

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2017

**October 1, 2016
Through
September 30, 2017**

ARK-TEX COUNCIL OF GOVERNMENTS

**ANNUAL STRATEGIC WORK PROGRAM AND FINANCIAL PLAN
FOR FY 2017**

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September 30, 2016

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 30, 2016
Page 2

Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2017 Strategic Work Program and Financial Plan as developed by the staff. The 2017 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 2017 Strategic Work Program and Financial Plan calls for 88 full-time and 17 part-time employees.

I am pleased to present the Board with the 2017 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,

A handwritten signature in blue ink, appearing to read "Chris Brown", with a long horizontal flourish extending to the right.

Chris Brown
Executive Director



September 30, 2016

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, 2017. 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 be 61.6% up from 56.8% in FY '16. The indirect rate, based on total direct expenses, is 4.9% up from 3.6% in FY '16. 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 2016-2017 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Linda K. Moore".

Linda K. Moore
Finance Manager

Budget Summary

The 2017 Ark-Tex Council of Governments Strategic Work Program and Financial Plan reflects anticipated revenues of \$18,871,329 and proposed expenditures of \$18,871,329. The proposed expenditures include \$9,715,842 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 2017 are an increase from the FY 2016 figures by approximately \$3,124,500. The FY 2017 full-time equivalent (FTE) employees increased from 81.5 to 96.5.

All program funds varied from the previous year. Transportation Programs gained the most funds, \$2,708,931 and the Housing Program gained \$430,228. Any reductions in various programs were minimal.

Strategic Work Program Summary

The FY 2017 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 2016-2017. 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 2017 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

TABLE A
Organizational Summary

ATCOG Financial Plan - FY 2017
LINE ITEM COST DISTRIBUTION BY COST CENTER

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	COST CENTER				
				17001 Aging	17002 NETEDD/ATRDC	17003 Housing	17004 CJD	17005 9-1-1
0110	Salaries	\$2,285,618	12.1	270,416	100,119	305,135	45,512	242,780
0210	Benefits	1,408,701	7.5	166,666	61,707	188,064	28,051	149,633
0310	Travel	129,255	0.7	17,434	15,000	35,381	2,600	35,000
0311	Non-Staff Travel	2,407	0.0	2,407	0	0	0	0
0410	Rent	50,132	0.3	12,803	7,320	16,545	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	33,806	0.2	7,888	2,115	10,000	3,047	5,000
0422	Cell Phone	3,500	0.0	0	0	3,500	0	0
0430	Postage	15,895	0.1	351	1,074	12,000	400	1,000
0431	Postage/Field Office	0	0.0	0	0	0	0	0
0440	Copier	10,610	0.1	1,039	900	5,000	625	2,000
0450	Utilities	12,560	0.1	0	0	0	0	0
0451	Utilities/Field Office	3,000	0.0	0	0	3,000	0	0
0510	Other Direct	1,173,722	6.2	24,778	23,906	6,551	29,063	110,072
0511	Office Supplies	65,507	0.3	4,711	600	8,500	4,000	10,000
0512	Reproduction and Printing	13,226	0.1	0	0	0	0	0
0514	Periodicals and Publications	0	0.0	0	0	0	0	0
0515	Membership dues	13,096	0.1	2,576	8,220	1,800	0	0
0516	Advertising	19,229	0.1	5,114	5,000	1,500	0	0
0520	Audit and Accounting Fees	1,000	0.0	0	1,000	0	0	0
0522	Insurance and Bonding	117,931	0.6	355	0	700	0	0
0523	Computer Software Maintenance	37,545	0.2	0	4,478	12,200	0	0
0525	Interest	12,904	0.1	3,871	4,102	3,800	0	0
0527	Annual Board Meeting	0	0.0	0	0	0	0	0
0530	Contract Labor	5,000	0.0	0	0	0	0	0
0610	Equipment	2,194,002	11.6	0	0	0	0	175,000
0630	Equipment Maintenance	767,551	4.1	0	0	0	0	0
0710	Depreciation	0	0.0	0	0	0	0	0
0810	Contracts (Services)	9,715,842	51.5	1,177,604	3,500	6,549,015	71,500	1,551,486
0910	Indirect	779,290	4.1	92,199	34,136	104,037	15,518	82,777
TOTAL EXPENDITURES		18,871,329	100.0	1,790,212	273,178	7,266,728	200,316	2,364,748
%			100.0	9.5	1.4	38.5	1.1	12.5

(Continued)

TABLE A (Cont.)
Organizational Summary (Continued)

ATCOG Financial Plan - FY 2017
LINE ITEM COST DISTRIBUTION BY COST CENTER

LINE ITEM CST #	DESCRIPTION	COST CENTER						
		17007 Transportation	17008 Environmental	17009 Homeland Sec.	17010 Region Sp Prog			
0110	Salaries	1,210,518	44,110	43,082	23,945			
0210	Benefits	746,081	27,187	26,553	14,758			
0310	Travel	17,500	2,300	3,040	1,000			
0311	Non-Staff Travel	0	0	0	0			
0410	Rent	12,500	0	0	964			
0411	Rent/Field Office	0	0	0	0			
0412	Storage Rent	0	0	0	0			
0420	Telephone	3,543	1,250	625	338			
0422	Cell phone	0	0	0	0			
0430	Postage	500	170	200	200			
0431	Postage/Field Office	0	0	0	0			
0440	Copier	500	120	231	195			
0450	Utilities	12,560	0	0	0			
0451	Utilities/Field Office	0	0	0	0			
0510	Other Direct	953,311	9,821	15,951	269			
0511	Office Supplies	36,457	0	1,090	149			
0512	Reproduction and Printing	13,226	0	0	0			
0514	Periodicals and Publications	0	0	0	0			
0515	Membership dues	500	0	0	0			
0516	Advertising	7,615	0	0	0			
0520	Audit and Accounting Fees	0	0	0	0			
0522	Insurance and Bonding	116,876	0	0	0			
0523	Computer Software Maintenance	20,867	0	0	0			
0525	Interest	1,000	0	0	131			
0527	Annual Board Meeting	0	0	0	0			
0530	Contract Labor	5,000	0	0	0			
0610	Equipment	2,019,002	0	0	0			
0630	Equipment Maintenance	767,551	0	0	0			
0710	Depreciation	0	0	0	0			
0810	Contracts (Services)	0	27,000	255,737	80,000			
0910	Indirect	412,731	15,040	14,689	8,164			
TOTAL EXPENDITURES			6,357,838	126,998	361,198	130,113		
%		0.0	33.7	0.7	1.9	0.7	0.0	

Organizational Summary

ATCOG Financial Plan - FY 2017
 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
17001	Aging	1,760,425	0	0	0	0	0	29,787	1,790,212	1,790,212	9.5	0
17002	NETEDD & ATRDC	251,358	0	0	0	0	21,820	0	273,178	273,178	1.4	0
17003	HUD - Section 8	7,257,646	0	0	0	0	9,082	0	7,266,728	7,266,728	38.5	0
17004	Criminal Justice Dept.	0	200,316	0	0	0	0	0	200,316	200,316	1.1	0
17005	CSEC - 911	0	2,364,748	0	0	0	0	0	2,364,748	2,364,748	12.5	0
		0	0	0	0	0	0	0	0	0	0.0	0
17007	Regional Transportation Systems	4,141,301	570,789	204,567	738,354	702,827	0	0	6,357,838	6,357,838	33.7	0
17008	TCEQ - Environmental	0	126,998	0	0	0	0	0	126,998	126,998	0.7	0
17009	Homeland Security	338,379	22,819	0	0	0	0	0	361,198	361,198	1.9	0
17010	Regional Special Programs	97,000	5,103	13,010	15,000	0	0	0	130,113	130,113	0.7	0
									0		0.0	0
TOTAL FUNDS		13,846,109	3,290,773	217,577	753,354	702,827	30,902	29,787	18,871,329	18,871,329	100.0	0
%		73.4	17.4	1.2	4.0	3.7	0.2	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 AGENCY ON AGING BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 437,082
Vendors	\$ 1,177,604
Travel	\$ 19,841
Other Direct	\$ 63,486
Indirect	\$ 92,199
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

TX Health & Human Services Commission (Department of Aging & Disability Services)	\$1,760,425
ATCOG Match	- \$29,787

**TOTAL BUDGETED
EXPENDITURES** - \$1,790,212

**TOTAL ANTICIPATED
REVENUE** - \$1,790,212

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

2017 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 disabled persons of all ages.

PRIMARY WORK TASKS

1. Develop FY 17 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 sub-contractors.

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 twelve 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

1.95995 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$77,657
Fringe Benefits	\$47,862

VENDOR SERVICES

\$0

TRAVEL

Costs	\$4,482
-------	---------

OTHER DIRECT

Telephone	\$3,171
Postage	\$168
Copy Services	\$758
Other Expenses	\$21,318
Office Supplies	\$3,259

INDIRECT

\$26,477

EQUIPMENT

\$0

TOTAL BUDGET

\$185,152

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

2017 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 2016 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 DADS' nutritional standards. Ongoing desk reviews to ensure that all assessments and reports are completed.
3. Vendor agreement with one transportation provider.
4. A total of 49,900 congregate meals provided to the elderly in this region.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

VENDOR SERVICES

\$359,000

TRAVEL

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

OTHER DIRECT

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

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$359,000

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

2017 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 2016 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. Vendor agreement with two meal providers in this region.
4. A total of 89,506 home delivered meals provided to the elderly in the Ark-Tex region.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

VENDOR SERVICES

\$443,055

TRAVEL

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

OTHER DIRECT

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

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$443,055

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

2017 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Support services provided to a minimum of 4,400 persons age 60 and over.
2. Monitor approximately 28 service providing agencies monthly through billing.
3. Monthly program performance and fiscal reports submitted to the AAA accurately and on time.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

6.0 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$192,759
Fringe Benefits	\$118,804

VENDOR SERVICES

\$375,549

TRAVEL

Costs	\$15,359
-------	----------

OTHER DIRECT

Telephone	\$4717
Postage	\$183
Copy Services	\$281
Other Expenses	\$28,179
Office Supplies	\$1,452

INDIRECT

\$65,722

EQUIPMENT

\$0

TOTAL BUDGET

\$ 803,005

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

2017 WORK PROGRAM

2017 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 1460 callers.

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 13

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

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**

2017 WORK PROGRAM

2017 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 DADS SPURS Database in compliance to DADS 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 DADS SPURS Database with two Case Managers' input.
3. Accurate and timely reports of 28 local service providers submitted to DADS.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

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

2017 WORK PROGRAM

2017 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.

PERSONNEL

Salaries **SEE**
Fringe Benefits

VENDOR SERVICES

OTHER

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).

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 13

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 610 individuals.
3. Prepare and perform Outreach and awareness of Medicare Part D to 610 individuals.
4. Assist with questions about appeals, buying other insurance, choosing a health plan, buying a Medigap policy, and Medicare Rights and Protections.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

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

2017 WORK PROGRAM

2017 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 vendor 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 342 assessments.
3. Completion of 171 care plans.
4. Identification of services for 171 clients.
5. Reassessment of 171 clients' needs every 6 months, or more often as needed.
6. Maintain approximately 28 service vendor agreements.
7. Maintain records of 171 clients.
8. Completion and distribution of 400 brochures.
9. Maintenance of 171 client records in SPURS client tracking system.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

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

2017 WORK PROGRAM

OBJECTIVE

To provide advocacy for the rights of elderly residing in the Ark-Tex region long-term care facilities.

PRIMARY WORK TASKS

1. Recruit volunteers to serve as nursing home Ombudsmen.
2. Provide initial and re-certification training for volunteers.
3. Assign Ombudsmen to area long-term care facilities.
4. Conduct routine site visits to area long-term care facilities.
5. Identify resident problems and issues.
6. Coordinate activities with the Texas Department of Aging & Disability Services (DADS).
7. Provide in-service training to area long-term care facility 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 26 assisted living facilities.
4. Visits conducted monthly to long-term care facilities.
5. Resolution of 90% of problems or issues either totally or partially resolved.
6. Participate 100% when notified of nursing facility and ALF annual DADS reviews.
7. Provision of a minimum of four in-service training sessions.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 13

2017 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, 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 through the advancement of the agricultural food hub and the development of fixed bus routes in Mount Pleasant and Sulphur Springs.

TOTAL NETEDD PROGRAM BUDGET

**BUDGETED EXPENDITURES
SOURCE**

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

ANTICIPATED REVENUES BY

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

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

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

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

2017 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. Restore NETEDD Board to establish goals, guidelines, and priorities for the department and hold regular meetings.
2. Participate in and implement regional initiatives including transportation, agriculture, broadband, and other projects
3. Write two EDA grants for entities within the district.
4. Seek and develop relationships with agencies, schools, economic development organizations, elected officials, businesses, and individuals with common goals.
5. Submit annual performance report and CEDS update to the EDA.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.427 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$17,065
Fringe Benefits	\$10,518

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$10,000
-------	----------

OTHER DIRECT

Rent	\$718
Telephone	\$205
Postage	\$200
Copy Services	\$100
Other Expenses	\$14,875
Office Supplies	\$500

INDIRECT

\$5,819

EQUIPMENT

\$0

TOTAL BUDGET

\$60,000

**NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
VISTA INTERNSHIP
WORK PROGRAM AND EXPENDITURE BUDGET**

2017 WORK PROGRAM

OBJECTIVE

To build capacity in two regional projects – fixed bus route systems in Mount Pleasant and Sulphur Springs and planning and implementation of a regional agricultural food co-op.

PRIMARY WORK TASKS

1. Work with city officials, employers, hospitals, schools, and other stakeholders to plan bus routes in Mount Pleasant and Sulphur Springs.
2. Work with agricultural producers, suppliers, educational institutions, county extension agents, farmers markets, healthcare facilities, schools, restaurants, senior meal providers, and other stakeholders and markets to plan a regional agricultural co-op/food hub.
3. Submit reports to departments and agencies.

PRINCIPLE PERFORMANCE MEASURES

1. Under supervision of the ATCOG Transportation Department, schedule meetings with stakeholders to determine transportation needs in Mount Pleasant.
Under supervision of the ATCOG Transportation Department, schedule meetings with stakeholders to determine transportation needs in Sulphur Springs.
Work with ATCOG Transportation Department to develop fixed bus routes for both cities.
2. Participate in regional planning meetings for an agricultural co-op/food hub and schedule meetings with producers to present information, promote the co-op, build relationships, and garner support for the co-op.
Work with regional committee to build strong markets and secondary markets for the food hub.
3. Complete all required reporting to Americorp, EDA, Transportation, and Regional Development Departments.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.055 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$2,013
Fringe Benefits	\$1,241

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$5,000
-------	---------

OTHER DIRECT

Rent	\$140
Telephone	\$60
Postage	\$100
Copy Services	\$200
Other Expenses	\$460
Office Supplies	\$100

<u>INDIRECT</u>	\$686
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$10,000
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**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 10-county NETEDD area.

TOTAL NETEDD RLF PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$	14,555
Contracts	\$	0
Travel	\$	0
Other Direct	\$	8,152
Indirect	\$	3,070
Equipment	\$	<u>0</u>

ANTICIPATED REVENUES BY SOURCE

U. S. Department of Commerce - Economic
Development Administration Loan Interest -
\$25,777

TOTAL BUDGET
EXPENDITURES - \$25,777

TOTAL ANTICIPATED
REVENUE - \$25,777

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

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$9,005
Fringe Benefits	\$5,550

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$205
Postage	\$137
Copy Services	\$100
Other Expenses	\$7,710
Office Supplies	\$0

INDIRECT

\$3,070

EQUIPMENT

\$0

TOTAL BUDGET

\$25,777

**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	\$ 14,555
Contracts	\$ 0
Other Direct	\$ 4,195
Indirect	\$ 3,070
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

United States Department of Agriculture -
\$21,820

**TOTAL BUDGETED
EXPENDITURES** - \$21,820

**TOTAL ANTICIPATED
REVENUE** - \$21,820

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

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$9,005
Fringe Benefits	\$5,550

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$205
Other Expenses	\$3,990

INDIRECT

\$3,070

EQUIPMENT

\$0

TOTAL BUDGET

\$21,820

**CHAPMAN PROGRAM
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	\$ 14,555
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 4,195
Indirect	\$ 3,070
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

ATCOG Funds - \$21,820

**TOTAL BUDGETED
EXPENDITURES** - \$21,820

**TOTAL ANTICIPATED
REVENUE** - \$21,820

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

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$9,005
Fringe Benefits	\$5,550

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$205
Postage	\$0
Copy Services	\$0
Other Expenses	\$3,990
Office Supplies	\$0

INDIRECT

\$3,070

EQUIPMENT

\$0

TOTAL BUDGET

\$21,820

**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	\$ 87,326
Contracts	\$ 3,500
Travel	\$ 0
Other Direct	\$ 24,514
Indirect	\$ 18,421
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

U.S. Small Business Administration Loan
Servicing Fees - \$133,761

**TOTAL BUDGETED
EXPENDITURES** - \$133,761

**TOTAL ANTICIPATED
REVENUE** - \$133,761

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

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

1.272 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$54,027
Fringe Benefits	\$33,299

CONTRACT SERVICES

\$ 3,500

TRAVEL

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

OTHER DIRECT

Telephone	\$1,235
Postage	\$500
Copy Services	\$500
Other Expenses	\$22,279
Office Supplies	\$ 0

INDIRECT

\$18,421

EQUIPMENT

\$ 0

TOTAL BUDGET

\$133,761

**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	\$ 493,199
Contracts	\$ 6,549,015
Travel	\$ 35,381
Other Direct	\$ 85,096
Indirect	\$ 104,037
Equipment	<u>\$ 0</u>

**TOTAL BUDGETED
EXPENDITURES - \$7,266,728**

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Housing and Urban
Development (USDHUD) – \$7,266,728

**TOTAL ANTICIPATED
REVENUE - \$7,266,728**

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

2017 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 300 new Housing Choice Vouchers and add approximately 100 new families to Rental Assistance Program.
2. Add at least ten property owners to potential landlord list.
3. Payment of approximately \$6.4 million to landlords in form of rental payments for eligible families.
4. Return maintain high performer status for FY17 by timely reporting to DHUD.
5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY17

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

9.30 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$305,135
Fringe Benefits	\$188,064

CONTRACT SERVICES

\$6,549,015

TRAVEL

Travel Costs	\$35,381
--------------	----------

OTHER DIRECT

Telephone /Cell	\$13,500
Postage	\$12,000
Copy Services	\$5,000
Other Expenses	\$46,096
Office Supplies	\$8,500

INDIRECT

\$104,037

EQUIPMENT

\$0

TOTAL BUDGET

\$7,266,728

**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	\$ 73,563
Contracts	\$ 71,500
Travel	\$ 2,600
Other Direct	\$ 37,136
Indirect	\$ 15,517
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Office of the Governor, Criminal
Justice Division - \$200,316

**TOTAL BUDGETED
EXPENDITURES** - \$200,316

**TOTAL ANTICIPATED
REVENUE** - \$200,316

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

2017 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 PPRI website.

IMPLEMENTATION SCHEDULE

September 1, 2016– August 31, 2017

HUMAN RESOURCE REQUIREMENT

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

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$26,858
Fringe Benefits	\$16,553

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$1,750
Postage	\$200
Copy Services	\$450
Other Expenses	\$7,970
Office Supplies	\$101

INDIRECT

\$9,157

TOTAL BUDGET

\$65,039

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

2017 WORK PROGRAM

2017 EXPENDITURE BUDGET

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 nine-county region that requesting or needing specific training.
6. Complete two reports required by CJD through the e-Grants and PPRI websites.

IMPLEMENTATION SCHEDULE

September 1, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

.294 Full Time Equivalent

PERSONNEL

Salaries	\$12,522
Fringe Benefits	\$7,717

CONTRACT SERVICES

\$37,500

TRAVEL

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

OTHER DIRECT

Telephone	\$857
Postage	\$100
Copy Services	\$100
Office Supplies	\$1,596
Other Expenses	\$19,774

INDIRECT

\$4,269

TOTAL BUDGET

\$84,735

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

2017 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 based on their eligibility of services.
5. Complete two reports required by CJD through the eGrants and PPRI websites.

IMPLEMENTATION SCHEDULE

September 1, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

.144 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$6,133
Fringe Benefits	\$3,780

CONTRACT SERVICES

\$34,000

TRAVEL

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

OTHER DIRECT

Telephone	\$440
Postage	\$100
Copy Services	\$75
Office Supplies	\$3,623
Other Expenses	\$0

INDIRECT

\$2,091

TOTAL BUDGET

\$50,542

**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	\$ 392,413
Contracts	\$ 1,551,486
Travel	\$ 35,000
Other Direct	\$ 128,072
Indirect	\$ 82,777
Equipment	<u>\$ 175,000</u>

TOTAL BUDGETED EXPENDITURES -
\$2,364,748

ANTICIPATED REVENUES BY SOURCE

Commission on State Emergency
Communications - \$2,364,748

TOTAL ANTICIPATED
REVENUE - \$2,364,748

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

2017 WORK PROGRAM

2017 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. Maintain and report financial and performance information accurately and in a timely manner to CSEC.
2. Provide public education information.
3. Provide training for telecommunicators.
4. Develop and amend Strategic Plan as required.
5. Monitor PSAPs for proper operations.
6. Create and maintain maps.
7. Issue new addresses.
8. Maintain 9-1-1 databases.
9. Provide & maintain 9-1-1 equipment.
10. Provide & maintain 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 strategic plan as required by set deadline.
5. Conduct 13 monitoring visits.
6. Provide map updates to PSAP and county agencies once per year.
7. Maintain 9-1-1 ALI database at 80 updates per month.
8. Maintain accurate 9-1-1 databases to within state guidelines.
9. Test and maintain 9-1-1 equipment at all 13 PSAPs.
10. Test and maintain 9-1-1 network at all 13 PSAPs.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

6.956 Full Time Equivalent

PERSONNEL

Salaries	\$242,780
Fringe Benefits	\$149,633

CONTRACT SERVICES

\$1,551,486

TRAVEL

Costs	\$35,000
-------	----------

OTHER DIRECT

Telephone	\$5,000
Postage	\$1,000
Copy Services	\$2,000
Other Expenses	\$110,072
Office Supplies	\$10,000

INDIRECT

\$82,777

EQUIPMENT

\$175,000

TOTAL BUDGET

\$2,364,748

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

SECTIONS 5311, 5310, INTER-CITY BUS, 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 and senior services transportation.

TOTAL PUBLIC TRANSPORTATION PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 1,787,668
Contracts	\$ 0
Travel	\$ 17,500
Other Direct	\$ 1,952,005
Indirect	\$ 377,096
Equipment	\$ 441,502
Vehicles	<u>\$ 1,577,500</u>

ANTICIPATED REVENUES BY SOURCE

Texas Department of Transportation	- \$570,789
Federal Funds	- \$4,141,301
Local Funds	-\$431,977
Program Income	- \$98,090
In-Kind	- \$702,827
Transportation Development Credits	- \$208,287

TOTAL BUDGETED EXPENDITURES - \$6,153,271

TOTAL ANTICIPATED REVENUE - \$6,153,271

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

2017 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. Develop and update 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 and create database of relevant stakeholders & finalize plan.
6. Assess fleet for salvage and institute pro-active fleet management to ensure longevity of vehicles utilizing RTAP funding for development and

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	
Fringe Benefits	\$1,106,003
	\$681,665

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$17,500
-------	----------

OTHER DIRECT

Communications	\$56,382
Postage	\$500
Copy/Print Services	\$13,726
Other Expenses	\$1,844,940
Office Supplies	\$36,457

INDIRECT

\$377,096

EQUIPMENT

\$441,502

VEHICLES

\$1,577,500

TOTAL BUDGET

\$6,153,271

PRINCIPAL PERFORMANCE MEASURES (CON'T.)

6. (cont.) implementation of a Fleet Maintenance Plan.
7. Attend semi-annual TxDOT and Arkansas HTD meetings.
8. Develop formal training program with defined programs and timing of required certifications.
9. Launch advertising/sponsorship program throughout all nine counties.

IMPLEMENTATION SCHEDULE

September 1, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

50.5 Full Time Equivalents

**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	\$ 168,932
Contracts	\$ 0
Travel	\$ 0
Indirect	<u>\$ 35,635</u>

ANTICIPATED REVENUES BY SOURCE

Contract - \$204,567

**TOTAL ANTICIPATED
REVENUE** - \$204,567

TOTAL BUDGETED EXPENDITURES -
\$204,567

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

2017 WORK PROGRAM

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

4.4 Full Time Equivalent

PERSONNEL

Salaries	\$104,516
Fringe Benefits	\$64,416

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$35,635

INDIRECT

\$204,567

TOTAL BUDGET

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

ENVIRONMENTAL PROGRAMS GOALS STATEMENT

The goal of the Environmental Programs is to increase recycling and 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	\$ 71,298
Contracts	\$ 27,000
Travel	\$ 2,300
Other Direct	\$ 11,350
Indirect	\$ 15,040
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality (TCEQ)
Solid Waste Management - \$115,000
Water Quality - \$11,998

**TOTAL BUDGETED
EXPENDITURES** - \$126,998

**TOTAL ANTICIPATED
REVENUE** - \$126,998

**SOLID WASTE MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET**

2017 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).
2. Compile and submit all required reports to the TCEQ.

PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of two Solid Waste Advisory Committee meetings.
2. Submission of two progress reports to TCEQ.

IMPLEMENTATION SCHEDULE

September 1, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

.91 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$38,706
Fringe Benefits	\$23,856

CONTRACT SERVICES

\$27,000

TRAVEL

Costs	\$2,000
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OTHER DIRECT

Telephone	\$1,250
Postage	\$145
Copy Services	\$80
Other Expenses	\$8,766
Office Supplies	\$0

INDIRECT

\$13,197

EQUIPMENT

\$0

TOTAL BUDGET

\$115,000

**WATER QUALITY
WORK PROGRAM AND EXPENDITURE BUDGET**

2017 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, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

.1275 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$5,405
Fringe Benefits	\$3,331

CONTRACT SERVICES

\$0

TRAVEL

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

OTHER DIRECT

Telephone	\$0
Postage	\$25
Copy Services	\$40
Other Expenses	\$1,054
Office Supplies	\$0

INDIRECT

\$1,843

EQUIPMENT

\$0

TOTAL BUDGET

\$11,998

**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	\$ 69,635
Contracts	\$ 255,737
Travel	\$ 3,040
Other Direct	\$ 18,097
Indirect	\$ 14,689
Equipment	<u>\$ 0</u>

ANTICIPATED REVENUES BY SOURCE

State Homeland Security Program - \$338,379
Interlocal Cooperation Agreement - \$22,819

**TOTAL BUDGETED
EXPENDITURES** - \$361,198

**TOTAL ANTICIPATED
REVENUE** - \$361,198

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

2017 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.
8. Maintain the Northeast Texas Preparedness Coalition.

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 \$255,737 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.
8. Provision of staff at four Northeast Texas Preparedness Coalition meetings.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

1.2 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$43,082
Fringe Benefits	\$26,553

CONTRACT SERVICES

\$255,737

TRAVEL

Costs	\$3,040
-------	---------

OTHER DIRECT

Telephone	\$625
Postage	\$200
Copy Services	\$231
Other Expenses	\$15,951
Office Supplies	\$1,090

INDIRECT

\$14,689

EQUIPMENT

\$0

TOTAL BUDGET

\$361,198

**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	\$ 38,703
Contracts	\$ 80,000
Travel	\$ 1,000
Other Direct	\$ 2,246
Indirect	\$ 8,164
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Texas Department of Agriculture - \$5,103
Texas Department of Public Safety Division of Emergency Management - \$45,000
Franklin and Morris Counties - \$15,000
Economic Development Admin - \$52,000
Contracts - \$13,010

**TOTAL BUDGETED
EXPENDITURES** - \$130,113

**TOTAL ANTICIPATED
REVENUE** - \$130,113

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

2017 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, 2016 – August 31, 2017

HUMAN RESOURCE REQUIREMENT

.06099 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$2,465
Fringe Benefits	\$1,520

CONTRACT SERVICES

TRAVEL

Costs	\$0
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OTHER DIRECT

Rent	\$55
Telephone	\$73
Postage	\$50
Copy Services	\$50
Other Expenses	\$0
Office Supplies	\$49

<u>INDIRECT</u>	\$841
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EQUIPMENT

<u>TOTAL BUDGET</u>	\$5,103
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**REGIONAL SPECIAL GRANT PROGRAMS
HAZARD MITIGATION PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET**

2017 WORK PROGRAM

OBJECTIVE

Complete preparation of 5-year updates of Hazard Mitigation Plans for Franklin and Morris Counties.

PRIMARY WORK TASKS

1. Contract with individual to complete plans.
2. Contractor will work with local city and county officials and representatives during plan preparation.
3. Contractor will gather local data for each plan.
4. Contractor will prepare hazard mitigation plans
5. Submit quarterly reports to Texas Department of Emergency Management.

PRINCIPLE PERFORMANCE MEASURES

1. Execute one contract for updated plans.
2. Serve as facilitator at five public meetings for localities and contact local officials for participation.
3. Contact local representatives, utilize computer data, and contact professionals for specific data plans.
4. Combine information, format, and complete specified plans.
5. Submit timely quarterly reports as required.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.35493 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$14,130
Fringe Benefits	\$8,709

CONTRACT SERVICES

\$30,000

TRAVEL

Costs	\$1,000
-------	---------

OTHER DIRECT

Rent	\$562
Telephone	\$150
Postage	\$150
Copy Services	\$120
Other Expenses	
Office Supplies	\$100

INDIRECT

\$4,818

EQUIPMENT

\$0

TOTAL BUDGET

\$60,000

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

2017 WORK PROGRAM

OBJECTIVE

Develop and implement a comprehensive plan to create a regional agricultural co-op to serve the 10 counties in the Northeast Texas Economic Development District, Camp County, TX and Miller County, AR.

PRIMARY WORK TASKS

1. Contact for a regional feasibility study for an agricultural co-op.
2. Collaborate with a regional committee to develop the structure, bylaws and mission of the co-op.
3. Coordinate county meetings to raise awareness and interest with producers, suppliers and consumers.
4. Create and distribute marketing materials.
5. Monitor the operations to assess performance and possible improvements.

PRINCIPLE PERFORMANCE MEASURES

1. Contract with a company experience in agricultural co-ops for consultation and study.
2. Conduct 4 regional committee meetings.
3. Conduct a meeting in each of the 12 counties.
4. Utilize computer software and graphics to prepare attractive marketing materials and distribute to county offices, farmers markets, extension offices and various other offices.
5. Establish a reporting system to monitor progress.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.03255 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$1,018
Fringe Benefits	\$628

CONTRACT SERVICES

\$50,000

TRAVEL

Costs

OTHER DIRECT

Rent	\$0
Telephone	\$0
Postage	\$0
Copy Services	\$7
Other Expenses	
Office Supplies	

INDIRECT

\$347

EQUIPMENT

\$0

TOTAL BUDGET

\$52,000

**REGIONAL SPECIAL PROGRAMS
OTHER SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET**

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

.23 Full Time Equivalent

2017 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$6,331
Fringe Benefits	\$3,902

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$0
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OTHER DIRECT

Rent	\$347
Telephone	\$115
Postage	\$0
Copy Services	\$25
Other Expenses	\$131
Office Supplies	\$0

<u>INDIRECT</u>	\$2,159
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$13,010
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**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	\$ 739,533
Contracts	\$ 38,000
Travel	\$ 41,300
Other Direct	\$ 108,778
Indirect	\$ 0
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Revenue From all Fund Groups - \$779,290
Grant Writing/Accounting Admin - \$59,400
Carry-over - \$88,921

**TOTAL BUDGETED
EXPENDITURES** - \$927,611

**TOTAL ANTICIPATED
REVENUE** - \$927,611

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

2017 WORK PROGRAM

2017 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 16-17 Strategic Work Program and Budget.
8. Distribution of Annual Work Plan and Annual Budget.
9. Maintenance of ATCOG web site.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

2 Full Time Equivalent

PERSONNEL

Salaries	\$121,808
Fringe Benefits	\$75,075

CONTRACT SERVICES

\$0

TRAVEL

Staff Travel	\$11,000
Board Travel	\$20,000

OTHER DIRECT

Telephone	\$4,000
Postage	\$550
Copy Services	\$200
Other Expenses	\$31,700
Office Supplies	\$5,200

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$269,533

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

2017 WORK PROGRAM

2017 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

4.37 Full Time Equivalent

PERSONNEL

Salaries	\$171,924
Fringe Benefits	\$105,962

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$4,000
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OTHER DIRECT

Telephone	\$3,800
Postage	\$1700
Copy Services	\$750
Other Expenses	\$26,550
Office Supplies	\$1,700

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$316,386

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

2017 WORK PROGRAM

2017 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 grants including TxCDBG for City of Avery, Texas Capital Fund (TCF) for Bowie County, and an Economic Development Administration (EDA) Planning Grant and Public Works Grant for TexAmericas Center.
2. Prepare and/or review applications and/or grants to federal and/or state agencies.
3. Prepare a feasibility report and plan for a Regional Agricultural Food Hub.
4. Initiate and participate in regional projects to improve quality of life, generate economic development, and promote communities.
5. Communicate with members, elected officials, and residents.

PRINCIPLE PERFORMANCE MEASURES

1. Perform all administrative duties to ensure the STEP, TCP and EDA grants are in compliance.
2. Preparation 6 grant applications for ATCOG programs and members, completion of quarterly reports, and review grant applications.
3. Obtain, analyze, and compile data from online sources, agricultural suppliers, producers, and markets. Utilize data to generate a feasibility study and a plan for the regional food hub.
4. Participate in regional meetings, network with other agencies, and solicit input from residents.
5. Utilize social media, brochures, public speaking opportunities to convey ATCOG's mission.

IMPLEMENTATION SCHEDULE

October 1, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

1.35028 Full Time Equivalent

PERSONNEL

Salaries	\$47,025
Fringe Benefits	\$28,983

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$3,800
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OTHER DIRECT

Telephone	\$985
Postage	\$400
Copy Services	\$100
Other Expenses	\$4,848
Office Supplies	\$400

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$86,541

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

2017 WORK PROGRAM

2017 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, 6000 vendor direct deposits and 4,300 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, 2016 – September 30, 2017

HUMAN RESOURCE REQUIREMENT

2.8838 Full Time Equivalent

PERSONNEL

Salaries	\$112,900
Fringe Benefits	\$69,584

CONTRACT SERVICES

Audit	\$38,000
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TRAVEL

Costs	\$2,500
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OTHER DIRECT

Telephone	\$2,800
Postage	\$3,000
Copy Services	\$120
Other Expenses	\$16,974
Office Supplies	\$3,000

<u>INDIRECT</u>	\$0
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$248,878
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**ATCOG Financial Plan - FY 2017
INDIRECT COST RATE CALCULATION**

Indirect Cost Pool

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
17001	Aging	\$92,199	11.8	
17002	NETEDD & ATRDC	\$34,136	4.4	
17003	HUD - Section 8	\$104,037	13.4	
17004	Criminal Justice Dept.	\$15,518	2.0	
17005	CSEC - 911	\$82,777	10.6	
17006	GIS	\$0	0.0	
17007	Regional Transportation Systems	\$412,731	53.0	
17008	TCEQ - Environmental	\$15,040	1.9	
17009	Homeland Security	\$14,689	1.9	
17010	Regional Special Programs	\$8,164	1.0	
TOTAL INDIRECT COST ALLOCATED		\$779,290	100.0	

INDIRECT COST ALLOCATION				
	Total Indirect Cost	\$927,611		> FY '15 Audited Indirect Cost Over Allocation > Admin Fees earned from administrating STEP/CDBG programs > Admin Fees earned from acctng and mgmt fees > FY '16 Anticipated Indirect Cost (Over)Under Allocation
	Less: Prior Period Over Allocations	(163,921)		
	Less: Earned Admin Fees	36,000		
	Less: Earned Acctng Fees	23,400		
	Plus: Current Period Under Allocatio	75,000		
TOTAL TO BE ALLOCATED		\$779,290		

ALLOCATION BASE CALCULATION				
	Total Allocated Indirect Cost	779,290		> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Div by: Total Direct Personnel Cost	3,694,319		
ALLOCATION BASE			21.1	

INDIRECT RATE CALCULATION				
	Total Allocated Indirect Cost	779,290		> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177 less capital expenditures 2,194,002 and pass-thru funds
	Div by: Total Direct Expenses	15,898,037		
INDIRECT RATE			4.9	

0.21094

Difference between cost and allocation: (\$0.001)

**ATCOG Financial Plan - FY 2017
UNRESTRICTED FUND REQUIREMENTS**

LINE ITEM CST #	DESCRIPTION	BUDGETED FY'17		COMMENTS
		Amount		
<i>PROGRAM MATCHING AND OTHER REQUIREMENTS</i>				
17001	Aging	29,787	45.3	
17002	NETEDD & ATRDC	0	0.0	
17003	HUD - Section 8	0	0.0	
17004	Criminal Justice Dept.	0	0.0	
17005	CSEC - 911	0	0.0	
17006	GIS	0	0.0	
17007	Regional Transportation Systems	0	0.0	
17008	TCEQ - Environmental	0	0.0	
17009	Homeland Security	0	0.0	
17010	Regional Special Programs	0	0.0	
SUB-TOTAL		\$29,787	45.3	
	Capital Purchases		0.0	
	Debt Service	36,000	54.7	
	Operating Capital		0.0	
	Indirect Cost Support		0.0	
	Interest Expense		0.0	
	Other		0.0	
SUB-TOTAL		\$36,000	54.7	
TOTAL REQUIREMENTS		\$65,787	100.0	
<i>REVENUES (SOURCES OF UNRESTRICTED FUNDS)</i>				
	Member Dues	60,843	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		\$140,056		

**ATCOG Financial Plan - FY 2017
EMPLOYEE BENEFIT RATE COMPUTATION**

LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				> Calculated at \$11,275 per day average.
0220	Paid Holidays	\$111,822	3.63	> 10.0 days average estimated.
0221	Sick Leave	100,640	3.26	> 9. days average estimated.
0222	Vacation	128,051	4.15	> 11.2 days average
0223	Liability Differential	1,000	0.03	> Allows for net changes to release time liability.
SUB-TOTAL		\$341,513	11.07	

OTHER BENEFITS				
0230	FICA	\$234,398	7.60	> Includes benefits for all staff.
0231	Health/Life Insurance	585,813	18.99	> For employees working 30 hours or more.
0232	Worker's Compensation	48,809	1.58	> Includes benefits for all staff.
0234	Retirement Program	144,487	4.68	> For employees working 20 hours or more(Oct-Dec). All employees @Jan
0234	Unemployment Insurance	17,955	0.58	> Includes benefits for all staff.
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	11,751	0.38	> \$3.00 each month of tenure (eligibility beginning on the 37th month).
SUB-TOTAL		\$1,043,213	33.82	
0212	Plus: Prior Period Under Allocation	180,970	5.87	> FY '15 Audited Under-Allocation.
0212	Plus: Current Period Under Allocatio	125,000	4.05	> FY '16 Anticipated Under-Allocation.
SUB-TOTAL		\$1,349,183	43.74	
TOTAL BENEFIT PROGRAM COST		\$1,690,696	54.81	

BASIS FOR ALLOCATION OF BENEFIT COSTS			
	Gross Salaries	\$3,084,669	100.00
	Less: Release Time	341,513	
CHARGEABLE SALARIES		\$2,743,156	

BENEFIT RATE CALCULATION			
	Employee Benefits	1,690,696	
	Div by: Chargeable Salaries	2,743,156	
BUDGETED BENEFIT RATE			61.6

Release Time Rate (for calculation):
Benefit Rate (for calculation):

0.1107
0.6163

60

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, 2016 to establish billing or final indirect costs rates for fiscal year 2017 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: Linda K. Moore

Title: Finance Manager

Date of Execution: September 30, 2016

APPENDIX I

FY 2017 MEMBERSHIP DUES

MEMBER	2010 POPULATION		FY '17 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%
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		56,489	11,298	18.6%
Bowie County (Net)		36,076	5,411	8.9%
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	17,109	28.1%
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%

MEMBER	2010 POPULATION		FY '17 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	10.6%
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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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MEMBER	2010 POPULATION		FY '17 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 County (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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MEMBER	2010 POPULATION		FY '17 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	60,843	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 '17
 LINE ITEM COST DISTRIBUTION BY TYPE OF COST

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	TYPE OF COST	
				DIRECT	INDIRECT
0110	Salaries	\$2,743,156	14.4	\$2,285,618	\$457,538
0210	Benefits	1,690,696	8.9	1,408,701	281,995
0310	Travel	150,555	0.8	129,255	21,300
0311	Non-Staff Travel	22,407	0.1	2,407	20,000
0410	Rent	78,930	0.4	50,132	28,798
0411	Rent/Field Office	0	0.0	0	0
0412	Storage Rent	0	0.0	0	0
0420	Telephone	45,391	0.2	33,806	11,585
0422	Cell Phone	3,500	0.0	3,500	0
0430	Postage	21,545	0.1	15,895	5,650
0431	Postage/Field Office	0	0.0	0	0
0440	Copier	11,780	0.1	10,610	1,170
0450	Utilities	12,560	0.1	12,560	0
0451	Utilities/Field Office	3,000	0.0	3,000	0
0510	Other Direct	1,197,722	6.3	1,173,722	24,000
0511	Office Supplies	75,807	0.4	65,507	10,300
0512	Reproduction and Printing	14,426	0.1	13,226	1,200
0514	Periodicals and Publications	3,350	0.0	0	3,350
0515	Membership dues	13,421	0.1	13,096	325
0516	Advertising	19,829	0.1	19,229	600
0520	Audit and Accounting Fees	39,000	0.2	1,000	38,000
0522	Insurance and Bonding	124,831	0.7	117,931	6,900
0523	Computer Software Maintenance	44,345	0.2	37,545	6,800
0525	Interest	21,004	0.1	12,904	8,100
0527	Annual Board Meeting	0	0.0	0	0
0530	Contract Labor	5,000	0.0	5,000	0
0610	Equipment	2,194,002	11.5	2,194,002	0
0630	Equipment Maintenance	767,551	4.0	767,551	0
		0	0.0	0	0
0810	Contracts (Services)	9,715,842	51.1	9,715,842	0
0910	Indirect	NA	NA	NA	NA
TOTAL EXPENDITURES		\$19,019,650	100.0	\$18,092,039	\$927,611
%			100.0	95.1	4.9

APPENDIX III

**ARK-TEX COUNCIL OF GOVERNMENTS
SALARY SCHEUDLE
FY 2017
EFFECTIVE OCTOBER 1, 2016 - DECEMBER 31, 2016**

SALARY RANGE BY GRADE	STEPS									
	1	2	3	4	5	6	7	8	9	10
GRADE 01	13,978	14,830	15,275	15,733	16,205	16,691	17,192	17,707	18,239	18,786
GRADE 02	18,803	19,302	19,813	20,338	20,877	21,430	21,998	22,581	23,180	23,794
GRADE 03	20,849	21,402	21,969	22,551	23,149	23,762	24,392	25,038	25,702	26,383
GRADE 04	23,120	23,733	24,362	25,008	25,670	26,351	27,049	27,766	28,502	29,257
GRADE 05	25,636	26,316	27,013	27,729	28,464	29,218	29,992	30,787	31,603	32,440
GRADE 06	28,419	29,172	29,945	30,739	31,553	32,389	33,248	34,129	35,033	35,961
GRADE 07	31,513	32,348	33,205	34,085	34,989	35,916	36,868	37,845	38,848	39,877
GRADE 08	34,464	35,377	36,315	37,277	38,265	39,279	40,320	41,388	42,485	43,611
GRADE 09	38,211	39,224	40,264	41,331	42,426	43,550	44,704	45,889	47,105	48,353
GRADE 10	42,372	43,495	44,647	45,831	47,045	48,292	49,572	50,885	52,234	53,618
GRADE 11	46,981	48,226	49,503	50,815	52,162	53,544	54,963	56,420	57,915	59,450
GRADE 12	52,094	53,475	54,892	56,347	57,840	59,372	60,946	62,561	64,219	65,921
GRADE 13	56,955	58,464	60,013	61,604	63,236	64,912	66,632	68,398	70,210	72,071
GRADE 14	63,152	64,826	66,544	68,307	70,117	71,975	73,883	75,841	77,850	79,913
GRADE 15	70,022	71,878	73,782	75,738	77,745	79,805	81,920	84,090	86,319	88,606
GRADE 16	77,637	79,694	81,806	83,974	86,199	88,484	90,829	93,236	95,706	98,242
GRADE 17	85,996	88,275	90,614	93,015	95,480	98,011	100,608	103,274	106,011	108,820
GRADE 18	95,351	97,878	100,471	103,134	105,867	108,672	111,552	114,508	117,543	120,658

**ARK-TEX COUNCIL OF GOVERNMENTS
SALARY SCHEUDLE
FY 2017
EFFECTIVE JANUARY 1, 2017 - SEPTEMBER 30, 2017**

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