

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2018

**October 1, 2017
Through
September 30, 2018**

ARK-TEX COUNCIL OF GOVERNMENTS

**ANNUAL STRATEGIC WORK PROGRAM AND FINANCIAL
PLAN FOR FY 2018**

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September 28, 2017

Board of Directors
Ark-Tex Council of Governments

Dear Board of Directors:

The bylaws of the Ark-Tex Council of Governments require the Executive Director to prepare a proposed annual financial management plan and present it before the ATCOG Board of Directors before each fiscal year. The Budget Committee reviews the document and recommends it, with any amendments, to the general membership. *Requirements set forth by legislature require a strategic work program be presented and adopted by the general membership.*

The strategic work program and financial plan document is designed to consolidate and present ATCOG's goals, project objectives, work tasks, performance measures, implementation schedules, human resource requirements, and budget information. Although the document contains a great deal of information, it is important to note that more detailed work program and budget documentation is contained in each of the grants, contracts, and agreements entered into by ATCOG with federal agencies, state agencies, local governments, and any other funding partners.

The budget portion of this document is unlike the traditional local government budget in several respects. ATCOG has no taxing or oversight authority; therefore, the budgetary process is not one that culminates in an appropriation bill or an ordinance enacted into law. Therefore, the budget is not technically defined as a "legally adopted budget."

Secondly, unlike most local government budgets, it is extremely difficult to accurately predict revenue and expenditures for a twelve-month period. ATCOG's financial plan is actually a compilation of the individual budgets for the various projects that ATCOG is operating at any point in time. The individual projects are funded by multiple agencies (both federal and state) and with locally generated funds. Each individual project operates within its own fiscal year. Many of these projects are routinely subject to last minute funding changes and special activities are often funded during the course of the year. These facts make it difficult for ATCOG to prepare a single agency-wide budget that is not subject to revision as the year progresses.

Board of Directors
September 28, 2017
Page 2

Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2018 Strategic Work Program and Financial Plan as developed by the staff. The 2018 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental and regional projects.

From a human resource standpoint, the 2018 Strategic Work Program and Financial Plan calls for 85 full-time and 18 part-time employees.

I am pleased to present the Board with the 2018 Strategic Work Program and Financial Plan that allows ATCOG to aggressively conduct a wide range of programs and projects benefiting the citizens of Northeast Texas. Should you have any questions regarding this document, please call.

Respectfully submitted,



Chris Brown
Executive Director

September 29, 2017

Board of Directors
Ark-Tex Council of Governments

Dear Board Members:

The Ark-Tex Council of Governments (ATCOG) Financial Plan is for the fiscal year ending September 30, 2018. Detailed information relating to both the anticipated revenue and proposed expenditures is included in this document. This Financial Plan presents balanced program budgets.

Preparation of the Financial Plan requires various assumptions to be made since funding for the grants can occur over a different twelve-month cycle from ATCOG's fiscal year. Although the Plan was prepared with the latest available information, it is expected that variances of funds available will occur as the fiscal year progresses.

The ATCOG employee benefit rate is calculated to 49.55% down from 62% in FY '17. The indirect rate, based on total direct expenses, is 5.9% up from 4% in FY '17. These rates have been used as a basis for preparing this Financial Plan.

This document is intended to include information needed by you to understand the financial plans for the 2017-2018 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,



Melinda Tickle
Finance Manager

Budget Summary

The 2018 Ark-Tex Council of Governments Strategic Work Program and Financial Plan reflects anticipated revenues of \$19,195,935 and proposed expenditures of \$19,195,935. The proposed expenditures include \$9,172,795 in contracted funds that are ultimately expended by local entities in the Aging, Criminal Justice, 9-1-1 Emergency Communications, Housing, Transportation, Solid Waste, Regional Special Projects and Homeland Security programs.

Anticipated revenues and proposed expenditures for FY 2018 increased \$324,607. The FY 2018 full-time equivalent (FTE) employees remains the same at 96.5 with no increase or decrease.

All program funds varied from the previous year. Transportation Programs gained the most funds, \$390,716 and the Housing Program gained \$137,747. Any reductions in various programs were minimal.

Strategic Work Program Summary

The FY 2018 Ark-Tex Council of Governments Strategic Work Program and Financial Plan establishes an overall goal for each general programmatic area to be addressed by the Council of Governments. The following program areas are addressed in this document:

- Area Agency on Aging
- Criminal Justice
- Economic Development
- Emergency Communications
- Environmental
- Homeland Security
- Housing
- Regional Special Grant Programs
- Transportation

Within each of the program areas, specific project-by-project work programs are delineated for 2017-2018. Each project is assigned an objective, work tasks, performance measures, an implementation schedule and human resource requirement. There are 30 such individual project work programs contained in the 2018 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

TABLE A
Organizational Summary

ATCOG Financial Plan - FY 2018
LINE ITEM COST DISTRIBUTION BY COST CENTER

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	COST CENTER				
				18001 Aging	18002 NETEDD/ATRDC	18003 Housing	18004 CJD	18005 9-1-1
0110	Salaries	\$2,327,571	12.1	291,588	100,622	312,203	46,072	254,314
0210	Benefits	1,153,268	6.0	144,477	49,856	154,691	22,828	126,008
0310	Travel	154,575	0.8	21,058	8,333	40,000	2,600	45,000
0311	Non-Staff Travel	1,261	0.0	1,261	0	0	0	0
0410	Rent	50,144	0.3	14,304	7,668	15,000	0	0
0411	Rent/Field Office	0	0.0	0	0	0	0	0
0412	Storage Rent	0	0.0	0	0	0	0	0
0420	Telephone	37,130	0.2	8,252	2,879	10,000	2,690	5,000
0422	Cell Phone	3,000	0.0	0	0	3,000	0	0
0430	Postage	14,467	0.1	717	1,125	10,000	350	1,000
0431	Postage/Field Office	0	0.0	0	0	0	0	0
0440	Copier	9,192	0.0	819	1,000	3,000	563	2,000
0450	Utilities	20,000	0.1	0	0	0	0	0
0451	Utilities/Field Office	3,550	0.0	0	0	3,550	0	0
0510	Other Direct	1,859,882	9.7	67,333	47,069	3,350	24,234	146,808
0511	Office Supplies	37,041	0.2	2,822	600	5,000	949	16,320
0512	Reproduction and Printing	5,728	0.0	0	0	0	0	0
0514	Periodicals and Publications	0	0.0	0	0	0	0	0
0515	Membership dues	2,691	0.0	300	500	1,000	0	0
0516	Advertising	25,959	0.1	9,202	0	1,000	0	0
0520	Audit and Accounting Fees	1,000	0.0	0	1,000	0	0	0
0522	Insurance and Bonding	119,712	0.6	355	0	725	0	0
0523	Computer Software Maintenance	17,261	0.1	0	3,761	13,500	0	0
0525	Interest	19,067	0.1	6,010	4,981	5,700	0	0
0527	Annual Board Meeting	0	0.0	0	0	0	0	0
0530	Contract Labor	0	0.0	0	0	0	0	0
0610	Equipment	2,972,119	15.5	0	0	0	0	488,000
0630	Equipment Maintenance	283,777	1.5	0	0	0	0	0
0710	Depreciation	0	0.0	0	0	0	0	0
0810	Contracts (Services)	9,172,795	47.8	1,119,599	3,741	6,701,400	80,000	1,116,631
0910	Indirect	904,747	4.7	113,343	39,111	121,356	17,909	98,856
TOTAL EXPENDITURES		19,195,936	100.0	1,801,439	272,246	7,404,475	198,195	2,299,936
%			100.0	9.4	1.4	38.6	1.0	12.0

(Continued)

TABLE A (Cont.)
Organizational Summary (Continued)

ATCOG Financial Plan - FY 2018
LINE ITEM COST DISTRIBUTION BY COST CENTER

LINE ITEM CST #	DESCRIPTION	COST CENTER						
		18007 Transportation	18008 Environmental	18009 Homeland Sec.	18010 Region Projects			
0110	Salaries	1,206,735	44,653	42,146	29,238			
0210	Benefits	597,915	22,125	20,883	14,487			
0310	Travel	23,500	2,174	8,910	3,000			
0311	Non-Staff Travel	0	0	0	0			
0410	Rent	8,000	2,700	0	2,472			
0411	Rent/Field Office	0	0	0	0			
0412	Storage Rent	0	0	0	0			
0420	Telephone	5,000	1,250	1,000	1,059			
0422	Cell phone	0	0	0	0			
0430	Postage	500	145	100	530			
0431	Postage/Field Office	0	0	0	0			
0440	Copier	1,000	80	150	580			
0450	Utilities	20,000	0	0	0			
0451	Utilities/Field Office	0	0	0	0			
0510	Other Direct	1,497,933	14,347	45,791	13,017			
0511	Office Supplies	10,000	0	1,000	350			
0512	Reproduction and Printing	5,728	0	0	0			
0514	Periodicals and Publications	0	0	0	0			
0515	Membership dues	891	0	0	0			
0516	Advertising	15,757	0	0	0			
0520	Audit and Accounting Fees	0	0	0	0			
0522	Insurance and Bonding	118,632	0	0	0			
0523	Computer Software Maintenance	0	0	0	0			
0525	Interest	1,000	0	0	1,376			
0527	Annual Board Meeting	0	0	0	0			
0530	Contract Labor	0	0	0	0			
0610	Equipment	2,483,119	0	1,000	0			
0630	Equipment Maintenance	283,777	0	0	0			
0710	Depreciation	0	0	0	0			
0810	Contracts (Services)	0	20,000	115,077	16,347			
0910	Indirect	469,068	17,357	16,383	11,365			
TOTAL EXPENDITURES			6,748,554	124,831	252,439	93,820		
%		0.0	36.2	0.7	1.4	0.5	0.0	

Organizational Summary

ATCOG Financial Plan - FY 2018
 INCOME/EXPENDITURE ANALYSIS BY COST CENTER

COST CNTR #	DESCRIPTION	INCOME BY SOURCE							TOTAL FUNDS AVAILABLE	ANALYSIS		
		Federal Funds	State Funds	Contract Funds	Local Non ATCOG Funds	In-Kind Funds	ATCOG Restricted	ATCOG Unrestricted		Budgeted Expenditures	%	Difference
18001	Aging	1,767,370	0	0	0	0	0	34,069	1,801,439	1,801,439	9.4	0
18002	NETEDD & ATRDC	252,696	0	0	0	0	19,550	0	272,246	272,246	1.4	0
18003	HUD - Section 8	7,369,556	0	0	0	0	34,919	0	7,404,475	7,404,475	38.6	0
18004	Criminal Justice Dept.	0	198,195	0	0	0	0	0	198,195	198,195	1.0	0
18005	CSEC - 911	0	2,299,936	0	0	0	0	0	2,299,936	2,299,936	12.0	0
		0	0	0	0	0	0	0	0	0	0.0	0
18007	Regional Transportation Systems	4,528,109	546,303	188,780	596,524	888,838	0	0	6,748,554	6,748,554	35.2	0
18008	TCEQ - Environmental	0	124,831	0	0	0	0	0	124,831	124,831	0.7	0
18009	Homeland Security	209,503	42,936	0	0	0	0	0	252,439	252,439	1.3	0
18010	Regional Special Programs	0	59,884	18,936	15,000	0	0	0	93,820	93,820	0.5	0
									0		0.0	0
TOTAL FUNDS		14,127,234	3,272,085	207,716	611,524	888,838	54,469	34,069	19,195,936	19,195,936	100.0	0
%		73.6	17.0	1.1	3.2	4.6	0.3	0.2	100.0			

**AREA AGENCY ON AGING
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

AREA AGENCY ON AGING GOALS STATEMENT

The goal of the Area Agency on Aging is to be the region's visible advocate and leader in providing a comprehensive and coordinated continuum of services which will assist persons sixty (60) years of age and older and/or their spouses and the disabled persons to live dignified, independent and productive lives in a safe environment.

TOTAL AREA ON AGING BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 436,065
Vendors	\$ 1,119,599
Travel	\$ 22,319
Other Direct	\$ 110,113
Indirect	\$ 113,343
Equipment	\$ <u>0</u>

**TOTAL BUDGETED
EXPENDITURES** - \$1,801,439

ANTICIPATED REVENUES BY SOURCE

Health and Human Services (HHS) -
\$1,771,652
ATCOG Match - \$29,787

**TOTAL ANTICIPATED
REVENUE** - \$1,801,439

**AREA AGENCY ON AGING (AAA)
ADMINISTRATION
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAMS

OBJECTIVE

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

PRIMARY WORK TASKS

1. Develop FY 18 Area Agency on Aging budget.
2. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory Council, ensuring adherence to regulations.
3. Compile and submit all required reports to funding sources.
4. Coordinate Area Agency on Aging outreach and advocacy efforts.
5. Provide technical assistance to senior groups and their initiatives.
6. Monitor Area Agency on Aging contractors and subrecipients.

PRINCIPLE PERFORMANCE MEASURES

1. Completion of Area Agency on Aging budget.
2. Conduct a minimum of four Area Agency on Aging Advisory Council meetings.
3. Submission of 15 required reports.
4. Presentation of Area Agency on Aging program services to a minimum of 12 area organizations per year.
5. Provision of technical assistance to a minimum of 15 senior centers.
6. Maintain and coordinate Direct Purchase of Services for 13 services.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

1.7575 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$85,780
Fringe Benefits	\$42,503

VENDOR SERVICES

\$0

TRAVEL

Costs	\$6,388
-------	---------

OTHER DIRECT

Telephone	\$2,745
Postage	\$400
Copy Services	\$551
Other Expenses	\$15,414
Office Supplies	\$2,309

INDIRECT

\$33,344

EQUIPMENT

\$0

TOTAL BUDGET

\$189,434

**AREA AGENCY ON AGING (AAA)
 CONGREGATE MEALS (C1)
 WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

To provide one meal a day for five days a week, except in a rural area where it is not cost effective to serve meals five days a week, in a congregate setting to persons 60 years of age and older, which meets the 1/3 RDA requirements.

PRIMARY WORK TASKS

1. Promote wellness education to prevent illness.
2. Monitor the effectiveness of nutrition providers of the congregate meal program.
3. Provide transportation services to nutrition programs.
4. Provide congregate meals during FY 2018 as funding and local support allow.

PRINCIPLE PERFORMANCE MEASURES

1. Conduct media campaigns and information and assistance to a minimum of 600 congregate meal clients.
2. Monitor two nutrition meal providers at least annually for quality & adherence to HHS' nutritional standards. Ongoing desk reviews to ensure that all assessments and reports are completed.
3. Provider agreement with one transportation provider.
4. A total of 50,900 congregate meals provided to the elderly in this region.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

VENDOR SERVICES

\$377,000

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$0

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$377,000

**AREA AGENCY ON AGING (AAA)
HOME DELIVERED MEALS (C2)
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

To provide home delivered meals to homebound persons 60 years of age and over in the Ark-Tex region.

PRIMARY WORK TASKS

1. Provide home delivered meals to persons who are homebound and not able to attend the congregate-nutrition program.
2. Monitor the effectiveness of the home delivered meals program.
3. Provide a hot, nutritional meal to the homebound elderly between 10:30 a.m. and 1:30 p.m. that meets the 1/3 RDA requirement.
4. Provide home delivered meals during FY 2018 as funding and local support allow.

PRINCIPLE PERFORMANCE MEASURES

1. Assess 200 clients a minimum of every 12 months to determine if they meet the requirements for a home delivered meal.
2. Monitor two providers at least annually to ensure that all meals meet the 1/3 RDA requirements.
3. Provider agreement with two meal providers in this region.
4. A total of 80,000 home delivered meals provided to the elderly in the Ark-Tex region.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

VENDOR

<u>SERVICES</u>	\$432,000
------------------------	------------------

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$0

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$432,000

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

PERSONNEL

<p>V[Á [çã^Á ~]] [o^ Á çã^ Á • Á ç Á @ Á á^ Á ç Á @ Á OE \ È \ ^ ç Á ^ * ç } È Á Q Á çã áã } Á ç Á ^ * ç Á ç ç } ^ • • È Á Q \ B C È Á çã ^ Á (ç ç ^ { ^ } ç Á çã çã (ç ç ^ { ^ } ç Á çã á Á [{ à ~ á { ç } È Á [@ Á • ~]] [o^ Á • Á çã^ Á ç ç & á^ Á T ^ á çã ^ Á ç • ç ç & Á ç Á [ç^ Á ç ç á Á ~ } á^ Á È Á ç ç •] [çã } È Á ç È ç { ^ Á ^ • } ç È Á @ { ^ { ç È Á] ^ & ç ç } Á ç • ç ç & Á] * ç È Á @ { ^ Á { [áã çã } • Á ç á Á ^ } ç • È ç ç á Á çã^ } & Á ç ç á á Á ç ç ç^ } ç } È Á</p>	<p>Salaries \$205,808 Fringe Benefits \$101,974</p>
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VENDOR SERVICES

\$310,599

TRAVEL

Costs \$15,931

PRIMARY WORK TASKS

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

OTHER DIRECT

Telephone	\$5507
Postage	\$317
Copy Services	\$268
Other Expenses	\$82,089
Office Supplies	\$513

PRINCIPLE PERFORMANCE MEASURES

1. Support services provided to a minimum of 4,800 persons age 60 and over.
2. Monitor 19 service providing agencies monthly through billing.
3. Monthly program performance and fiscal reports submitted to the AAA accurately and on time.

INDIRECT \$79,999

EQUIPMENT \$0

TOTAL BUDGET \$803,005

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

5.18 Full Time Equivalent

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
INFORMATION, REFERRAL AND ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PERSONNEL

Salaries **SEE**
Fringe Benefits

PRIMARY WORK TASKS

1. Promote staff awareness of elderly issues.
2. Develop information and assistance brochure.
3. Provide free access to information and assistance services.
4. Provide information and assistance services.

VENDOR SERVICES **OTHER**

TRAVEL **SUPPORTIVE**

Costs **SERVICES**

PRINCIPLE PERFORMANCE MEASURES

1. Provision of monthly staff meetings and review of publications relating to senior issues.
2. Completion and distribution of 1500 brochures.
3. Maintenance and staffing of a minimum of one employee for the toll-free telephone number.
4. Assistance provided to 1,600 callers.

OTHER DIRECT

Telephone **PAGE 13**
Postage
Copy Services
Other Expenses
Office Supplies

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

INDIRECT

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

EQUIPMENT

TOTAL BUDGET

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
DATA MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PERSONNEL

Salaries **SEE**
Fringe Benefits

PRIMARY WORK TASKS

1. Provide a staff person who is computer literate and qualified to perform the functions of the SPURS system for the Direct Purchase of Services.
2. Work with Case Managers to ensure proper client information is entered into the HHS SPURS Database in compliance to HHS unit tracking & NAPIS requirements.
3. Work directly with the local service providers to ensure program reports submitted to AAA are accurate and on time.

VENDOR SERVICES

OTHER

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 13

PRINCIPLE PERFORMANCE MEASURES

1. Two staff employed by ATCOG AAA trained on SPURS system.
2. Maintain the HHS SPURS Database with two Case Managers' input.
3. Accurate and timely reports of 19 local service providers submitted to HHS.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
BENEFITS COUNSELING
AWARENESS/ASSISTANCE WORK PROGRAM
AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Ensure the elderly and/or primary caregiver are aware of services and where to go for assistance.
2. Aid Medicare and Medicaid-eligible individuals to obtain assistance.
3. Assist individuals with enrollment in Medicare Part D or Supplemental Plans.
4. Administer the State Health Insurance Assistance Program (SHIP).

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

PERSONNEL

Salaries **SEE**
Fringe Benefits

VENDOR SERVICES **OTHER**

TRAVEL **SUPPORTIVE**

Costs **SERVICES**

OTHER DIRECT

Telephone **PAGE 13**
Postage
Copy Services
Other Expenses
Office Supplies

INDIRECT

EQUIPMENT

TOTAL BUDGET

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
CASE MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PERSONNEL

Salaries **SEE**
Fringe Benefits

PRIMARY WORK TASKS

1. Accept and process referrals from individuals and other social service agencies.
2. Complete assessment document on clients requesting assistance during in-home visits.
3. Develop individualized care plans.
4. Arrange for the provision of needed services as identified in the care plan.
5. Reassess client needs every 6 months.
6. Develop and maintain provider agreements.
7. Develop documented client records.
8. Develop program information brochure.
9. Maintain client records in SPURS client tracking system.

VENDOR SERVICES

OTHER

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 13

PRINCIPLE PERFORMANCE MEASURES

1. All referrals processed by two case managers.
2. Completion of 360 assessments.
3. Completion of 180 care plans.
4. Identification of services for 180 clients.
5. Reassessment of 180 clients' needs every 6 months, or more often as needed.
6. Maintain approximately 19 service provider agreements.
7. Maintain records of 180 clients.
8. Completion and distribution of 500 brochures.
9. Maintenance of 180 client records in SPURS client tracking system.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

**AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
OMBUDSMAN
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Recruitment of four new volunteers to meet state requirements.
2. Provision of a minimum of one quarterly training session.
3. Assignments to 31 area nursing and 24 assisted living communities.
4. Visits conducted monthly to long-term care communities.
5. Resolution of 90% of problems or issues either totally or partially resolved.
6. Participate 100% when notified of nursing community and assisted living annual HHS reviews.
7. Provision of a minimum of four in-service training sessions.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries
Fringe Benefits **SEE**

VENDOR SERVICES

OTHER

TRAVEL

Costs **SUPPORT**

OTHER DIRECT

SERVICES

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 13

INDIRECT

EQUIPMENT

TOTAL BUDGET

**NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

NETEDD GOALS STATEMENT

The goal of the North East Texas Economic Development District (NETEDD) is to promote economic and community development and opportunity, foster effective infrastructure systems including transportation and broadband systems, develop an agricultural food hub to benefit producers and provide healthy food alternatives to residents, develop a community lending corporation to offer benefit assistance to employers, provide training opportunities to small businesses, write and administer economic and community development grants, and balance resources through sound management throughout the 10-county NETEDD area. The goal of the VISTA Internship Program is to build capacity in the region by determining areas that need improvement and seeking solutions through grants, partnerships, and local initiatives.

TOTAL NETEDD PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 30,837
Contracts	\$ 0
Travel	\$ 15,000
Other Direct	\$ 17,658
Indirect	\$ 6,505
Equipment	<u>\$ 0</u>

**TOTAL BUDGETED
EXPENDITURES** - \$70,000

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Commerce - Economic Development Administration - \$60,000
U.S Department of Commerce - Economic Development Administration VISTA - \$10,000

**TOTAL ANTICIPATED
REVENUE** - \$70,000

**NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD)
ADMINISTRATION
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Work with state and federal agencies and regional economic development entities for economic development planning.
2. Monitor and report potential major economic disruptions in the economic condition of the district.
3. Write and administer EDA Grants to increase quality jobs in the district.
4. Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district.
5. Prepare required annual performance reports to the EDA.

PRINCIPLE PERFORMANCE MEASURES

1. Utilize NETEDD Board to establish goals, guidelines, and priorities for the department and hold regular meetings.
2. Participate in and implement regional initiatives including transportation, agriculture, broadband, and other projects.
3. Seek and develop relationships with agencies, schools, economic development organizations, elected officials, businesses, and individuals with common goals.
4. Write two EDA grants for entities within the district.
5. Submit annual performance report and 5 year CEDS update to the EDA.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.272 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$26,108
Fringe Benefits	\$12,936

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$5,833
-------	---------

OTHER DIRECT

Telephone	\$704
Rent	\$2,395
Postage	\$351
Copy Expenses	\$400
Other Direct	\$9837
Interest	\$1,289

INDIRECT

\$10,147

EQUIPMENT

\$0

TOTAL BUDGET

\$70,000

**NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

NETEDD RLF GOALS STATEMENT

The goal of the NETEDD RLF is to fund private sector basic job creation or retention and to strengthen capital formation throughout the 11-county NETEDD area.

TOTAL NETEDD RLF PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$	11,143
Contracts	\$	0
Travel	\$	0
Other Direct	\$	5,511
Indirect	\$	2,896
Equipment	\$	<u>0</u>

ANTICIPATED REVENUES BY SOURCE

U. S. Department of Commerce - Economic
Development Administration Loan Interest -
\$19,550

TOTAL BUDGET
EXPENDITURES - \$19,550

TOTAL ANTICIPATED
REVENUE - \$19,550

**NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Strengthen the economic base.
2. Create and retain permanent full-time jobs.
3. Attend required meetings.

PRINCIPLE PERFORMANCE MEASURES

1. Extend at least two NETEDD RLF loans for improvement of economic indicators such as unemployment, per capital personal income, and out-migration.
2. Create one job for every \$35,000 loaned; 50% of new jobs will be targeted at the long-term unemployed and/or under-employed.
3. Attend at least three seminars, teleconferences, workshops or webinars as required.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$7,451
Fringe Benefits	\$3,692

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$205
Postage	\$137
Copy Services	\$100
Other Expenses	\$5,069
Office Supplies	\$0

INDIRECT

\$2,896

EQUIPMENT

\$0

TOTAL BUDGET

\$19,550

**EAST TEXAS RURAL ACCESS PROGRAM
REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

ETRAP-RLF GOALS STATEMENT

The goal of the East Texas Rural Access Program Revolving Loan Fund (ETRAP-RLF) is to provide loan funding for projects that address primary care needs in medically under-served areas of East Texas.

TOTAL ETRAP-RLF BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,143
Contracts	\$ 0
Other Direct	\$ 5,511
Indirect	\$ 2,896
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

United States Department of Agriculture -
\$19,550

**TOTAL BUDGETED
EXPENDITURES** - \$19,550

**TOTAL ANTICIPATED
REVENUE** - \$19,550

**EAST TEXAS RURAL ACCESS PROGRAM
REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Fund loans to eligible applicants.
2. Seek additional funding from public and private sources

PRINCIPLE PERFORMANCE MEASURES

1. At least two ETRAP-RLF loans funded.
2. Approve at least two funding applications with third party lender participation.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$7,451
Fringe Benefits	\$3,692

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$205
Other Expenses	\$5,306

INDIRECT

\$2,896

EQUIPMENT

\$0

TOTAL BUDGET

\$19,550

**CHAPMAN REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

CHAPMAN RLF GOALS STATEMENT

The goal of the Chapman Revolving Loan Fund (RLF) is to develop a viable and continuing resource for private businessmen and public governments to increase economic development and create job opportunities throughout the nine-county ATCOG area.

TOTAL CHAPMAN RLF PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,143
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 5,511
Indirect	\$ 2,896
Equipment	<u>\$ 0</u>

**TOTAL BUDGETED
EXPENDITURES** - \$19,550

ANTICIPATED REVENUES BY SOURCE

ATCOG Funds - \$19,550

**TOTAL ANTICIPATED
REVENUE** - \$19,550

**CHAPMAN REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$7,451
Fringe Benefits	\$3,692

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$205
Postage	\$0
Copy Services	\$0
Other Expenses	\$5,306
Office Supplies	\$0

INDIRECT

\$2,896

EQUIPMENT

\$0

TOTAL BUDGET

\$19,550

**ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

ATRDC GOALS STATEMENT

The goal of the Ark-Tex Regional Development Company is to provide funds for expanding businesses which, through their expansion, will provide benefits to themselves and the communities, such as job creation, expansion of tax base and expansion of personal income.

TOTAL ATRDC PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 78,004
Contracts	\$ 3,741
Travel	\$ 2,500
Other Direct	\$ 39,076
Indirect	\$ 20,275
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

U.S. Small Business Administration Loan
Servicing Fees - \$143,596

**TOTAL BUDGETED
EXPENDITURES** - \$143,596

**TOTAL ANTICIPATED
REVENUE** - \$143,596

**ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Create economic development opportunity in the community.
2. Provide affordable long term financing for business expansions.
3. Give a financial incentive to encourage private lender participation.
4. Give a financial incentive to stimulate business capital investment.
5. Provide access to public capital markets for small business.
6. Attend required local and regional SBA meetings.

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

1.272 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$52,160
Fringe Benefits	\$25,844

CONTRACT SERVICES

\$ 3,741

TRAVEL

Costs	\$ 2500
-------	---------

OTHER DIRECT

Telephone	\$1,560
Postage	\$500
Copy Services	\$500
Other Expenses	\$36,516
Office Supplies	\$ 0

INDIRECT

\$20,275

EQUIPMENT

\$ 0

TOTAL BUDGET

\$143,596

**RENTAL ASSISTANCE PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

RENTAL ASSISTANCE PROGRAM GOAL STATEMENT

The overall goal of the Rental Assistance Program is to achieve four (4) major objectives:

- To provide improved living conditions for low-income families while maintaining their rent payments at an affordable level.
- To promote freedom of housing choice and spatial de-concentration of low income and minority families.
- To provide decent, safe and sanitary housing for eligible participants.
- To provide an incentive to private property owners to rent to low income families by offering timely assistance payments and counseling to tenants on obligations under their lease.

TOTAL RENTAL ASSISTANCE PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 466,894
Contracts	\$ 6,701,400
Travel	\$ 40,000
Other Direct	\$ 74,825
Indirect	\$ 121,356
Equipment	\$ 0
	\$ 7,404,475

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Housing and Urban
Development (USDHUD) - \$7,404,475

**TOTAL BUDGETED
EXPENDITURES** - \$7,404,475

**TOTAL ANTICIPATED
REVENUE** - \$7,404,475

**RENTAL ASSISTANCE PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Issue approximately 150 new Housing Choice Vouchers and add approximately 75 new families to Rental Assistance Program.
2. Add at least 5 property owners to potential landlord list.
3. Payment of approximately \$6.7 million to landlords in form of rental payments for eligible families.
4. Maintain high performer status for FY18 by timely reporting to DHUD.
5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY18

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

9.30 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$312,203
Fringe Benefits	\$154,691

CONTRACT SERVICES

\$6,701,400

TRAVEL

Travel Costs	\$40,000
--------------	----------

OTHER DIRECT

Telephone	\$13000
Postage	\$10000
Copy Services	\$3,000
Other Expenses	\$43,825
Office Supplies	\$5000

INDIRECT

\$121,356

EQUIPMENT

0

TOTAL BUDGET

\$7,404,475

**REGIONAL CRIMINAL JUSTICE PROGRAMS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

REGIONAL CRIMINAL JUSTICE PROGRAMS GOAL STATEMENT

The goal of the Regional Criminal Justice Planning program is to provide effective planning, coordination, law enforcement training, and juvenile services throughout the region.

TOTAL CRIMINAL JUSTICE BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 68,901
Contracts	\$ 80,000
Travel	\$ 2,600
Other Direct	\$ 28,785
Indirect	\$ 17,909
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Office of the Governor, Criminal
Justice Division - \$198,195

**TOTAL BUDGETED
EXPENDITURES** - \$198,195

**TOTAL ANTICIPATED
REVENUE** - \$198,195

**REGIONAL CRIMINAL JUSTICE PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Publicize available application kits to approximately 120 entities for criminal justice program funding.
2. Conduct one grant workshop annually to inform potential grant applicants of criminal justice funding available and the process of applying.
3. Coordinate and facilitate at least one criminal justice advisory committee meeting annually.
4. Provide a combined total of 20 technical assistance contacts to new applicants, continuation applicants, and those on vendor hold.
5. Complete four quarterly reports required by CJD through the PPRJ website.

IMPLEMENTATION SCHEDULE

September 1, 2017– August 31, 2018

HUMAN RESOURCE REQUIREMENT

- .53 Full Time Equivalent – CJ Coordinator
- .074 Full Time Equivalent – Accounting Specialist

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$25,808
Fringe Benefits	\$12,788

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$2,000
-------	---------

OTHER DIRECT

Telephone	\$1,750
Postage	\$200
Copy Services	\$450
Other Expenses	\$11,910
Office Supplies	\$101

INDIRECT

\$10,032

TOTAL BUDGET

\$65,039

**REGIONAL LAW ENFORCEMENT TRAINING
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.33 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$14,228
Fringe Benefits	\$7,050

CONTRACT SERVICES

\$39,000

TRAVEL

Costs	\$300
-------	-------

OTHER DIRECT

Telephone	\$500
Postage	\$50
Copy Services	\$38
Office Supplies	\$439
Other Expenses	\$9,997

INDIRECT

\$5,531

TOTAL BUDGET

\$77,133

**PURCHASE OF JUVENILE SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.14 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$6,036
Fringe Benefits	\$2,991

CONTRACT SERVICES

\$41,000

TRAVEL

Costs	\$300
-------	-------

OTHER DIRECT

Telephone	\$440
Postage	\$100
Copy Services	\$75
Office Supplies	\$409
Other Expenses	\$2326

INDIRECT

\$2,346

TOTAL BUDGET

\$56,023

**9-1-1 PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

9-1-1 PROGRAM GOAL STATEMENT

The goal of the 9-1-1 program is to protect and enhance public safety and health through fiscally responsible administration of enhanced 9-1-1 systems, network and equipment; rural mapping services; distribution and dissemination of public education information and materials; telecommunicator training; and maintenance of ALI database, GIS database and 9-1-1 database throughout the region.

TOTAL 9-1-1 PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 380,322
Contracts	\$ 1,116,631
Travel	\$ 45,000
Other Direct	\$ 171,127
Indirect	\$ 98,856
Equipment	<u>\$ 488,000</u>

TOTAL BUDGETED

EXPENDITURES - \$2,299,936

ANTICIPATED REVENUES BY SOURCE

Commission on State Emergency
Communications - \$2,299,936

TOTAL ANTICIPATED

REVENUE - \$2,299,936

**9-1-1 PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Report financial and performance information to CSEC quarterly.
2. Provide public education to the community.
3. Provide training for telecommunicators.
4. Develop and amend Strategic Plan as required.
5. Monitor PSAPs for proper operations.
6. Provide PSAPs and emergency response agencies with maps.
7. Maintain 9-1-1 databases.
8. Provide & maintain 9-1-1 equipment.
9. Provide & maintain a 9-1-1 network.

PRINCIPLE PERFORMANCE MEASURES

1. Provide four quarterly financial and performance reports to CSEC.
2. Distribute public education items to each of the nine counties.
3. Provide two call taker trainings.
4. Submission of one strategic plan as required by set deadline.
5. Conduct thirteen monitoring visits.
6. Provide map updates to PSAP and emergency response agencies in nine counties.
7. Maintain 9-1-1 databases to within state guidelines.
8. Test and maintain 9-1-1 equipment at thirteen PSAPs.
9. Test and maintain 9-1-1 network at thirteen PSAPs.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

6.4 Full Time Equivalent

PERSONNEL

Salaries	\$254,314
Fringe Benefits	\$126,008

CONTRACT SERVICES

\$1,116,631

TRAVEL

Costs	\$45,000
-------	----------

OTHER DIRECT

Telephone	\$5,000
Postage	\$1,000
Copy Services	\$2,000
Other Expenses	\$146,807
Office Supplies	\$16,320

INDIRECT

\$98,856

EQUIPMENT

\$488,000

TOTAL BUDGET

\$2,299,936

**PUBLIC TRANSPORTATION FOR NON-URBANIZED AREAS
SECTIONS 5311, 5310, INTER-CITY BUS (5311F),
PLANNING, RTAP AND AGING TRANSPORTATION
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

**SECTIONS 5311, 5310, INTER-CITY BUS (5311F), PLANNING AND AGING TRANSPORTATION
GOALS STATEMENT**

The goal of the Public Transportation for Non-Urbanized Areas, Sections 5311, 5310, Inter-City Bus, Planning and Aging, is to provide rural public transportation to the ambulatory, as well as those needing ADA care, and to develop and implement the updated ATCOG Regional Transportation Coordination Plan for the nine Texas counties in the ATCOG service area, including the Texarkana Urbanized Area where ATCOG TRAX is assisting the urban area transit district by providing paratransit services.

TOTAL PUBLIC TRANSPORTATION PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 1,654,815
Contracts	\$ 0
Travel	\$ 23,500
Other Direct	\$ 2,012,217
Indirect	\$ 430,123
Equipment	\$ 624,119
Vehicles	<u>\$ 1,815,000</u>

ANTICIPATED REVENUES BY SOURCE

Texas Department of Transportation	- \$546,303
Federal Funds	- \$4,528,109
Local Funds	-\$500,000
Program Income	- \$96,524
In-Kind	- \$702,338
Transportation Development Credits	- \$186,500

**TOTAL BUDGETED
EXPENDITURES** - \$6,559,774

**TOTAL ANTICIPATED
REVENUE** - \$6,559,774

**PUBLIC TRANSPORTATION FOR NON-URBANIZED AREAS
SECTIONS 5311, 5310, INTER-CITY BUS (5311F),
PLANNING AND AGING TRANSPORTATION
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Provide rural public transportation in the nine-county area.
2. Provide transportation to people age 60+, the general public and disabled persons.
3. Coordinate rural program with Texarkana Urban Transportation (TUTD) System.
4. Coordinate and expand Inter-City Bus program within the region.
5. Implement the ATCOG 5-Year Regional Transportation Coordination Plan.
6. Continue operations of a full-service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5311 and 5310 vehicle fleet.
7. Attend required local and state meetings.
8. Promote training and staff development programs for all personnel.
9. Diversify funding sources for more program flexibility and stability.

PRINCIPLE PERFORMANCE MEASURES

1. Provide 200,000 passenger trips annually.
2. Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
3. Attend TUTD meetings and provide information on rural programs to maximize coordination.
4. Expand routes with Greyhound Connect and market program to increase utilization.
5. Conduct Stakeholder meetings throughout the service area; identify projects to implement the plan.
6. Assess fleet for salvage and institute pro-active fleet management to ensure longevity of vehicles utilizing RTAP funding for development and

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$1,106,543
Fringe Benefits	\$548,272

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$23,500
-------	----------

OTHER DIRECT

Communications	\$44,000
Postage	\$500
Copy/Print Services	\$6,728
Other Expenses	\$1,950,989
Office Supplies	\$10,000

INDIRECT

\$430,123

EQUIPMENT

\$624,119

VEHICLES

\$1,815,000

TOTAL BUDGET

\$6,559,774

PRINCIPAL PERFORMANCE MEASURES (CON'T.)

6. (cont.) implementation of a Fleet Maintenance Plan.
7. Attend semi-annual TxDOT and Arkansas HTD meetings.
8. Continue to develop and implement formal training program with defined programs and timing of required certifications.
9. Expand advertising/sponsorship program throughout all nine counties. Identify private foundation grant opportunities and apply for same.

IMPLEMENTATION SCHEDULE

September 1, 2017 – August 31, 2018

HUMAN RESOURCE REQUIREMENT

50.5 Full Time Equivalent

**URBAN TRANSPORTATION PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

URBAN TRANSPORTATION GOALS STATEMENT

The goal of the Urban Transportation Program is to fulfill the Intergovernmental Agreement to provide urban transportation management services to the Texarkana Urban Transit District in the operation of the T-Line transit system.

TOTAL URBAN TRANSPORTATION PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 149,835
Contracts	\$ 0
Travel	\$ 0
Indirect	<u>\$ 38,945</u>

ANTICIPATED REVENUES BY SOURCE

Contract - \$188,780

**TOTAL BUDGETED
EXPENDITURES** - \$188,780

**TOTAL ANTICIPATED
REVENUE** - \$188,780

**URBAN TRANSPORTATION PROGRAM MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

To fulfill the Intergovernmental Agreement to provide urban transportation management services to the Texarkana Urban Transit District in the operation of the T-Line transit system.

PRIMARY WORK TASKS

1. Facilitate the management and day-to-day operation of the transit system.
2. Prepare TUTD budget.
3. Employ staff necessary to maintain and operate the transportation system.

PRINCIPLE PERFORMANCE MEASURES

1. Provide management and operation of the public transportation system and policy recommendations.
2. Provide finance and budgeting, including preparation of an annual budget for the transit system.
3. Provide staff for the public transportation system.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

4.4 Full Time Equivalent

PERSONNEL

Salaries	\$100,192
Fringe Benefits	\$49,643

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
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OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$38,945

INDIRECT

\$188,780

TOTAL BUDGET

**ENVIRONMENTAL PROGRAMS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

ENVIRONMENTAL PROGRAMS GOALS STATEMENT

The goal of the Environmental Programs is to reduce illegal dumping, increase recycling and help facilitate source reduction throughout the ATCOG region, therefore reducing the annual quantity of waste discarded, to assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance the water quality, and to conduct environmental assessments to determine the impact of water system improvement projects. Additional goals are to identify potential petroleum and hazardous substance properties, develop cleanup plans for redevelopment, facilitate the distribution of solid waste grant funds, and to coordinate solid waste planning efforts to improve the region's solid waste management systems.

TOTAL ENVIRONMENTAL PROGRAMS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 66,779
Contracts	\$ 20,000
Travel	\$ 2,174
Other Direct	\$ 18,521
Indirect	\$ 17,357
Equipment	\$ _____0

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality (TCEQ)
Solid Waste Management - \$115,000
Water Quality - \$9,831

**TOTAL BUDGETED
EXPENDITURES** - \$124,831

**TOTAL ANTICIPATED
REVENUE** - \$124,831

SOLID WASTE MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

September 1, 2017 – August 31, 2018

HUMAN RESOURCE REQUIREMENT

.875 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$40,131
Fringe Benefits	\$19,884

CONTRACT SERVICES

\$20,000

TRAVEL

Costs	\$2,000
-------	---------

OTHER DIRECT

Telephone	\$1,250
Postage	\$120
Copy Services	\$40
Other Expenses	\$15,976
Office Supplies	\$0

INDIRECT

\$15,599

EQUIPMENT

\$0

TOTAL BUDGET

\$115,000

**WATER QUALITY
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Analyze basin water quality in both basins.
2. Conduct monitoring in priority areas to assess potential areas of water quality impairment.
3. Initiate annual coordinated monitoring meetings for all entities monitoring in the Sulphur River Basin who presently, or potentially could, come under the Quality Assurance Project Plan for the Basin.
4. Integrate new data, land use information, and information on events that may affect water quality to prepare a more comprehensive evaluation of factors affecting water quality in the Basin.
5. Review and/or assist state RLF project applicants and TCEQ in resolution of conflicts between proposed project data and approved ATCOG Water Quality Management Plan.
6. Assist TCEQ in Water Quality Management Plan updates.
7. Contact entities and encourage participation in meetings for water quality strategy.

PRINCIPLE PERFORMANCE MEASURES

1. Recommend additional monitoring or management programs based on current analysis of water quality within both basins.
2. Determine extent and significance of impairment, isolate potential source areas, evaluate potential control strategies, and evaluate effectiveness of control strategies within both basins.
3. Decreased costs and/or increased monitoring within both basins.
4. Complete summaries, maps, and tables.
5. Number of applicants assisted and number of conflicts resolved.
6. Two plan updates completed & submitted to TCEQ.
7. At least four entities contacted.

IMPLEMENTATION SCHEDULE

September 1, 2017 – August 31, 2018

HUMAN RESOURCE REQUIREMENT

.1625 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$4,523
Fringe Benefits	\$2,241

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$174
-------	-------

OTHER DIRECT

Telephone	\$0
Postage	\$25
Copy Services	\$40
Other Expenses	\$1070
Office Supplies	\$0

INDIRECT

\$1,758

EQUIPMENT

\$0

TOTAL BUDGET

\$9,831

**HOMELAND SECURITY GRANT PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

HOMELAND SECURITY PROGRAM GOAL STATEMENT

The goal of the Homeland Security Program is to continue professional staff activities in regard to updating and implementing Texas's Strategy for Homeland Security and regional homeland security strategies and plans; coordinate the use of the funding to jurisdictions for regional and local equipment purchases; coordinate equipment deployments with other aspects of regional strategies for first responder preparedness; training and exercises; assist local grantees with implementing state, regional and local strategies; assist the state as requested; and complete tasks as required by the contract.

TOTAL HOMELAND SECURITY PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 63,029
Contracts	\$ 115,077
Travel	\$ 8,910
Other Direct	\$ 48,040
Indirect	\$ 16,383
Equipment	<u>\$ 1,000</u>

ANTICIPATED REVENUES BY SOURCE

State Homeland Security Program - \$209,503
Interlocal Cooperation Agreement - \$42,936

**TOTAL BUDGETED
EXPENDITURES** - \$252,439

**TOTAL ANTICIPATED
REVENUE** - \$252,439

**HOMELAND SECURITY GRANT PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

Continue the expanded planning effort begun under the State Homeland Security Planning Grant and complete the tasks as outlined in the contract.

PRIMARY WORK TASKS

1. Maintain the ATCOG Homeland Security Advisory Committee (HSAC).
2. Facilitate the development of the regional homeland security implementation plan and state preparedness report.
3. Facilitate the distribution of homeland security program funding.
4. Aid local jurisdictions in meeting training requirements.
5. Aid local jurisdictions in meeting grant eligibility requirements.
6. Facilitate the scheduling of local/regional exercises.
7. Coordinate regional homeland security efforts with the Office of the Governor Homeland Security Grants Division.

PRINCIPLE PERFORMANCE MEASURES

1. Provision of staff support for four HSAC meetings.
2. Submission of the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.
3. Distribute region's homeland security funding in the amount of \$155,077 to projects in the region.
4. Provision of one in-region training opportunity.
5. Provision of one staff member to monitor and assist with the eligibility of jurisdictions.
6. Successful conduct of one local/regional homeland security exercise.
7. Participate in 26 OOG conference calls.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

1.15 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$42,146
Fringe Benefits	\$20,883

CONTRACT SERVICES

\$115,077

TRAVEL

Costs	\$8,910
-------	---------

OTHER DIRECT

Telephone	\$1000
Postage	\$100
Copy Services	\$150
Other Expenses	\$45,790
Office Supplies	\$1,000

INDIRECT

\$16,383

EQUIPMENT

\$1,000

TOTAL BUDGET

\$252,439

**REGIONAL SPECIAL GRANT PROGRAMS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

REGIONAL SPECIAL GRANT PROGRAMS GOAL STATEMENT

The goal of the Regional Special Grant Programs Department is to provide staff to manage and administer regional special grant projects for ATCOG and prepare grants to federal and/or state agencies.

TOTAL REGIONAL SPECIAL PROJECTS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 43,725
Contracts	\$ 16,347
Travel	\$ 3,000
Other Direct	\$ 19,383
Indirect	\$ 11,365
Equipment	\$ 0

ANTICIPATED REVENUES BY SOURCE

Texas Department of Agriculture - \$4,884
Texas Department of Public Safety Division of Emergency Management - \$55,000
Red River, Titus and Delta Counties - \$15,000
Contracts - \$18,936

TOTAL BUDGETED EXPENDITURES - \$93,820

TOTAL ANTICIPATED REVENUE - \$93,820

**REGIONAL SPECIAL GRANT PROGRAMS
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

Provide technical assistance services not related to a specific Texas Community Development Block grant program contract to TxCDBG-eligible localities within the region.

PRIMARY WORK TASKS

1. Provide census and income data to TxCDBG-eligible localities.
2. Distribute Texas Department of Agriculture (TDA) program information.
3. Provide general technical assistance as related to non-project specific community and economic development program areas.
4. Continually review and be familiar with the TxCDBG Implementation Manual.
5. Continually review and be familiar with the TDA website, particularly as it pertains to the TxCDBG and community and economic development.

PRINCIPLE PERFORMANCE MEASURES

1. Prepare census and income data for five localities requesting data.
2. Provide information about TDA programs to 30 localities.
3. Prepare information for eight non-project specific community and economic development program areas.
4. Attend one Implementation Manual Training.
5. Check TDA website weekly for program information.

IMPLEMENTATION SCHEDULE

September 1, 2017 – August 31, 2018

HUMAN RESOURCE REQUIREMENT

.06099 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$2,373
Fringe Benefits	\$1,176

CONTRACT SERVICES

TRAVEL

Costs	\$0
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OTHER DIRECT

Rent	\$152
Telephone	\$65
Postage	\$30
Copy Services	\$30
Other Expenses	\$86
Office Supplies	\$50

<u>INDIRECT</u>	\$922
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EQUIPMENT

<u>TOTAL BUDGET</u>	\$4,884
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**REGIONAL SPECIAL PROGRAMS
OTHER SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

Provide staff support to administer regional special project programs for ATCOG.

PRIMARY WORK TASKS

1. Administer weatherization program contracts with various utility companies.
2. Review applications for providing health premium assistance.

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

.23 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$3,507
Fringe Benefits	\$1,738

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
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OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$300
Other Expenses	\$12,028
Office Supplies	\$0

INDIRECT

\$1,363

EQUIPMENT

\$0

TOTAL BUDGET

\$18,936

**HAZARD MITIGATION PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

OBJECTIVE

Complete preparation of 5-year updates of Hazard Mitigation Plans for Red River and Titus Counties and begin Delta County.

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

0.281 Full Time Equivalent

2018 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$23,358
Fringe Benefits	\$11,573

CONTRACT SERVICES

\$16,347

TRAVEL

Costs	\$3,000
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OTHER DIRECT

Rent	\$2,320
Telephone	\$994
Postage	\$500
Copy Services	\$250
Other Expenses	\$953
Office Supplies	\$300
Interest	\$1,326

INDIRECT

\$9,079

EQUIPMENT

\$0

TOTAL BUDGET

\$70,000

**INDIRECT SERVICES
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

INDIRECT SERVICES GOAL STATEMENT

To provide a mechanism whereby ATCOG may equitably allocate legitimate, appropriate and allowable program/project costs which cannot be directly and readily assigned to specific programs/objects.

TOTAL INDIRECT SERVICES BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 710,172
Contracts	\$ 38,000
Travel	\$ 48,500
Other Direct	\$ 108,595
Indirect	\$ 0
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Revenue From all Fund Groups - \$904,747
Grant Writing/Accounting Admin - \$59,400
Carry-over - \$-58,880

**TOTAL BUDGETED
EXPENDITURES** - \$ 905,267

**TOTAL ANTICIPATED
REVENUE** - \$905,267

**EXECUTIVE INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

Provide staff and other support necessary to successfully conduct wide range of overall leadership and managerial functions directly benefiting all ATCOG programs and projects.

PRIMARY WORK TASKS

1. Provide leadership and managerial guidance in planning, organizing and directing all operations of ATCOG.
2. Develop and propose policy guidance to the Board of Directors.
3. Develop and implement organizational administrative procedures and practices.
4. Represent ATCOG and its programs & projects.
5. Coordinate and direct all programs, financing and intergovernmental relationships.
6. Maintain ATCOG official records.
7. Oversee and ensure development of Annual Strategic Work Plan and Budget.
8. Oversee and ensure development of external communications documents.
9. Oversee & ensure updates of ATCOG web site.

PRINCIPLE PERFORMANCE MEASURES

1. Provision of leadership and guidance in the operation of ATCOG.
2. Development and presentation of monthly Board agenda to the Board.
3. Implementation of organizational administrative procedures and practices.
4. Representation of ATCOG.
5. Coordination and direction of programs, financing and intergovernmental relationships.
6. Maintenance of records.
7. Completion of 17-18 Strategic Work Program and Budget.
8. Distribution of Annual Work Plan and Annual Budget.
9. Maintenance of ATCOG web site.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

2 Full Time Equivalent

PERSONNEL

Salaries	\$127,521
Fringe Benefits	\$63,184

CONTRACT SERVICES

\$0

TRAVEL

Staff Travel	\$12,000
Board Travel	\$23,500

OTHER DIRECT

Telephone	\$4,000
Postage	\$650
Copy Services	\$200
Other Expenses	\$26,800
Office Supplies	\$6,500

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$264,355

**ADMINISTRATIVE INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

Provide the staff support necessary to administer ATCOG personnel management, policies, procedures and benefits, and provide receptionist services for ATCOG.

PRIMARY WORK TASKS

1. Maintain and administer ATCOG personnel policies and ATCOG Integrated Personnel Classification, Pay Plan and Job Descriptions.
2. Maintain ATCOG & ATUT personnel records and files.
3. Administer ATCOG & ATUT employee benefit plan programs.
4. Answer and direct all incoming ATCOG calls.
5. Respond to general inquiries concerning ATCOG programs/projects.
6. Greet and direct incoming visitors and clients.
7. Open, sort and distribute incoming mail.
8. Receive and transmit all fax correspondence.
9. Maintain ATCOG building, grounds, and computer equipment.

PRINCIPLE PERFORMANCE MEASURES

1. Administration of Personnel Policies and Integrated Personnel Classification & Pay Plan.
2. Maintenance of personnel records and files for approximately 105 employees.
3. Administration of approximately eight benefit programs.
4. Take calls from incoming lines.
5. Respond to general requests for ATCOG information.
6. Greet and direct visitors on a daily basis.
7. Opening & daily distribution of mail to approximately 50 employees.
8. Receipt and transmission of approximately 30 faxes per day.
9. Maintenance of ATCOG building, grounds, and computer equipment.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

4.37 Full Time Equivalent

PERSONNEL

Salaries	\$183,176
Fringe Benefits	\$90,760

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$4,000
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OTHER DIRECT

Telephone	\$4,400
Postage	\$1,000
Copy Services	\$550
Other Expenses	\$26,300
Office Supplies	\$1,000

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$311,386

**REGIONAL GRANT ADMINISTRATION INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Administer Texas Capital Fund (TCF) and an EDA Infrastructure Grant for TexAmericas Center, Community Development Block Grant (CDBG) for Avery, and pending State and Federal agency grant applications.
2. Prepare and/or review applications and/or grants to federal and/or state agencies.
3. Provide technical assistance to cities and counties requesting census data and other information.
4. Provide communication avenues between all member entities and the public.

PRINCIPLE PERFORMANCE MEASURES

1. Perform all administrative duties to ensure all grants administered by the regional development staff are compliant.
2. Preparation and completion of 12 applications and grants for ATCOG programs and members along with completion of quarterly reports for three programs.
3. Provide data to 10 entities requesting technical assistance.
4. Update and distribute brochures for ATCOG program areas along with posting in social media outlets any information releases.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

1.35028 Full Time Equivalent

PERSONNEL

Salaries	\$45,017
Fringe Benefits	\$22,305

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$7,500
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OTHER DIRECT

Telephone	\$1,020
Postage	\$1,300
Copy Services	\$225
Other Expenses	\$3,025
Office Supplies	\$1,000

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$81,392

**FINANCE INDIRECT SERVICES FUND
WORK PROGRAM AND EXPENDITURE BUDGET**

2018 WORK PROGRAM

2018 EXPENDITURE BUDGET

OBJECTIVE

Provide professional financial services necessary to establish and maintain financial policies, practices and controls in order to ensure the highest degree of financial accountability and to fully safeguard all public funds entrusted to ATCOG.

PRIMARY WORK TASKS

1. Implement policies & procedures.
2. Prepare ATCOG budget and project budgets.
3. Prepare cash requests for funding sources.
4. Process and prepare accounts payable and payroll.
5. Maintain and analyze general ledger financial information.
6. Prepare monthly, quarterly and annual financial reports to funding sources.
7. Monitor subcontractors' financial reports.
8. Maintain property and equipment inventories.
9. Support monitoring/auditing teams from funding sources.

PRINCIPLE PERFORMANCE MEASURES

1. Update policies and procedures as needed.
2. Assist in preparation of approximately 30 program budgets.
3. Completion of approximately 60 Cash requests.
4. Generate approximately 2,800 payroll direct deposits, 6,800 vendor direct deposits and 4,600 accounts payable checks.
5. Review of general ledger balances monthly.
6. Assist in completion of approximately 200 financial reports.
7. Assist in completion of approximately four monitoring visits.
8. Assist in physical inventory of ATCOG property and equipment.
9. Assistance to monitoring/audit teams.

IMPLEMENTATION SCHEDULE

October 1, 2017 – September 30, 2018

HUMAN RESOURCE REQUIREMENT

2.8802 Full Time Equivalent

PERSONNEL

Salaries	\$117,290
Fringe Benefits	\$58,115

CONTRACT SERVICES

Audit	\$38,000
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TRAVEL

Costs	\$5,000
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OTHER DIRECT

Telephone	\$2,500
Postage	\$2,750
Copy Services	\$300
Other Expenses	\$19,175
Office Supplies	\$2,200

<u>INDIRECT</u>	\$0
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$245,330
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Indirect Cost Pool

ATCOG Financial Plan - FY 2018
INDIRECT COST RATE CALCULATION

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
18001	Aging	\$113,343	12.5	
18002	NETEDD & ATRDC	39,111	4.3	
18003	HUD - Section 8	121,356	13.4	
18004	Criminal Justice Dept.	17,909	2.0	
18005	CSEC - 911	98,856	10.9	
18006	GIS	0	0.0	
18007	Regional Transportation Systems	469,068	51.8	
18008	TCEQ - Environmental	17,357	1.9	
18009	Homeland Security	16,383	1.8	
18010	Regional Special Programs	11,365	1.3	
TOTAL INDIRECT COST ALLOCATED		\$904,747	100.0	

INDIRECT COST ALLOCATION				
	Total Indirect Cost	\$905,267		> FY '16 Audited Indirect Cost Under Allocation > Admin Fees earned from administrating STEP/CDBG programs > Admin Fees earned from acctng and mgmt fees > FY '17 Anticipated Indirect Cost (Over)Under Allocation
	Plus: Prior Period Under Allocations	111,309		
	Less: Earned Admin Fees	36,000		
	Less: Earned Acctng Fees	23,400		
	Less: Current Period Over Allocation	(52,429)		
TOTAL TO BE ALLOCATED		\$904,747		

ALLOCATION BASE CALCULATION				
	Total Allocated Indirect Cost	904,747		> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Div by: Total Direct Personnel Cost	3,480,839		
ALLOCATION BASE			26.0	

INDIRECT RATE CALCULATION				
	Total Allocated Indirect Cost	904,747		> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177 less capital expenditures 2,972,119 and pass-thru funds
	Div by: Total Direct Expenses	15,319,072		
INDIRECT RATE			5.9	

Difference between cost and allocation: 0.25992
\$0.455

**ATCOG Financial Plan - FY 2018
UNRESTRICTED FUND REQUIREMENTS**

LINE ITEM CST #	DESCRIPTION	BUDGETED FY'18		COMMENTS
		Amount		
<i>PROGRAM MATCHING AND OTHER REQUIREMENTS</i>				
18001	Aging	34,069	48.6	
18002	NETEDD & ATRDC	0	0.0	
18003	HUD - Section 8	0	0.0	
18004	Criminal Justice Dept.	0	0.0	
18005	CSEC - 911	0	0.0	
18006	GIS	0	0.0	
18007	Regional Transportation Systems	0	0.0	
18008	TCEQ - Environmental	0	0.0	
18009	Homeland Security	0	0.0	
18010	Regional Special Programs	0	0.0	
SUB-TOTAL		\$34,069	48.6	
	Capital Purchases		0.0	
	Debt Service	36,000	51.4	
	Operating Capital		0.0	
	Indirect Cost Support		0.0	
	Interest Expense		0.0	
	Other		0.0	
SUB-TOTAL		\$36,000	51.4	
TOTAL REQUIREMENTS		\$70,069	100.0	
<i>REVENUES (SOURCES OF UNRESTRICTED FUNDS)</i>				
	Member Dues	60,893	29.6	> See APPENDIX I.
	State Funds-Texas		0.0	
	State Funds-Arkansas	30,000	14.6	
	Use Fee/Depreciation		0.0	
	Indirect Allowance	0	0.0	
	Other	115,000	55.9	> Other unassigned local fees
TOTAL REVENUES		\$205,843	100.0	
BALANCE OF REVENUES		\$135,774		

**ATCOG Financial Plan - FY 2018
EMPLOYEE BENEFIT RATE COMPUTATION**

LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				> Calculated at \$11,932 per day average. > 10.0 days average estimated. > 9. days average estimated. > 11.2 days average > Allows for net changes to release time liability.
0220	Paid Holidays	\$115,891	3.67	
0221	Sick Leave	104,302	3.30	
0222	Vacation	134,048	4.25	
0223	Liability Differential	1,000	0.03	
SUB-TOTAL		\$355,241	11.25	
OTHER BENEFITS				> Includes benefits for all staff. > For employees working 30 hours or more. > Includes benefits for all staff. > Includes benefits for all staff. > Includes benefits for all staff. > \$3.00 each month of tenure (eligibility beginning on the 37th month).
0230	FICA	\$239,989	7.60	
0231	Health/Life Insurance	617,780	19.56	
0232	Worker's Compensation	49,733	1.57	
0234	Retirement Program	125,264	3.97	
0234	Unemployment Insurance	9,450	0.30	
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	14,088	0.45	
SUB-TOTAL		\$1,056,304	33.45	
0212	Plus: Prior Period Under Allocation	62,397	1.98	
0212	Less: Current Period Over Allocation	(85,380)	-2.70	
SUB-TOTAL		\$1,033,321	32.72	
TOTAL BENEFIT PROGRAM COST		\$1,388,562	43.97	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	\$3,157,690	100.00	
	Less: Release Time	355,241		
CHARGEABLE SALARIES		\$2,802,449		
BENEFIT RATE CALCULATION				
	Employee Benefits	1,388,562		
	Div by: Chargeable Salaries	2,802,449		
BUDGETED BENEFIT RATE			49.5	

Release Time Rate (for calculation):

0.1125

Benefit Rate (for calculation):

Certificate of Indirect Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal as of September 30, 2017, to establish billing or final indirect costs rates for fiscal year 2018 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Ark-Tex Council of Governments

Signature: 

Name of Official: Melinda Tickle

Title: Finance Manager

Date of Execution: September 30, 2017

FY 2018 Membership Dues

MEMBER	2010 POPULATION		FY '18 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
BOWIE COUNTY	92,565			
DeKalb		1,699	340	0.6%
Hooks		2,769	554	0.9%
Leary		495	100	0.2%
Maud		1,056	211	0.3%
Nash		2,960	592	1.0%
New Boston		4,550	910	1.5%
Red Lick		1,008	202	0.3%
Redwater		1,057	211	0.3%
Texarkana, Texas		36,411	7,282	12.0%
Wake Village		5,492	1,098	1.8%
Sub-Total Member Cities		57,497	11,499	18.9%
Bowie County (Net)		35,068	5,260	8.6%
Texarkana College			100	0.2%
Texarkana ISD			100	0.2%
Liberty-Eylau ISD			100	0.2%
TexAmerica Center			100	0.2%
TOTAL COUNTY		92,565	17,160	28.2%
CASS COUNTY	30,464			
Atlanta		5,675	1,135	1.9%
Avinger		444	100	0.2%
Bloomburg		404	100	0.2%
Domino		93	100	0.2%
Hughes Springs		1,760	352	0.6%
Linden		1,998	400	0.7%
Queen City		1,476	295	0.5%
Sub-Total Member Cities		11,850	2,482	4.1%
Cass County (Net)		18,614	2,792	4.6%
Good Shepard Medical Center			100	0.2%
TOTAL COUNTY		30,464	5,374	8.8%
DELTA COUNTY	5,231			
Cooper		1,969	394	0.6%
Sub-Total Member Cities		1,969	394	0.6%
Delta County (Net)		3,262	489	0.8%
Delta County MUD			100	0.2%
TOTAL COUNTY		5,231	983	1.6%

FY 2018 Membership Dues

MEMBER	2010 POPULATION		FY '18 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
FRANKLIN COUNTY	10,605			
Mt. Vernon		2,662	532	0.9%
Sub-Total Member Cities		2,662	532	0.9%
Franklin County (Net)		7,943	1,191	2.0%
Franklin County Water District			100	0.2%

TOTAL COUNTY		10,605	1,823	3.0%
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HOPKINS COUNTY	35,161			
Como		702	140	0.2%
Cumby		777	155	0.3%
Sulphur Springs		15,449	3,090	5.1%
Sub-Total Member Cities		16,928	3,385	5.6%
Hopkins County (Net)		18,233	2,735	4.5%
Sulphur Springs I.S.D.			100	0.2%
Como-Pickton C.I.S.D.			100	0.2%
N.E. TX. Rural Rail District			100	0.2%

TOTAL COUNTY		35,161	6,420	10.5%
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LAMAR COUNTY	49,793			
Blossom		1,494	299	0.5%
Deport		578	116	0.2%
Paris		25,171	5,034	8.3%
Reno		3,166	633	1.0%
Roxton		650	130	0.2%
Sub-Total Member Cities		31,059	6,212	10.2%
Lamar County (Net)		18,734	2,810	4.6%
Lamar SWCD			100	0.2%
Northeast Texas RC & D			100	0.2%
North Lamar ISD			100	0.2%
Paris ISD			100	0.2%
Paris Junior College			100	0.2%
Chisum ISD			100	0.2%

TOTAL COUNTY		49,793	9,622	15.8%
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FY 2018 Membership Dues

MEMBER	2010 POPULATION		FY '18 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MORRIS COUNTY	12,934			
Daingerfield		2,560	512	0.8%
Lone Star		1,581	316	0.5%
Naples		1,378	276	0.5%
Omaha		1,021	204	0.3%
Sub-Total Member Cities		6,540	1,308	2.1%
Morris County (Net)		6,394	959	1.6%
Paul Pewitt ISD			100	0.2%
Northeast Texas MWD			100	0.2%

TOTAL COUNTY		12,934	2,467	4.1%
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RED RIVER COUNTY	12,860			
Annona		315	100	0.2%
Avery		482	100	0.2%
Bogata		1,153	231	0.4%
Clarksville		3,285	657	1.1%
Detroit		732	146	0.2%
Sub-Total Member Cities		5,967	1,234	2.0%
Red River County (Net)		6,893	1,034	1.7%
Avery ISD			100	0.2%
Red River County SWCD			100	0.2%
Red River County WCID - No.1			100	0.2%
Clarksville ISD			100	0.2%

TOTAL COUNTY		12,860	2,668	4.4%
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TITUS COUNTY	32,334			
Mt. Pleasant		15,564	3,113	5.1%
Winfield		524	105	0.2%
Sub Total Member Cities		16,088	3,218	5.3%
Titus Country (Net)		16,246	2,437	4.0%
Titus County FWSD			100	0.2%
Mt. Pleasant ISD			100	0.2%
North East Texas Community College			100	0.2%

TOTAL COUNTY		32,334	5,955	9.8%
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FY 2018 Membership Dues

MEMBER	2010 POPULATION		FY '18 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MILLER COUNTY, ARK.	43,462			
Garland		242	100	0.2%
Texarkana, Arkansas		29,919	5,984	9.8%
Fouke		859	172	0.3%
Sub-Total Member Cities		31,020	6,256	10.3%
Miller County (Net)		12,442	1,866	3.1%
TOTAL COUNTY		43,462	8,122	13.3%
OTHER	N/A			
Red River Appraisal District			100	0.2%
Red River Authority			100	0.2%
N.E. Tx. Reg. Advisory Council			100	0.2%
TOTAL OTHER			300	0.5%
AGENCY TOTAL		325,409	60,893	100.00%

Note: Current adopted ATCOG policy and agency bylaws prescribe a member dues rate of \$00.20 per capita for municipalities, \$00.15 per capita for counties, less population of member municipalities, with a minimum dues of \$100.00 per member, including special purpose districts and other political subdivisions.

APPENDIX II

ATCOG BUDGET FY '18
LINE ITEM COST DISTRIBUTION BY TYPE OF COST

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	TYPE OF COST	
				DIRECT	INDIRECT
0110	Salaries	\$2,802,449	14.6	\$2,327,571	\$474,878
0210	Benefits	1,388,562	7.2	1,153,268	235,294
0310	Travel	183,075	1.0	154,575	28,500
0311	Non-Staff Travel	21,261	0.1	1,261	20,000
0410	Rent	77,194	0.4	50,144	27,050
0411	Rent/Field Office	0	0.0	0	0
0412	Storage Rent	0	0.0	0	0
0420	Telephone	49,050	0.3	37,130	11,920
0422	Cell Phone	3,000	0.0	3,000	0
0430	Postage	20,167	0.1	14,467	5,700
0431	Postage/Field Office	0	0.0	0	0
0440	Copier	10,467	0.1	9,192	1,275
0450	Utilities	20,000	0.1	20,000	0
0451	Utilities/Field Office	3,550	0.0	3,550	0
0510	Other Direct	1,866,682	9.7	1,859,882	6,800
0511	Office Supplies	47,741	0.2	37,041	10,700
0512	Reproduction and Printing	5,728	0.0	5,728	0
0514	Periodicals and Publications	3,425	0.0	0	3,425
0515	Membership dues	15,266	0.1	2,691	12,575
0516	Advertising	26,759	0.1	25,959	800
0520	Audit and Accounting Fees	39,000	0.2	1,000	38,000
0522	Insurance and Bonding	127,712	0.7	119,712	8,000
0523	Computer Software Maintenance	27,661	0.1	17,261	10,400
0525	Interest	29,017	0.2	19,067	9,950
0527	Annual Board Meeting	0	0.0	0	0
0530	Contract Labor	0	0.0	0	0
0610	Equipment	2,972,119	15.5	2,972,119	0
0630	Equipment Maintenance	283,777	1.5	283,777	0
		0	0.0	0	0
0810	Contracts (Services)	9,172,795	47.8	9,172,795	0
0910	Indirect	NA	NA	NA	NA
TOTAL EXPENDITURES		\$19,196,457	100.0	\$18,291,190	\$905,267
%			100.0	95.3	4.7

APPENDIX III

SALARY RANGE BY GRADE	STEPS									
	1	2	3	4	5	6	7	8	9	10
GRADE 01	14,817	15,720	16,191	16,677	17,177	17,692	18,223	18,770	19,333	19,913
GRADE 02	19,932	20,460	21,002	21,558	22,130	22,716	23,318	23,936	24,570	25,222
GRADE 03	22,100	22,686	23,287	23,904	24,537	25,188	25,855	26,540	27,244	27,966
GRADE 04	24,508	25,157	25,824	26,508	27,211	27,932	28,672	29,432	30,212	31,012
GRADE 05	27,175	27,895	28,634	29,393	30,172	30,971	31,792	32,634	33,499	34,387
GRADE 06	30,124	30,922	31,742	32,583	33,446	34,333	35,242	36,176	37,135	38,119
GRADE 07	33,404	34,289	35,198	36,131	37,088	38,071	39,080	40,115	41,178	42,270
GRADE 08	36,532	37,500	38,494	39,514	40,561	41,636	42,739	43,872	45,034	46,228
GRADE 09	40,504	41,578	42,679	43,810	44,971	46,163	47,386	48,642	49,931	51,254
GRADE 10	44,914	46,104	47,326	48,580	49,868	51,189	52,546	53,938	55,368	56,835
GRADE 11	49,799	51,119	52,474	53,864	55,292	56,757	58,261	59,805	61,390	63,017
GRADE 12	55,220	56,683	58,185	59,727	61,310	62,935	64,603	66,315	68,072	69,876
GRADE 13	60,372	61,972	63,614	65,300	67,030	68,807	70,630	72,502	74,423	76,395
GRADE 14	66,941	68,715	70,536	72,406	74,324	76,294	78,316	80,391	82,521	84,708
GRADE 15	74,223	76,190	78,209	80,282	82,409	84,593	86,835	89,136	91,498	93,923
GRADE 16	82,295	84,476	86,715	89,013	91,371	93,793	96,278	98,830	101,449	104,137
GRADE 17	91,156	93,571	96,051	98,596	101,209	103,891	106,644	109,470	112,371	115,349
GRADE 18	101,072	103,750	106,500	109,322	112,219	115,193	118,245	121,379	124,595	127,897

**ARK-TEX COUNCIL OF GOVERNMENTS
FY 2018
SALARY SCHEDULE**