-Tex COG Executive Committee

For each category of Project Priority, list the activities that qualify for the category, and the number of points assigned.

- Up to three categories may be identified, which may include “all other eligible activities”.
- All activities within a category will receive the same number of points.
- First Priority Activities will receive the full 50 points available for this scoring element.
- Second and/or Third Priority should receive less than 50 points.

Category	Activities	Number of Points (maximum 50 points)
First Priority	Water /Sewer; Yard lines; Streets/roads and bridges; Drainage; Septic tanks	50 Points
Second Priority	Housing	25 Points
Third Priority	all other eligible activities	10 Points

As Presiding Officer of the Ark-Tex Council of Governments, I certify that the above Regional Project Priorities were established in accordance with 4 TAC 4 TAC §30.50(e)(1) for the 2023-2024 TxCDBG Community Development Fund.


 Red River County Judge,
 ATCOG Board President

5/26/2022

 Date

[Name, Title]

Regional Project Priority Scoring Element:

Region:		Date Adopted:	
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TxCDBG Community Development Fund (CDV) Project Priority points are awarded based on tiers of prioritized activities. Assign points to each tier in ten-point increments. Assign no more than 50 points to any single tier – each point assignment is separate, there is no cumulative point total for this scoring element.

Project Priority Tier	Number of Points Assigned
First Tier	
Second Tier	
Third Tier	

Assign a Project Priority Tier to each activity category. Any application requesting to consider activities not identified as a Priority Tier will receive no Project Priority points.

Activity Code	Activity Name	Priority Tier
03A	Senior Centers	
03B	Facility for Persons with Disabilities	
03C	Homeless Facilities	
03D	Youth Centers	
03E	Neighborhood Facilities	
03F	Parks, Recreational Facilities	
03G	Parking Facilities	
03H	Solid Waste Disposal Improvements	
03I	Flood Drainage Improvements	
03J	Water/Sewer Improvements	
03K	Street Improvements	
03L	Sidewalks	
03M	Child Care Centers	
03O	Fire Station/Equipment	
03P	Health Facilities	
03Z	Other Eligible CDBG Public Improvements	
004	Clearance and Demolition	
005	Public Services	
120	Construction of New Housing (via community development organizations)	
140	Rehab; Single-Unit Residential	
14A	Rehab; Single-Unit Residential, Utility Connections	
14B	Rehab; Multi-Unit Residential	
14C	Public Housing Modernization	
14Z	Other Housing Rehab, Relocation, and/or Homeownership Services	
150	Code Enforcement	
16A	Residential Historic Preservation	
16B	Non-Residential Historic Preservation	
170	Economic Development – Assistance to Not-for-Profit Organizations	
18A	Economic Development – Assistance to For-Profits	
18C	Micro-Enterprise Assistance	
020	Planning	

Persons participating in priority selection:

- All members of regional planning organization (open meeting)
- All members of regional planning organization's executive committee
- Executive Director
- Other standing committee: _____
- Special Committee, with members listed below:

Name	Title

Approved and submitted to TDA:

Executive Director

Date

Appendix A

CDBG MATRIX CODES

Release Date:
March 2019

MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201 – 570.207 for Entitlements, 570.703 – 570.705 for the Section 108 loan guarantee program, and with Section 105(a) of the HCDA [42 USC 5305] and 24 CFR 570.482 for States. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS On-Line chiefly to categorize activities for reporting purposes.

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Code	Definition with Entitlement, State, or Section 108 loan Guarantee citations
Acquisition and Disposition	
01	<p>Acquisition of Real Property 24 CFR 570.201(e) or 42 USC 5305(a)(1) Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i> • <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01.</i> • <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i> • <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A.</i>
02	<p>Disposition of Real Property 24 CFR 570.201(b) or 42 USC 5305(a)(7) Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.</p>
04	<p>Clearance and Demolition 24 CFR 570.201(d) or 42 USC 5305(a)(4) Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites 24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276] Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
08	<p>Relocation 24 CFR 570.201(i) or 42 USC 5305(a)(11) Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>

Public Facilities and Improvements

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

Note:

- Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.
- When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.
- If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03* matrix code.
- For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.

03A	Senior Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B instead. <i>Note: For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03B	Facilities for Persons with Disabilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. <i>Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03C	Homeless Facilities (not operating costs) 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. <i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i>

03D	<p>Youth Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p>
03E	<p>Neighborhood Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
03F	<p>Parks, Recreational Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.</p>
03H	<p>Solid Waste Disposal Improvements 24 CFR 570.201(c) or 42 USC 5205(a)(2) Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.</p>
03I	<p>Flood Drainage Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for "Green Infrastructure" improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.</p> <p><i>Note: Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> • More extensive street improvements, use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. • A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing rehabilitation matrix code.

03K	Street Improvements <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: <ul style="list-style-type: none"> For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). If sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	Sidewalks <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
03M	Child Care Centers <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D
03N	Tree Planting <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Activities limited to tree planting (sometimes referred to as "beautification"). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.
03O	Fire Stations/Equipment <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
03P	Health Facilities <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
03Q	Facilities for Abused and Neglected Children <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
03R	Asbestos Removal <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Rehabilitation of any public facility undertaken primarily to remove asbestos.
03S	Facilities for AIDS Patients (not operating costs) <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.

03Z	<p>Other Public Improvements Not Listed in 03A-03T <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i></p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> • Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. • 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. • 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).
06	<p>Interim Assistance <i>24 CFR 570.201(f) or 42 USC 5305(a)(4)</i></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
11	<p>Privately Owned Utilities <i>24 CFR 570.201(l) or 42 USC 5305(a)(14)</i></p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
16B	<p>Non-Residential Historic Preservation <i>24 CFR 570.202(d)</i></p> <p>Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.</p>
23	<p>Tornado Shelters Serving Private Mobile Home Parks <i>42 USC 5305(a)(25)</i></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).</p>

Public Services

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

03T	Homeless/AIDS Patients Programs 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05C	Legal Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
05D	Youth Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
05E	Transportation Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.

05F	Substance Abuse Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for victims of domestic violence, dating violence, sexual assault or stalking 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
05H	Employment Training 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
05I	Crime Awareness/Prevention 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
05K	Tenant/Landlord Counseling 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
05M	Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
05N	Services for Abused and Neglected Children 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Daycare and other services exclusively for abused and neglected children.

05O	<p>Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.</p>
05P	<p>Screening for Lead Poisoning 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
05Q	<p>Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.</p>
05R	<p>Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
05S	<p>Rental Housing Subsidies 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>
05T	<p>Security Deposits 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for payment of security deposits.</p>

05U	<p>Housing Counseling only, under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05X	<p>Housing Information and Referral Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.</p>
05Y	<p>Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.</p>
05Z	<p>Other Public Services Not Listed in 03T and 05A-05Y 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.</p>

Housing

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drainfields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

09	Loss of Rental Income <i>24 CFR 570.201(j) or 42 USC 5305(a)(6)</i> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
12	Construction of Housing <i>24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)</i> Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B) <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.

<p>13B</p>	<p>Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100 <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> • Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts. • Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable. • Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee. • Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer. • Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.) <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</i> • <i>If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity.</i> • <i>All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective.</i> • <i>Only report the number of households that received homeownership assistance as accomplishments for 13B.</i>
<p>14A</p>	<p>Rehabilitation: Single-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.</p>

14B	<p>Rehabilitation: Multi-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.</p> <p>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14C	<p>Rehabilitation: Public Housing Modernization <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p>Rehabilitation: Other Publicly Owned Residential Buildings <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14F	<p>Rehabilitation: Energy Efficiency Improvements <i>24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)</i> Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</p>
14G	<p>Rehabilitation: Acquisition <i>24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)</i> Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p>Rehabilitation: Administration <i>24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)</i> All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing and underwriting; survey, site and utility plans; application processing.</p> <p>14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling).</p> <p>For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.</p>

14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement <i>24 CFR 570.202(f) or 42 USC 5305(a)(26)</i> Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.</p>
14J	<p>Housing Services - Excluding Housing Counseling, under 24 CFR 5.100 <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).</p>
14K	<p>Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Housing Activities <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing Counseling, under 24 CFR 5.100, in support of a HOME- funded housing assistance program.</p>
14L	<p>Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG-assisted Housing Rehabilitation <i>24 CFR 570.202 or Section 42 USC 5305(a)(4)</i> Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.</p>
15	<p>Code Enforcement <i>24 CFR 570.202(c) or 42 USC 5305(a)(3)</i> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. For the rehabilitation hard costs of correcting code violations, use the appropriate rehabilitation code under the 14* series.</p>
16A	<p>Residential Historic Preservation <i>24 CFR 570.202(d)</i> Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.</p>
19E	<p>CDBG Operation and Repair of Foreclosed Property ("In-Rem Housing") <i>42 USC 5305(a)(23)</i> Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>

Economic Development

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.
- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial <i>24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)</i> Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: <ul style="list-style-type: none">• Exterior improvements (generally referred to as “façade improvements”).• Correction of code violations. For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
17A	Commercial/Industrial: Acquisition/Disposition <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
17B	Commercial/Industrial: Infrastructure Development <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
17D	Commercial/Industrial: Other Improvements <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.

18A	<p>Economic Development Direct Financial Assistance to For-Profit Business <i>24 CFR 570.203(b) or 42 USC 5305(a)(17)</i> Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
18B	<p>Economic Development: Technical Assistance <i>24 CFR 570.203(c) or 42 USC 5305(a)(17)</i> Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>
18C	<p>Economic Development: Microenterprise Assistance <i>24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)</i> Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.</p> <p>With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.</p>

General Admin	
20	Planning <i>24 CFR 570.205 or 24 CFR 570.489(a)(3)</i> Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans. These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). Under State CDBG, this matrix code would only be used for planning done in conjunction with another eligible activity.
20A	State Planning-Only Activities <i>24 CFR 570.483(b)(5) and (c)(3)</i> Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as "planning-only grants." These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.489(a)(3).
21A	General Program Administration <i>24 CFR 570.206 or 24 CFR 570.489(a)(3)</i> Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21B	Indirect Costs <i>24 CFR 570.206(e)</i> Costs charged as general program administration under an indirect cost allocation plan. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21C	Public Information <i>24 CFR 570.206(b)</i> Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21D	Fair Housing Activities (subject to Admin cap) <i>24 CFR 570.206(c)</i> Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). For fair housing activities carried out as a public service, use 05J.
21E	Submission of Applications for Federal Programs <i>24 CFR 570.206(f)</i> Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).

21H	CDBG Funding of HOME Administrative Costs 24 CFR 570.206(i)(2) or 42 USC 5305(a)(13) CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21I	CDBG Funding of HOME CHDO Operating Expenses 24 CFR 570.206(i)(2) CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21J	State Program Administration 24 CFR 570.489(a) State program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. These activities are subject to the \$100,000 plus 3% limitation.
Repayment of Section 108 Loans	
19F	Planned Repayments of Section 108 Loans 24 CFR 570.705(c) Planned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). If a grantee is planning to use CDBG funds to repay the Section 108 loans, then use matrix code 19F.
19G	Unplanned Repayments of Section 108 Loans 24 CFR 570.705(c) Unplanned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). Use matrix code 19G for the following two situations: <ul style="list-style-type: none"> • When the funds planned for Section 108 loan repayment are not available, the grantee needs to use CDBG funds to repay the Section 108 loans. • The grantee does not make a timely payment on its Section 108 Guaranteed loan, and the CDBG grant funds are deducted from grantee's line of credit to pay the Section 108 Guaranteed Loans.
24A	Payment of Interest on Section 108 Loans 24 CFR 570.703(c), 570.705(c) Payment of interest on Section 108 loans.
24B	Payment of Costs of Section 108 Financing 24 CFR 570.703(g), 570.703(n), 570.705(c) Payment of issuance, underwriting, servicing, trust administration and other costs associated with private sector financing of Section 108 loans and payment of fees charged by HUD.
24C	Debt Service Reserve 24 CFR 570.703(k), 570.705(c) Establishment of debt service reserves as additional security for repayment of Section 108 loans.

Other

07	Urban Renewal Completion <i>24 CFR 570.201(h) or 42 USC 5305(a)(10)</i> Completion of Urban Renewal projects funded under Title I of the Housing Act of 1949. <ul style="list-style-type: none">• Do not use code 07 for a downtown renewal, downtown development, or locally-created Urban Renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.• Only use for activities necessary to complete an existing Urban Renewal Plan.
19C	CDBG Non-Profit Organization Capacity Building <i>24 CFR 570.201(p) or 42 USC 5305(a)(19)</i> Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.
19H	State CDBG Technical Assistance to Grantees <i>24 CFR 570.489(a)</i> Use this code to indicate State CDBG technical assistance to grantees. This code should be used only for states. CDBG State grantees should use this matrix code for activities that fall under the set-aside for technical assistance in the CDBG program. These activities are subject to the \$100,000 plus 3% limitation.

Adopted 2025-2026 CD Unified Scoring Criteria

What is the poverty rate of the applicant? (20 points)

Methodology: Determined by reviewing the most recent U.S. Census American Community Survey (ACS) 5-year estimate Table S1701 for the applicant.

1. The poverty rate for each applicant is calculated by dividing the total number of persons at or below the designated poverty level by the population from which impoverished persons was determined. Once this has been established, the average poverty rate is determined by dividing the sum of all poverty rate by the number of applicants.
2. A base is calculated by multiplying the average poverty rate by 1.25
3. The poverty rate of each applicant is then divided by the base to determine each applicant's poverty factor
4. The poverty factor for each applicant is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum.

Note: Cities will be compared to all cities, and counties will be compared to all counties

What is the applicant's match amount? (50 points)

Methodology: For applications submitted by cities, the total city population is used. Data Source: Most recently available ACS 5-year Estimate, Table B01003

Applicant(s) population equal to or less than 1,500 and ALL county applicants (regardless of population):

- Match equal to or greater than 2% of grant request = 50 points
- Match at least 1.5% but less than 2% of grant request = 40 points
- Match at least 1% but less than 1.5% of grant request = 30 points
- Match at least 0.5% but less than 1% of grant request = 20 points
- Match less than 0.5% of grant request = 10 points

Applicant(s) population equal to or less than 5,000 but over 1,500:

- Match equal to or greater than 5% of grant request = 50 points
- Match at least 4% but less than 5% of grant request = 40 points
- Match at least 3% but less than 4% of grant request = 30 points
- Match at least 2% but less than 3% of grant request = 20 points
- Match less than 2% of grant request = 10 points

Applicant(s) population equal to or less than 10,000 but over 5,000:

- Match equal to or greater than 10% of grant request = 50 points
- Match at least 7.5% but less than 10% of grant request = 40 points
- Match at least 5% but less than 7.5% of grant request = 30 points
- Match at least 2.5% but less than 5% of grant request = 20 points
- Match less than 2.5% of grant request = 10 points

Applicant(s) population over 10,000:

- Match equal to or greater than 15% of grant request = 50 points
- Match at least 11.5% but less than 15% of grant request = 40 points
- Match at least 7.5% but less than 11.5% of grant request = 30 points
- Match at least 3.5% but less than 7.5% of grant request = 20 points
- Match less than 3.5% of grant request = 10 points

Has the applicant been funded in the previous three (3) CD application cycles? (60 Points)

Methodology: Data source documentation will be reviewed, and points will be assigned.

The applicant has not received funding during the previous three funding cycles (0x) = 60 points

The applicant has been funded once (1x) during previous three funding cycles = 40 points

The applicant has been funded twice (2x) during the previous three funding cycles = 20 points

The applicant has been funded three times (3x) during the previous three funding cycles = 0 points

Tie Breaker:

In the event of a tie, applicants shall be ranked starting with the lowest median household income.

Data Source: Most recently available ACS 5-Year Estimates, Table DP03

BRIEFING PAPER

ITEM 8:

Review and consider approval of revisions to the Ark-Tex Council of Governments (ATCOG) Policies and Procedures Manual.

BACKGROUND

The Board of Directors is required to approve all revisions to the Policies and Procedures Manual.

DISCUSSION

The following revisions to the **policy and procedures manual** are being proposed:

- 3.02 Professional Appearance.** This revision reflects the change made to provide guidance to staff on allowable and unallowable dress.
- 5.05 Payday.** This revision moves ATCOG paydays from Monday to Friday. This is beneficial due to the number of bank holidays that occur on Mondays.
- 9.03 Official Payroll Payday.** This revision moves ATCOG paydays from Monday to Friday. This is beneficial due to the number of bank holidays that occur on Mondays.
- 17.00 Travel and Subsistence.** Revisions throughout this policy support current processes for travel.

If approved by the Board, the policy revisions will be distributed to all employees and added to our Policies and Procedures Manual.

RECOMMENDATION

Staff recommends approval.

3.02 PROFESSIONAL APPEARANCE

Employees of ATCOG are employed to provide services to its membership and the public and to perform specific job tasks in a professional and business-like manner. Employees are expected to always maintain a professional appearance and be well groomed, clean, and neat. Employees work attire should complement the environment and reflect an efficient, orderly, and professionally operated organization. This policy is intended to describe guidelines and parameters on what is considered appropriate dress for ATCOG employees.

ATCOG employees should adhere to the following guidelines:

1. **Allowable Dress:**

- Wrinkle free slacks/pants/jeans with no holes
- Dresses and skirts no shorter than 3 inches above the knee
- Leggings should not be worn as pants, only under dresses/skirts no shorter than 3 inches above the knee
- Sweaters, collared shirts, and blouses
- Shoes: loafers, flats, dress boots, heels, sneakers/tennis shoes, and sandals

Under certain circumstances, employees may be expected to adopt a more professional attire. When participating in meetings or engaging with ATCOG members, either within the office premises or outside, it is important for employees to maintain a professional appearance and to adhere to the dress code of the event or meeting, whether business casual or business attire. Jeans and casual footwear are not appropriate attire for such occasions unless indicated by the host for special circumstances.

Non-Allowable Dress:

- Sheer, tight, ill-fitting clothing
- T-Shirts unless permitted by Executive Director for special occasion (allowance is sent in an email prior to the date allowed)
- Sleeveless tops, tank tops, spaghetti straps and cold shoulder tops (under shirts should not be worn as shirts even with jackets or open sweaters worn over)
- Crop tops
- Flip flops or sandals that are too casual (Example: Plastic sandals or Crocs)
- No heels higher than 3 inches
- Revealing or low-cut tops (exposure on the back cannot be greater than the allowable exposure if the top were turned around)
- Shorts
- Sweat pants or joggers
- Hats, caps, or head coverings, except for religious or medical reasons, or outside work that dictates head coverings
- No extreme visible piercings (Examples: facial piercings, stretching or gauging in ears)

- No extreme hair colors
 - Tattoos that are not easily covered
2. Employees involved in the direct delivery of services (drivers and maintenance) will be allowed more flexibility in their dress due to the nature of their work. When appropriate, shorts no shorter than 3 inches above the knee are allowable on any work day. T-shirts that pertain to our agency or the employees' particular program are allowable as well. Sandals and flip flops are not allowed for safety reasons.
 3. When appropriate, Housing Inspectors will be allowed to wear shorts no shorter than 3 inches above the knee on any work day.
 4. Any other styles/clothing items may be identified as inappropriate in written form by the Executive Director.
 5. ATCOG reserves the right to discipline, up to and including termination, any employee who fails to meet these standards.

3.02 PROFESSIONAL APPEARANCE

~~Employees of the ATCOG are employed to provide services to its membership and the public and to perform specific job tasks in a professional and business-like manner. As representatives of ATCOG, you are expected to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. Appropriately fitted, neat, clean, wrinkle free clothing should be worn to work each day and at all times when representing ATCOG at meetings and conferences.~~

~~1. Appropriate office dress is designated as business casual attire. This can allow for a wide array of options, but also lends itself to various interpretations. In an effort to standardize the business casual definition, the following guidelines will be utilized:~~

- a. ~~Men should wear collared shirts or sweaters, standard pants, slacks or khakis with hems at or below the ankle, and boot, oxford or loafer style shoes with socks.~~
- b. ~~Women should adhere to the rule of three. Pants should be no shorter than 3 inches above the ankle; skirts, dresses or shirts to cover leggings/tights should be no shorter than 3 inches above the knee; and sleeveless shirts should have approximately 3 finger widths of coverage between the neck and shoulder and touch the most distal part of the collarbone. A large variety of closed toe shoes with a small to reasonable heel, dress sandals and most dress shoes are acceptable.~~
- c. ~~Nice, wrinkle free jeans/pants that have a jean-like appearance are permitted when appropriate and on designated casual Fridays.~~

~~2. Extreme fashions, styles, colors or designs should be avoided. There are many items considered fashionable, trendy or cute. This does not make them acceptable for our business environment. Items that are not appropriate:~~

- a. ~~Sheer, tight, ill-fitting or revealing clothing. T-shirts, tank tops or spaghetti-strings that are not covered by another layer that is left on while at work. 19~~
- b. ~~Revealing or low-cut tops (exposure on the back cannot be greater than the allowable exposure if the top were turned around).~~
- c. ~~Tights or leggings unless under a dress, skirt or shirt as described above.~~
- d. ~~T-strap sandals, flip-flops, or thin-soled sandals with only minor foot coverage. Other types such as Toms could be considered too casual.~~
- e. ~~Hats, caps or head coverings, except for religious or medical reasons, or outside work that dictates head coverings.~~
- f. ~~Extreme visible piercings (includes any piercings not in the ear, any stretching or gaging, or an excess number of piercings in the ear), excess or oversized jewelry, or tattoos that are not easily and quickly covered.~~

~~3. Managers have the authority to utilize a more conservative interpretation of business casual or require business dress at special events or in day-to-day operations outside of the office.~~

~~4. Any other styles/clothing items may be identified as inappropriate in written form by the Executive Director.~~

~~5. All employees of ATCOG must appear clean and neat and must exhibit professional behavior at all times. However, employees involved in the direct delivery of services (drivers) and maintenance will be allowed more flexibility in their dress policies due to the nature of their work. When appropriate, Capri pants and shorts no shorter than 3 inches above the knee are allowable on any work day, as well as sneakers/tennis shoes and T-shirts that pertain to our agency or the employee's particular program. Sandals and/or flip-flops are not allowed for safety reasons.~~

~~6. ATCOG reserves the right to discipline, up to and including termination, any employee who fails to meet these standards.~~

5.05 PAYDAY

The pay period for the COG is bi-weekly which results in 26 pay periods per year. The payroll periods end on Tuesday and wages are paid the following Monday-Friday by direct deposit to an account established by the employee. Direct deposit is required for all employees upon employment, but wages will be paid by ATCOG check only to a new employee when confirmation for direct deposit has not been received from the bank.

9.03 OFFICIAL PAYROLL PAYDAY The official payroll payday for compensation purposes shall be every other Monday-Friday-resulting in twenty-six (26) paydays per year.

17.00 TRAVEL AND SUBSISTENCE

17.01 GENERAL

ATCOG will reimburse employees for necessary, reasonable and documented travel expenses incurred while performing their duties or while on official ATCOG business that complies with approved procedures. **Note: Wherever this policy states receipts are required for reimbursement, meals are always excluded.**

1. Employees shall be entitled to transportation, accommodations, and other services which are reasonable and necessary and meet adequate quality standards for convenience, safety, and comfort. Travelers shall, whenever possible, use the most economical accommodations and mode of transportation which meet reasonable requirements. Employees engaged in necessary and authorized travel to conduct ATCOG business will be reimbursed for allowable costs and documented expenses necessary to conduct the business of ATCOG. Reimbursable expenses generally will be for transportation, lodging, parking, tolls, and taxi, and meals if an overnight stay is required. Original receipts, or a certification of expense explaining why a receipt was not available, must accompany any request for reimbursement.
2. Expenses which are not allowed under the terms of grants, contracts, or agreements ATCOG has made with other agencies will not be reimbursed. Exceptions, as allowed under 41 CFR Part 301-11 Subpart D Per Diem Expenses, may require Executive Director approval and use of local funds. Employees must complete the Lodging Rate Exception Request form when submitting a travel request to utilize a lodging rate that exceeds the GSA maximum amount.
3. Where travel expenses exceed state or federal grant or contract limitations, the respective agency and, thus, ATCOG will only reimburse to specific limits or may deny payment entirely to employees who have received a written warning within a 6 month period for failure to submit travel expense vouchers on a timely basis, or employees who file for travel reimbursement after a program has been closed out.
4. ATCOG reserves the right to audit, review, investigate, or otherwise scrutinize any questionable request for travel reimbursement and delay or deny payments of same if such request is suspected or shown to contain fraudulent information, mathematical errors, or is not in conformance with reimbursement policies and procedures.
5. Coordination of travel must occur when two or more employees are traveling on the same dates with the same itinerary to conduct ATCOG business in a personally owned or leased motor vehicle. Mileage to meet or pick up other employees may be reimbursable.

17.02 DAY TRAVEL

1. Day travel will be by rental vehicle or personal vehicle, whichever option is most economical and feasible.
2. When traveling by personal vehicle, mileage will be reimbursed at a rate up to the Internal Revenue rate for the average per mile cost of operation, unless otherwise specifically mandated by contract or funding agency. Any exception will be on a case-by-case basis and must be preapproved by the Executive Director. ATCOG **will not** reimburse for meal expenses unless an overnight stay is required. When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the traveler will be reimbursed the actual cost of a rental vehicle on the ATCOG rental account. In this situation, the traveler will be reimbursed for fuel expenses at a standard sized car's average fuel economy rate of ~~26~~ miles per gallon at the price per gallon listed on the receipts supplied by traveler. To calculate, use the following formula:

$$\frac{\text{total miles traveled} \times \text{price per gallon}}{\text{26} \text{ miles per gallon}} = \text{fuel reimbursement amount}$$
3. When traveling by rental vehicle, the rental vehicle should be procured through an ATCOG rental account unless a vehicle is not available or a lower rate is available elsewhere. Fuel will be reimbursed at actual cost shown on the receipts supplied by the traveler.
4. Travel between an employee's residence and ATCOG office (or place where employee normally offices) is not eligible for reimbursement. However, an employee who leaves his residence en route to another point, not his usual or customary reporting point or office, shall be reimbursed mileage for the lesser of either distance from the employee's residence to point of destination or from normal office or work site to point of destination.
5. When two or more employees travel in a single vehicle, only the employee whose vehicle is being utilized will receive mileage reimbursements.
6. Employees may request and, if approved, receive an advance for day travel. See Section 17.08, TRAVEL ADVANCES.

17.03 DAY TRAVEL EXPENSE REPORT

Employees will document all day travel expenses by completing the Day Travel Expense Report at the conclusion of each trip in accordance with the following procedures. Reimbursement of travel expenses must be approved by the appropriate Manager or Director and the Executive Director.

1. Any travel completed in one day does not require prior approval other than from the immediate supervisor/manager or director. However, supervising personnel may require the preparation of monthly itineraries in order to monitor travel for necessity, efficient scheduling, and cost. (If overnight travel is required, please refer to Section 17.04 for instructions.)

2. Employees will submit a completed Day Travel Expense Report form to their ~~Supervisor Finance Office~~ a minimum of once ~~per each~~ month for reimbursement of known travel expenses. ~~The green Day Travel Expense Report form is to be used to document the travel and for reimbursement of Day travel expenses, except those involving cash advances, and should be completed as follows:~~

- a. ~~Complete Name and Address, Period Covered by this Report, and Destination and Purpose sections;~~
- b. ~~List Expenses in the Expenses section (see 17.06 Travel Expense Provisions) and complete the No. and Rate columns for all applicable expenses including those directly billed to ATCOG (e.g. rental vehicle or fuel). The Cost column amounts, Direct Bill amounts, and Reimburse amounts calculate automatically;~~
- c. ~~For travel by personal vehicle, mileage reimbursement can be calculated using: (1) the Google electronic search engine, or (2) Odometer readings on a Point to Point basis. Complete the sections on the back page: Date, Miles, Odometer (point to point odometer readings or reference Google Maps) and Destination. The Miles column on the back page will calculate automatically once the odometer readings are entered. If using Google Maps mileage, enter the number of miles from point to point in the Miles column on the back page. Enter the total miles on the front page in the No. column;~~
- d. ~~For travel by rental vehicle, mileage will not be reimbursed. Complete the sections on the back page: Date, Miles, Odometer reading of rental car (point to point odometer readings or reference Google Maps) and Destination. List the total amount of fuel used for the rental vehicle on the front page.~~
- e. ~~The total of all actual expenses in the Cost column will calculate automatically;~~
- f. ~~Enter project Enter Project codes to which expenses are to be charged and the amount or percentage to be charged to each project;~~
- g. ~~Print and Sign the form and attach all necessary documentation and receipts;~~
- h. ~~Traveler's Manager or Director shall review and sign the form;~~
- i. ~~Subsequent to Manager or Director approval forms will be entered into Microix (Software system)oval, submit the form and documentation to the Executive Director for final approval. The Executive Director will then submit the form and documentation to finance for payment.~~

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17.04 OVERNIGHT TRAVEL

ATCOG will reimburse employees who travel overnight for reasonable and necessary expenses allowable in accordance with this policy.

- 1. All overnight travel must be pre-approved utilizing an Overnight Travel Expense Form regardless whether a cash advance is requested or not. (See 14.05 Overnight Expense Reports)

2. Overnight travel may be by either private or commercial transportation; however, the mode will be at the discretion of the appropriate Manager or Director and should be the most economical and feasible option.
3. Commercial air transportation will be approved on an individual basis by the Executive Director. Consideration will be based on available travel times, flight times, and the most economical fares available that allow for flight change or credit without fees (generally one of the lowest two fare options). Air travel should be booked between 3 weeks and 3 months prior to the trip.
4. Overnight travel by personal vehicle will be reimbursed at the lesser of actual mileage at current ATCOG mileage rate or the actual cost of airfare or rental vehicle at the most economical fares available. When two or more employees travel in a single vehicle, only the employee whose vehicle is being utilized will receive mileage reimbursements. When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the traveler will be reimbursed the actual cost of a rental vehicle on the ATCOG rental account. In this situation, the traveler will be reimbursed for fuel expenses at a standard sized car average fuel economy rate of ~~26~~ miles per gallon at the price per gallon listed on the receipts supplied by traveler. To calculate, use the following formula:

$$\frac{\text{total miles traveled} \times \text{price per gallon}}{\text{26 miles per gallon}} = \text{fuel reimbursement amount}$$
5. Commercial bus/train transportation will be reimbursed based on the lesser of the actual bus/train fare, actual mileage at current ATCOG mileage rates, or the most economical fares available. 6. When travelling by commercial air transportation, travelers may use vehicle rental or Transportation Network Companies, such as Uber or Lyft, whichever is the most economical and feasible option. When travelling by rental vehicle, the vehicle should be procured through an ATCOG rental account unless a vehicle is not available or a lower rate is available elsewhere. Fuel will be reimbursed at actual cost shown on the receipts supplied by traveler. When travelling by Transportation Network Companies, travelers will be reimbursed on an actual cost basis. Travelers may be reimbursed up to 15% for driver gratuity.
7. Vehicle rental, when used as the primary means of transportation, shall be approved in advance and will be reimbursed at the lesser of actual rental cost, actual mileage at current ATCOG mileage rates, or the cost of airfare at the most economical fare available. The rental vehicle should be procured through an ATCOG rental account unless a vehicle is not available or a lower rate is available elsewhere.
8. Lodging reservations should correlate to meeting/training schedules. Employees should not reserve an additional hotel night if the employee can arrive home safely by 9pm including stops for meals and fuel (i.e. Meeting is 3 hours from home and concludes at 5pm. Meeting is 6 hours

from home and concludes at 2pm.). When possible, employees should adjust their work schedules so as not to exceed 40 hours worked in a seven-day workweek. Work schedule adjustments must be approved by the supervisor. The Executive Director may approve exceptions on a case by case basis.

17.05 OVERNIGHT TRAVEL EXPENSE REPORTS

1. ~~1.~~ Overnight travel must be pre-approved by completing an Overnight Travel Expense Report form. An Overnight Travel Expense Report form must be submitted regardless whether or not a cash advance is requested.
- ~~1.2.~~ When requesting a cash advance, the request must be submitted at minimum 15 days before travel date and maximum 30 days before travel date.
2. The traveling employee must submit an Overnight Travel Expense Report form documenting actual expenses as soon as possible once travel is complete. Failure to do so will result in the employee not being reimbursed for his or her expenses.
3. ~~Before travel, complete the Overnight Travel Expense Report form as follows (Note: This is a two-part process and will result in two forms being submitted to finance):~~
 - a. ~~Complete Name, Address, Destination, Purpose and Travel Dates sections;~~
 - b. ~~List the project(s) to which expenses are to be charged and include the expense amounts or percentages;~~
 - c. ~~List Expenses in the Advance section (see 17.06 Travel Expense Provisions):~~
 - i. ~~Complete the No. and Rate columns for all applicable expenses including those directly billed to ATCOG (registration, air fare, rental vehicle). The Estimated Cost column amounts and total estimated expenses amounts calculate automatically;~~
 - ii. ~~If any expenses will be charged separately to the ATCOG credit card (e.g. hotel, air fare) or an ATCOG account (rental vehicle account), note the amount(s) in the Direct Bill column. The total direct bill amount calculates automatically;~~
 - iii. ~~If an advance is being requested, note the requested amount(s) in the Advance column. The total advance amount calculates automatically;~~
 - d. ~~Use the Remarks section to explain exceptions requests prior to travel (e.g. if host hotel rate exceeds the GSA rate);~~
 - e. ~~Save the form electronically in order to complete the Reimbursement section upon return from travel.~~

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- ~~f. Print and sign the form and attach all necessary documentation including an agenda and hotel, air fare, and/or rental vehicle reservations;~~
 - ~~g. Traveler's Manager or Director shall review and sign the form;~~
 - ~~h. Subsequent to Manager or Director approval, form will be submitted in Microix (software system) submit the form and documentation to the Purchasing box. Finance staff will review the form for accuracy and confirm available funds before submitting to the Executive Director for final approval. (If an advance is being requested and cannot be run with the regular accounts payable due to short travel notice, verbally advise Finance of this situation when submitting the form);~~
4. Upon completion of travel, the actual expenses shall be reported in the Reimbursement section on the previously saved form as follows:
- ~~a. Travel dates will be changed only if travel dates were approved to be changed after pre approval;~~
 - ~~b. Record actual times of departure and return;~~
 - ~~c. List actual expenses under the Reimbursement section including direct bill expenses. Amounts in the Actual column will calculate automatically;~~
 - ~~d. For mileage reimbursement, record odometer readings or indicate that Google Maps was used to calculate mileage in the Remarks section;~~
 - ~~e. If the total expenses amount exceeds the total of the direct bill and advance amounts combined, then the total due is the amount due the employee by ATCOG;~~
 - ~~f. If the total expenses amount is less than the total of the direct bill and advance amounts combined, then the total due is the amount due ATCOG by the employee and a check for that amount shall be attached to the Overnight Travel Expense Report form;~~
 - ~~g. Print and sign the completed form and attach all necessary documentation including receipts;~~
 - ~~h. Traveler's Manager or Director shall review and sign the form;~~
 - ~~i. Subsequent to Manager or Director approval, form will be submitted in Microix (software system) submit the form and attachments/receipts to the Purchasing Box. Finance staff will review the form for accuracy and confirm available funds before submitting to the Executive Director for final approval.~~

17.06 TRAVEL EXPENSE PROVISIONS

1. **Personal Vehicle:** Use of personal vehicles for ATCOG-related travel shall be reimbursed for mileage, tolls and parking expenses. Mileage will be reimbursed at a rate up to the Internal Revenue rate for the average per mile cost of operation, unless otherwise specifically mandated by contract or funding agency.
2. **Commercial Transportation:** Employees will purchase their own airline/bus/train tickets using their own funds, funds received in a cash

advance, or by charging to the ATCOG credit card. The used ticket must be attached to the Overnight Travel Expense Report.

3. **Lodging:** Lodging expenses (room rate plus non-exempt tax) will be reimbursed based upon federal travel regulations as adopted by the State of Texas and upon approved travel departure/return schedules. Actual receipts for lodging must be attached to the Overnight Travel Expense Report. Taxes are not included in the maximum lodging allowance, but they must be notated on the expense report as "Hotel Taxes." When no city or county is listed in the Federal GSA, the maximum allowable daily reimbursement for lodging will be as published in the annual GSA update. Exceptions, as allowed under 41 CFR Part 301-11 Subpart D Per Diem Expenses, may require Executive Director approval and use of local funds. Employees must complete the Lodging Rate Exception Request form when submitting a travel request to utilize a lodging rate that exceeds the GSA maximum amount as noted in Section 17.02 of this policy. Lodging reservations should be made with the vendor directly rather than third party travel agencies.
4. **Incidental Travel Costs:** Expenses for taxis, other ground transportation, approved registration fees, reception tickets (staff and members only), and other required meeting expenses which are properly documented, will be reimbursed at actual cost. When traveling by air, ATCOG will reimburse for one checked bag at regular weight [if you check more than one bag or your one bag is overweight, you will be responsible for the additional charge(s)]. A receipt is required for reimbursement for your one checked bag. Other expenses, when itemized and properly documented and approved in advance by the Executive Director, will be reimbursed at actual cost. When traveling on official business, toll expenses are reimbursable without a receipt.
5. **Meal Allowances:** Use federal rates provided by the US General Services Administration (GSA) to determine meal reimbursement. First and last day of travel will be reimbursed at 75% of the maximum allowable daily meal rate per GSA. When no city or county is listed in the GSA, the maximum allowable daily reimbursement for meals will be as published in the annual GSA update. Meal allowance may be reduced to increase lodging allowance. Meal receipts are not required for reimbursement. NOTE: An overnight stay is required for any meal reimbursements.
6. **Mileage Reimbursement:** Mileage will be reimbursed at a rate up to the Internal Revenue rate for the average per mile cost of operation, unless otherwise specifically mandated by contract or funding agency. The amount of mileage reimbursement may not exceed the number of miles traveled; and the applicable mileage rate. There are two methods of calculation: (1) the Google electronic search engine, or (2) Odometer readings on a Point-to-Point basis. The shortest route is presumed to be the most cost-effective. The traveler's statement is required if a longer route is considered to be a reasonably safer route. Mileage while obtaining meals within a duty point is reimbursable, but only if the meal expense is

reimbursable. Mileage while obtaining meals outside a duty point is reimbursable only to the boundary of the duty point.

7. **Travel by Rental Vehicle:** Rental vehicles should be procured through an ATCOG account unless a vehicle is not available or a lower rate is available elsewhere. Rental vehicle receipts must be original and complete. A carbon copy of a rental vehicle receipt from the rental company is acceptable. If unavailable and a photocopy of receipt is used, the supporting documentation must include: (1) the starting and ending dates of the rental; (2) the name of motor vehicle rental company; (3) the name of the renter; and (4) an itemization of the expenses incurred. Reimbursable costs include: (1) applicable taxes and similar mandatory charges; (2) a charge for an additional driver only if the charge is incurred for an official business reason; and (3) a charge for a collision damage waiver or a loss damage waiver unless the waiver is included in the contracted rate for the rental. **Non-Reimbursable** costs include a charge for a liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance.

17.07 NON-REIMBURSABLE EXPENSES

Costs of personal entertainment, spouse's expenses, amusements, social activities (not associated with an official function), alcoholic beverages, gratuities (exception: driver gratuity when using Transportation Network Company), traffic citations, repairs to a personal vehicle, or any illegal activity are not eligible for reimbursement.

17.08 TRAVEL ADVANCES AND APPROVAL

Employees may request travel advances by submitting such request in sufficient time to be included in the regular accounts payable run prior to departure date. Special advance runs will involve short notice travel. If prior approval to travel is required by the funding agency, such approval must be attached to the Overnight Travel Expense Report form. No advances shall be processed if the individual employee requesting the advance has any previous outstanding advances. Exceptions may be granted when timing of travel requires. All cash advances will be cleared as soon as possible.

17.09 REGISTRATION FEES

Registration fees for seminars and conferences will be paid by check or credit card and normally will be paid directly to the organization sponsoring the seminar, conference or function. Advance approval will be required by completing a Requisition and submitting it to the Finance Office for payment.

17.10 TRAVEL REPORT ROUTING AND AUDIT

1. Upon submission to and review by the Finance Accounting Assistant, all travel reports will be routed through the Finance Director prior to payment. All travel reports shall be complete, including signatures, receipts and

documentation. Incomplete travel reports will be returned to the employee and may result in the delay of payment.

2. Program auditors or monitors and the Finance Director will make random periodic audits of all travel reports. The, at his/her discretion, may contact persons identified as visited by an employee during travel. Rand McNally and/or MapQuest will be used as an audit tool to calculate mileage.

17.11 TRAVEL AND MOVING EXPENSES

Travel and/or moving expense involving applicants, new employees, or transferred employees may be reimbursed by approval of the Executive Director. Approval of these types of expenses will be determined on a case-by-case basis.

17.12 NON-TRAVEL EXPENSES

Non-travel related expenses incurred by an employee require pre-purchase approval on a Requisition form authorizing issuance of a purchase order. Reimbursement for actual cost will be filed on a Disbursement Voucher that must be signed and approved as required, with the requisition form, yellow copy of the purchase order, and receipts attached.

17.13 OTHER

Annual leave or leaves of absence may be taken in conjunction with authorized travel when approved in advance by appropriate Program Manager and/or Director, or the Executive Director as applicable. Alternate routes that are desirable because of the personal leave of the traveler can be used, but only on the traveler's time and with the traveler bearing any additional cost of the alternate route. Normal travel departure times and dates related to ATCOG business will be used for determining expense reimbursement.

RESOLUTION NO. ABD24-09

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING REVISIONS TO THE ATCOG POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure that the ATCOG functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee's primary instrument of policy guidance concerning questions of administrative and personnel policies; and

WHEREAS, upon approval, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors approves the attached revisions to the ATCOG Policy and Procedures Manual.

Section 2 - That the Executive Director has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Policy and Procedures Manual.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 9:

Review and consider authorizing the Executive Director to enter into a contract with Continental Wireless, Inc., to purchase a communications tower and equipment for Delta County.

BACKGROUND:

In 2022, ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant to support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure. Emergency management coordinators in Delta and Franklin County evaluated their communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems.

DISCUSSION:

ATCOG Homeland Security Program utilized The Interlocal Purchasing System (TIPS) to obtain a quote from Continental Wireless, Inc. for the purchase and installation of a 195 FT Self-supporting tower with antenna, repeater, lighting kit, and additional accessories.

The total estimated cost of the project is \$194,698.21. The grant will cover approximately \$192,461 of the expenses, and the remaining costs will be the responsibility of Delta County. The start and completion of this project is contingent upon Delta County Commissioner's Court approving and agreeing that Delta County will pay any and all costs over the grant allocated amount.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-10

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CONTINENTAL WIRELESS, INC. TO PURCHASE AND INSTALL 1 SELF-SUPPORTING TOWER WITH ANTENNA, REPEATER, LIGHTING KIT, AND ADDITIONAL ACCESSORIES FOR DELTA COUNTY.

WHEREAS, in 2022, the ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant for projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure; and

WHEREAS, the Emergency Management Coordinator in Delta County evaluated the county's communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems; and

WHEREAS, ATCOG Homeland Security Program utilized The Interlocal Purchasing System (TIPS) to obtain a quote from Continental Wireless, Inc.; and

WHEREAS, all federal, state, and local regulations were followed during the procurement process.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to enter into a contract with Continental Wireless, Inc., to purchase/install 1(195 Ft) Self-supporting tower with antenna, repeater, lighting kit, and additional accessories in Delta County.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the contract.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 10:

Review and consider authorizing the Executive Director to enter into a contract with Airwaves Communications, Inc., to purchase a communications tower and equipment for Lamar County.

BACKGROUND:

In 2022, ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant to support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure. Emergency management coordinators in Delta and Franklin County evaluated their communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems.

DISCUSSION:

ATCOG Homeland Security Program in conjunction with Lamar County, issued a Request for Proposals (RFP) to solicit bids for the installation of a 318 FT Self-supporting tower with antennas and accessories to be installed in Lamar County.

ATCOG and Lamar County representatives met on April 10, 2024, to review and score the proposals received. Based on the highest total score, Airwaves Communications, Inc., was selected as the vendor to complete this project. The total estimated cost of the project is \$574,476. The grant will cover approximately \$246,393 of the expenses, and the remaining costs will be the responsibility of Lamar County. The start and completion of this project is contingent upon Lamar County Commissioner's Court approving and agreeing that Lamar County will pay any and all costs over the grant allocated amount.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-11

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH AIRWAVES COMMUNICATION, INC. TO PURCHASE AND INSTALL 1 SELF-SUPPORTING TOWER WITH ANTENNAS AND ACCESSORIES IN LAMAR COUNTY.

WHEREAS, in 2022, ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant to support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure; and

WHEREAS, the Emergency Management Coordinator in Lamar County evaluated their communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems; and

WHEREAS, ATCOG and Lamar County issued an RFP to solicit bids; and

WHEREAS, Airwaves Communications, Inc. was the selected vendor based on the highest score; and

WHEREAS, all federal, state, and local regulations were followed during the procurement process.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to enter into a contract with Airwaves Communications, Inc., to purchase/install 1(318 Ft) Self-supporting tower with antennas and accessories in Lamar County.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the contract.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 11:

Review and consider approval of the submission of an application to the U.S. Environmental Protection Agency (EPA) for FY25 Brownfield Coalition Assessment Grant Funds and Revolving Loan Funds (RLF).

BACKGROUND:

The ATCOG Development departments, in cooperation with the ATCOG Environmental Coordinator, would like to apply for the Brownfield Assessment Coalition grant, which will allow multiple sites within the ATCOG region to benefit through planning and assessments, and the Revolving Loan Fund, which would allow ATCOG to provide low-interest loans to carry out cleanup activities at brownfield sites. The EPA Revolving loan fund application is available every two (2) years, and we understand it will be available in the 2025 cycle.

DISCUSSION:

The grant opening is expected in August 2024 with an estimated 2-month application completion time frame. ATCOG wishes to apply for \$1 million in Revolving Loan Funds and \$1.5 million for Coalition Assessment Funding to be utilized in eligible rural areas of the ATCOG region. Brownfield sites will be assessed by the ATCOG Environmental Coordinator for site eligibility for coalition application inclusion. EPA-funded Technical Assistance will guide the steps necessary for ATCOG to complete timely applications. Further guidance relating to the 2025 applications will be posted on the EPA site when the grants officially open.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO.ABD24-12

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) FOR BROWNFIELD COALITION ASSESSMENT GRANT FUNDS.

WHEREAS, the Notice of Grant Applications for Brownfield Coalition Assessment Grant Funds for Year 2025 is expected August 2024; and

WHEREAS, the ATCOG Development Departments and Environmental Coordinator will work with EPA-funded Technical Assistance to prepare the grant application; and

WHEREAS, the Coalition Assessment grants will benefit eligible rural Brownfield sites within the ATCOG service area.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the application for Brownfield Coalition Assessment Grant Fund in the amount of \$1,500,000 to be utilized in eligible rural areas of the ATCOG region.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Executive Committee in all matters pertaining to the application.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

RESOLUTION NO. ABD24-13

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A REVOLVING LOAN FUND GRANT.

WHEREAS, the Notice of Grant Applications for Revolving Loan Fund Grants for Year 2025 is expected August 2024; and

WHEREAS, the ATCOG Development Department will work with EPA-funded Technical Assistance to prepare grant application; and

WHEREAS, the Revolving Loan Funds will benefit eligible rural sites within the ATCOG service area.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Executive Committee approves the application for a Revolving Loan Fund Grant in the amount of \$1,000,000 to be utilized in eligible rural areas of the ATCOG region.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Executive Committee in all matters pertaining to the application.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 12:

Review and consider approval of the priorities/recommendations established by the RCJAC, concerning projects being submitted to the Office of the Governor (OOG) Criminal Justice Division (CJD) for funding consideration.

BACKGROUND:

Each year, applications are submitted to OOG/CJD through eGrants by agencies/organizations in the ATCOG region. After the applications have been submitted, OOG/CJD requires ATCOG to distribute the applications to the Regional Criminal Justice Advisory Committee (RCJAC) to be reviewed and scored. The RCJAC then provides priorities/recommendations to the ATCOG Board for review and approval. The Board approved recommendations are then sent to OOG/CJD, who will make the final funding decisions.

DISCUSSION:

The (RCJAC) met on April 2, 2024, and applicants gave a brief presentation about their projects. RCJAC members had the opportunity to ask presenters questions regarding their applications/projects. Applications were scored, and the RCJAC had a follow-up meeting on April 11, 2024, to review and discuss the scoring results to determine funding recommendations for all funding categories. The RCJAC's recommendations are reflected in the attachments.

RECOMMENDATION:

Staff recommends approval.

General Victim Assistance - Direct Services (VOCA)

_____ = Acceptable "Quality" Project Line

OOG's Reasonable Budget Expectation for ATCOG Region **\$983,281.90**

_____ = Allocated Funding Depletion Line

If Total Allocation is \$1,145,747.65, 100% of requested amount goes to SAFE-T, DVP, Bowie Co.

If Total Allocation is \$1,041,747.65 - \$1,145,747.64, 100% of requested amounts goes to SAFE-T & DVP, with remaining balance to Bowie Co. (\$1,041,747.65 is the total requested amount of SAFE-T + DVP)

If Total Allocation is \$1,041,747.64 or below, then 70.55% SAFE-T, 25.45% DVP, with their applicant allocation amounts up to their requested amount. If SAFE-T's allocated amount is more than their requested amount, apply overage amount to DVP, up to DVP's requested amount if possible.

1-YEAR PROJECTS & BUDGET AMOUNTS

Funding Source ID	Ranking	Score	Grant Number	Agency	Project Title	Project Details	Applicant's Requested Amount	Amount According to Ranking & Allocation Amount Remaining	Additional Information	% of Total VOCA Allocation Amount	% of Applicant's Requested Amount
VC	1	92.800	2453111	SAFE-T	Children & Youth Services/Domestic Violence, Sexual Assault, and Transitional Housing	Shelter/crisis services, legal advocacy/support groups/counseling/prot.order assist. (19 partially paid personnel positions, 1 fully paid personnel position, operating expenses & supplies)	\$690,000.00	\$690,000.00		70.17316%	100.00000%
VC	2	85.150	2907008	Domestic Violence Prevention, Inc.	Comprehensive Victim Restoration Program	Shelter/crisis services, legal advocacy/multi-discip coord services/support groups/counseling/prot.order assist. (12 partially paid personnel positions, operating expenses & supplies)	\$351,747.65	\$293,281.90		29.82684%	83.37850%
VC	3	83.947	4823502	Bowie County	Bowie County District Attorney's Victim Assistance Program	2 fully paid personnel positions providing victim services	\$104,000.00	\$0.00			0.00000%
Total Requested Amount							\$1,145,747.65	\$983,281.90	Total COG/RCJAC Recommended Amount	100.00000%	

Funding Allocation Line _____
Quality Line _____

Juvenile Justice Grant Program

OOG's Reasonable Budget Expectation for ATCOG Region **\$29,937.57**

 = Acceptable "Quality" Project Line

 = Allocated Funding Depletion Line

* If additional funding is available, recoup Ark-Tex Council of Government's Requested Amount (as much as possible).

1-YEAR PROJECTS & BUDGET AMOUNTS

Funding Source ID	Ranking	Score	Grant Number	Agency	Project Title	Project Details	Applicant's Requested Amount	Amount According to Ranking & Allocation Amount Remaining	Additional Information	% of Total Juv. Justice Allocation Amount	% of Requested Amount
SF	1	97.350	1426626	Ark-Tex Council of Governments	Juvenile Justice Services	Juvenile mental health services (counseling, psychiatric/psychological evals, sex offender counseling/treatment, anger management counseling, parent/family training & parent/family support services), 1 personnel position (partially paid-Criminal Justice Coordinator), mileage, supplies & operating expenses.	\$55,000.00	\$29,937.57		100.00000%	54.43195%

Total Requested Amount \$55,000.00 \$29,937.57 Total COG/RCJAC Recommended Amount

Funding Allocation Line
Quality Line

Justice Assistance Grant (JAG) Program

_____ = Acceptable "Quality" Project Line

OOG's Reasonable Budget Expectation for ATCOG Region \$149,237.73

_____ = Allocated Funding Depletion Line

If additional funding is available, recoup applicant(s) ranked 6, 7
 * "Requested Amount" (as much as possible) in that order, until the funding is depleted.

* If less funding is available, follow the ranked order under "COG/RCJAC Recommended Amount" in 6,5,4,3,2,1 order until the funding is depleted.

1-YEAR PROJECTS & BUDGET AMOUNTS

Funding Source ID	Ranking	Score	Grant Number	Agency	Project Title	Project Details	Applicant's Requested Amount	Amount According to Ranking & Allocation Amount Remaining	Additional Information	% of Total JAG Allocation Amount	% of Requested Amount
DJ	1	93.000	4960701	City of Hughes Springs	Mobile Data Terminal (MDT) Project	4 MDT packages for patrol officers	\$30,000.00	\$30,000.00		20.10216%	100.00000%
DJ	2	91.600	5015601	Delta County	Delta County Portable Radio Grant	18 Viking portable radios w/speaker mic and programming	\$47,248.32	\$47,248.32		31.65977%	100.00000%
DJ	3	90.800	4986701	City of New Boston	Mobile Data Terminals	5 MDT packages for patrol officers	\$14,719.80	\$14,719.80		9.86332%	100.00000%
DJ	4	87.950	4980501	City of Lone Star	Mobile Data Terminals Project	4 MDT packages for patrol officers	\$28,413.00	\$28,413.00		19.03875%	100.00000%
DJ	5	87.895	5092101	Cass County	Computer Update and Replacement	15 Acer desktop computer workstations	\$18,665.00	\$18,665.00		12.50689%	100.00000%
DJ	6	87.474	5124001	Franklin County	Crime Scene Processing Project	1 Crime scene processing equipment package (equipment & presentation software installation)	\$19,197.00	\$10,191.61		6.82911%	53.08960%
DJ	7	84.737	5039501	City of Mt. Vernon	Stop Sticks	18 Stop Stick tire deflators	\$11,000.00	\$0.00			0.00000%
Total Requested Amount							\$169,243.12	\$149,237.73	Total COG/RCJAC Recommended Amount	100.00000%	

Funding Allocation Line _____
 Quality Line _____

RESOLUTION NO. ABD24-14

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE PRIORITIES AND FUNDING RECOMMENDATIONS OF THE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE (RCJAC) FOR THE JAG, JUVENILE JUSTICE, AND VOCA APPLICATIONS SUBMITTED TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE CRIMINAL JUSTICE DIVISION.

WHEREAS, the Regional Criminal Justice Advisory Committee (RCJAC) is an advisory subcommittee of the ATCOG Board of Directors; and

WHEREAS, the rules and regulations of the Office of the Governor, Public Safety Office Criminal Justice Division require that these applications be reviewed and priorities/funding recommendations be established by the Ark-Tex Council of Governments.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the applications submitted to the Officer of the Governor Public Safety Office Criminal Justice Division for funding consideration through the JAG, Juvenile Justice and VOCA categories for FY2025 have been reviewed.

Section 2 - That the JAG, Juvenile Justice and VOCA applications are given priority with the funding recommendations as indicated on the attachment.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 13:

Review and consider approval of a grant application to be submitted to the United Way of Lamar County (UWLC) in the amount of \$25,000 for the Paris Metro Bus System.

BACKGROUND

The Paris Metro fixed route and accompanying Paratransit service were launched on July 27, 2016, operating Monday through Friday from 6:00 a.m. to 6:00 p.m. Funding for this service has historically been comprised of funds from federal, state, and local levels.

DISCUSSION

The purpose of the Lamar County United Way Transportation grant is to enhance mobility for seniors and persons with disabilities, as well as those who need transportation. The United Way of Lamar County (UWLC) has advocated for the Paris Metro Bus System since its inception. UWLC has been a strong voice in the Paris community for both Paris Metro and TRAX services. UWLC has contributed grant funds for Paris Metro for the past eight (8) years. ATCOG is requesting this \$25,000 for FY2025. As part of the grant agreement, UWLC receives advertising space on Paris Metro buses and two Paris Metro shelters.

RECOMMENDATION

Staff recommends approval.

RESOLUTION NO. ABD24-15

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED WAY OF LAMAR COUNTY (UWLC) IN THE AMOUNT OF \$25,000 FOR THE PARIS METRO BUS SYSTEM.

WHEREAS, the purpose of the Lamar County United Way Transportation grant is to enhance mobility for seniors and persons with disabilities, as well as those that need transportation; and

WHEREAS, UWLC has contributed grant funds for Paris Metro for the past seven (8) years; and

WHEREAS, as part of the grant agreement, UWLC receives advertising space on the Paris Metro buses and route maps.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors approves the submission of a grant application to the United Way of Lamar County in the amount of \$25,000 for the Paris Metro Bus System.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters relating to the aforementioned grant.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

RESOLUTION NO. ABD24-17

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING RECOGNITION OF MAY 2024 AS OLDER AMERICANS MONTH.

WHEREAS, ATCOG's region includes a growing number of older Americans who contribute their strength, wisdom, and experience to our community; and

WHEREAS, ATCOG communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, supported; and

WHEREAS, ATCOG recognizes our need to create a community that provides the services and supports older Americans' need to thrive and live independently for as long as possible; and

WHEREAS, ATCOG can work to build an even better community for our older residents by:

- Providing minor residential repairs that may allow an older adult to remain in their home.
- Providing evidence-based programs that are proven to increase balance and prevent falls, such as Tai Chi for Arthritis and A Matter of Balance.
- Providing caregiver respite services to support the caregiver to stay healthy while caring for a loved one.
- Providing information and services for people on Medicare to include assistance during open enrollment.
- Providing resource information for services that may benefit the caller.
- Providing advocacy for residents in nursing homes and assisted living facilities.

WHEREAS, the President of the United States has historically acknowledged the month of May as Older Americans Month.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 – The ATCOG Board of Directors hereby declares the month of May 2024 to be Older Americans Month.

Section 2 – That the ATCOG Board of Directors recognizes our older citizens' contributions, help create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

Section 3 – The ATCOG Board of Directors encourages all local governments to sign a similar resolution to celebrate this month with the appropriate activities and commemorations.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

RESOLUTION NO. ABD24-16

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING RECOGNITION OF MAY 12-18, 2024, AS NATIONAL POLICE WEEK.

WHEREAS, the Ark-Tex Council of Governments (ATCOG) is a political subdivision of the State serving Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus, Texas counties and Miller County, Arkansas; and

WHEREAS, ATCOG is committed to providing technical assistance and training services for law enforcement officers in the region; and

WHEREAS, ATCOG recognizes the professional and unending services of the law enforcement officers as they respond to, and strive to serve the communities of our region on a daily basis; and

WHEREAS, National Police Week offers honor, remembrance, and peer support, while allowing law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty; and

WHEREAS, in 1962, President John F. Kennedy signed a proclamation that designated May 15 as Peace Officers Memorial Day in honor of the Federal, State, and local officers who have been killed, disabled, or otherwise injured in the line of duty and the week in which that date falls as Police Week.

WHEREAS, since the original proclamation, the President of the United States has historically acknowledged May 15 of each year as Peace Officers Memorial Day and the week in which it falls as National Police Week.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That, on behalf of the law enforcement officers serving in the ATCOG region and those who have given their lives in service to our communities across the nation, state, and region, the ATCOG Board of Directors hereby declares the week of May 12-18, 2024, to be National Police Week.

Section 2 - That the ATCOG Board of Directors encourages all local governments to sign a similar resolution to offer honor, remembrance, and peer support, with appropriate activities and/or memorials to allow law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty.

REVIEWED AND APPROVED THIS 25TH DAY OF APRIL, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 16:

CCH Eligibility Requirement for all FY2025 grant applications:

- 1) In order for an applicant to be eligible for FY25 grant funding through the Office of the Governor-Public Safety Office (OOG/PSO), the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions to the Texas Department of Public Safety for calendar years 2018 through 2022. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system. See the percentages as of March 11, 2024, in the table below.

This OOG/PSO requirement must be met by August 1, 2024.

- 2) Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions ***within five business days*** to the Criminal Justice Information System at the Department of Public Safety. ****All ATCOG counties are in compliance with this portion of the requirement.***

As of March 11, 2024	Adult criminal history disposition completeness avg.	Juvenile criminal history disposition completeness avg.
Bowie	92	98
Cass	88	100
Delta	90	100
Franklin	87	100
Hopkins	97	100
Lamar	93	91
Morris	92	95
Red River	93	100
Titus	93	94

CCH Compliance Contact:

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