

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2019

**October 1, 2018
Through
September 30, 2019**

ARK-TEX COUNCIL OF GOVERNMENTS

**ANNUAL STRATEGIC WORK PROGRAM AND FINANCIAL PLAN
FOR FY 2019**

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September 27, 2018

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 27, 2018
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Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2018 Strategic Work Program and Financial Plan as developed by the staff. The 2018 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental and regional projects.

From a human resource standpoint, the 2019 Strategic Work Program and Financial Plan calls for 88 full-time, 13 part-time, and 4 as-needed employees.

I am pleased to present the Board with the 2019 Strategic Work Program and Financial Plan that allows ATCOG to aggressively conduct a wide range of programs and projects benefiting the citizens of Northeast Texas. Should you have any questions regarding this document, please call.

Respectfully submitted,



Chris Brown
Executive Director

September 26, 2018

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, 2019. 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 mileage reimbursement rate will increase from \$.45/mile to \$.545/mile, which is the current IRS standard rate and allowable per ATCOG policy.

Hotel reimbursement and out-of-town meal allowances will continue to follow the General Appropriations Act, Senate Bill 1, Article IX. The Act requires agencies to use the General Services Administration federal travel rates to determine the maximum lodging and meal reimbursement rates. ATCOG wishes to remove the existing cap of \$56/day for the meal reimbursement rate for travel within Texas.

The ATCOG employee benefit rate is calculated to 37.6% down from 49.5% in FY '18. The indirect rate, based on total direct expenses, is 5.6% down from 5.9% in FY '18. 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 2018-2019 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,



Melinda Tickle
Finance Manager

Budget Summary

The 2019 Ark-Tex Council of Governments Strategic Work Program and Financial Plan reflects anticipated revenues of \$18,449,577 and proposed expenditures of \$18,449,577. The proposed expenditures include \$9,271,728 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 2019 decreased \$746,358. The FY 2019 full-time equivalent (FTE) employees remains the same at 96.5 with no increase or decrease.

The decrease in total funding is mainly due to the one-time FY 18 Vehicle Grant spent in 2018 for \$1.8 million dollars. Excluding this grant, all program funds increased from the previous year.

Strategic Work Program Summary

The FY 2019 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 Development / Special Projects
- Transportation

Within each of the program areas, specific project-by-project work programs are delineated for 2018-2019. 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 2019 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

ATCOG Financial Plan - FY 2019
LINE ITEM COST DISTRIBUTION BY COST CENTER

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	COST CENTER				
				18001 Aging	18002 NETEDD/ATRDC	18003 Housing	18004 CJD	18005 9-1-1
0110	Salaries	2,469,939	13%	299,705	202,179	341,262	47,794	283,004
0210	Benefits	952,091	5%	112,731	76,048	134,004	17,977	106,449
0310	Travel	158,522	1%	47,715	6,700	40,000	3,007	45,000
0311	Non-Staff Travel	175	0%	175				
0319	Registration/Training	27,728	0%	1,838	11,500	10,000		1,000
0410	Rent	108,665	1%	13,842	15,200	16,545	1,600	50,000
0411	Rent/Field Office	5,500	0%					
0412	Storage Rent		0%					
0420	Telephone	50,101	0%	12,242	5,879	8,000	2,325	7,500
0422	Cell Phone	7,000	0%			3,000		4,000
0430	Postage	13,047	0%	1,402	1,400	8,000	275	1,000
0431	Postage/Field Office		0%					
0440	Copier	9,015	0%	400	1,800	3,000	275	2,000
0450	Utilities	36,600	0%			1,500		
0451	Utilities/Field Office	1,000	0%			1,000		
0510	Other Direct	2,144,118	12%	65,482	21,106	241,702	32,752	146,516
0511	Office Supplies	49,431	0%	9,586	1,300	5,500	4,546	16,320
0512	Reproduction and Printing		0%					
0514	Periodicals and Publications	1,100	0%			300	600	
0515	Membership dues	23,788	0%	3,158	14,500	1,500	30	1,500
0516	Advertising	15,068	0%	3,349	5,534	1,000		200
0520	Audit and Accounting Fees	2,000	0%		2,000			
0522	Insurance and Bonding	118,150	1%			650		
0523	Computer Software Maintenance	22,449	0%	1,200	5,633	15,000	100	300
0525	Interest	29,584	0%	4,405	8,885	3,500	500	7,000
0527	Annual Board Meeting		0%					
0530	Contract Labor	75,190	0%			15,000		
0610	Equipment	1,828,808	10%					
0630	Equipment Maintenance		0%					488,000
0710	Depreciation		0%					
0810	Contracts (Services)	9,271,728	50%	1,102,918		6,918,793	78,000	1,023,064
0910	Indirect	1,028,780	6%	123,993	83,644	142,881	19,773	117,083
TOTAL EXPENDITURES		18,449,577	100%	1,804,141	463,308	7,912,137	209,554	2,299,936
%			100.0	9.8	2.5	42.8	1.1	12.5

**ATCOG Financial Plan - FY 2019
LINE ITEM COST DISTRIBUTION BY COST CENTER**

LINE ITEM CST #	DESCRIPTION	COST CENTER					
			18007 Transportation	18008 Environmental	18009 Homeland Sec.		
0110	Salaries		1,208,532.00	47,162.00	40,300.00		
0210	Benefits		471,984.00	17,740.00	15,159.00		
0310	Travel		8,500.00	3,000.00	4,600.00		
0311	Non-Staff Travel		400.00				
0312	Registration/Training				2,990.00		
0410	Rent		5,500.00	6,684.00	4,794.00		
0411	Rent/Field Office						
0412	Storage Rent						
0420	Telephone		7,000.00	5,868.00	1,287.00		
0422	Cell phone						
0430	Postage		200.00	720.00	50.00		
0431	Postage/Field Office						
0440	Copier		1,200.00	240.00	100.00		
0450	Utilities		29,000.00		6,100.00		
0451	Utilities/Field Office						
0510	Other Direct		1,580,444.00	44,058.00	12,058.00		
0511	Office Supplies		10,200.00	1,000.00	979.00		
0512	Reproduction and Printing						
0514	Periodicals and Publications			200.00			
0515	Membership dues		3,000.00	100.00			
0516	Advertising		4,985.00				
0520	Audit and Accounting Fees						
0522	Insurance and Bonding		117,500.00				
0523	Computer Software Maintenance			216.00			
0525	Interest		500.00		4,794.00		
0527	Annual Board Meeting						
0530	Contract Labor		60,190.00				
0610	Equipment		1,335,692.00		5,116.00		
0630	Equipment Maintenance						
0710	Depreciation						
0810	Contracts (Services)			1,500.00	147,453.00		
0910	Indirect		505,221.00	19,512.00	16,673.00		
TOTAL EXPENDITURES			5,350,048.00	148,000.00	262,453.00		
%			28.9	1.0	1.4		

ATCOG Financial Plan - FY 2019

INCOME/EXPENDITURE ANALYSIS BY COST CENTER

Organizational Summary

COST CNTR #	DESCRIPTION	INCOME BY SOURCE							TOTAL FUNDS AVAILABLE	ANALYSIS		
		Federal Funds	State Funds	Contract Funds	Local Non ATCOG Funds	In-Kind Funds	ATCOG Restricted	ATCOG Unrestricted		Budgeted Expenditures	%	Difference
18001	Aging	1,595,564	97,930		257,211	(146,564)			1,804,141	1,804,141	9.78%	-
18002	NETEDD & ATRDC			155,904	307,404				463,308	463,308	2.51%	-
18003	HUD - Section 8	7,140,137		492,000	280,000				7,912,137	7,912,137	42.89%	-
18004	Criminal Justice Dept.		209,554						209,554	209,554	1.14%	-
18005	CSEC - 911		2,299,936						2,299,936	2,299,936	12.47%	-
									-	-	0.00%	-
18007	Regional Transportation Systems	2,847,532	1,211,737	280,133	431,601	579,046			5,350,049	5,350,049	29.00%	-
18008	TCEQ - Environmental		148,000						148,000	148,000	0.80%	-
18009	Homeland Security		262,453						262,453	262,453	1.42%	-
									-	-	-	-
									-	-	-	-
TOTAL FUNDS		11,583,233	4,229,610	928,037	1,276,216	432,482	-	-	18,449,578	18,449,578	100.00%	-
%		62.78%	22.93%	5.03%	6.92%	2.34%	0.00%	0.00%	100.00%			

AREA AGENCY ON AGING
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Health and Human Services (HHS)	\$	1,767,230
ATCOG Match	\$	36,911
Total Anticipated Revenue	\$	1,804,141

EXPENDITURE BUDGET

Personnel	\$	412,436
Admin	\$	87,199
Operating Expense	\$	69,386
Direct Services	\$	8,209
Contract Services	\$	1,102,918
Indirect	\$	123,993
Total Anticipated Expenditures	\$	1,804,141

AREA AGENCY ON AGING
ADMINISTRATION
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

EXPENDITURE BUDGET

Personnel	\$	87,624
Admin	\$	28,082
Operating Expense	\$	18,349
Direct Services	\$	768
Contract Services	\$	132
Indirect	\$	26,343
Total Anticipated Expenditures	\$	161,298

**AREA AGENCY ON AGING
ADMINISTRATION
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

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.

OBJECTIVE

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

PRIMARY WORK TASKS

1. Develop FY 19 Area Agency on Aging budget.
2. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory Council, ensuring adherence to regulations.
3. Compile and submit all required reports to funding sources.
4. Coordinate Area Agency on Aging outreach and advocacy efforts.
5. Provide technical assistance to senior groups and their initiatives.
6. Monitor Area Agency on Aging contractors and sub-recipients.

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

- 1.7 Full Time Requirement

AREA AGENCY ON AGING
CONGREGATE MEALS (C1)
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

EXPENDITURE BUDGET

Personnel	\$	8,044
Admin	\$	0
Operating Expense	\$	1,218
Direct Services	\$	0
Contract Services	\$	417,852
Indirect	\$	2,418
Total Anticipated Expenditures	\$	429,532

**AREA AGENCY ON AGING
CONGREGATE MEALS (C1)
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

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 or older, which meets the 1/3 RDA requirements.

PRIMARY WORK TASKS

1. Promote wellness education to prevent illness
2. Monitor the effectiveness of nutrition providers of the congregate meal program.
3. Provide transportation services to nutrition programs.
4. Provide congregate meals during FY 2019 as funding and local support allow.

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

.2 Full Time Requirement

AREA AGENCY ON AGING
HOME DELIVERED MEALS (C2)
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

EXPENDITURE BUDGET

Personnel	\$	9,614
Admin	\$	0
Operating Expense	\$	1,484
Direct Services	\$	0
Contract Services	\$	405,810
Indirect	\$	2,890
Total Anticipated Expenditures	\$	419,798

**AREA AGENCY ON AGING
HOME DELIVERED MEALS (C2)
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

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 home- bound 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 2019 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 requirement for a home delivered meal.
2. Monitor two providers at least annually to ensure that all meals meet the 1/3 RDA requirements.
3. Provider agreement with two meal providers in this region.
4. A total of 80,000 home delivered meals provided to the elderly in the Ark-Tex region.

HUMAN RESOURCE REQUIREMENT

.25 Full Time Requirement

AREA AGENCY ON AGING
OTHER SUPPORT SERVICES
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

EXPENDITURE BUDGET

Personnel	\$	307,155
Admin	\$	59,117
Operating Expense	\$	48,335
Direct Services	\$	7,440
Contract Services	\$	279,124
Indirect	\$	92,342
Total Anticipated Expenditures	\$	793,513

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

6.18 Full Time Requirement

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES - INFORMATION, REFERRAL AND ASSISTANCE
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

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

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.

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

See page 17

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES - DATA MANAGEMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

See page 17

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – BENEFITS COUNSELING
AWARENESS/ASSISTANCE
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

See page 17

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – CASE MANAGEMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

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.

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

See page 17

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – OMBUDSMAN
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

See page 17

ECONOMIC DEVELOPMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Commerce – Economic Development Administration Loan Interest	\$	200,804
Total Anticipated Revenue	\$	200,804

EXPENDITURE BUDGET

Personnel	\$	117,642
Admin	\$	17,900
Operating Expense	\$	25,895
Direct Services	\$	4,000
Contract Services	\$	0
Indirect	\$	35,367
Total Anticipated Expenditures	\$	200,804

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

ANTICIPATED REVENUES BY SOURCE

U.S Small Business Administration Loan Servicing Fees	\$	72,657
Total Anticipated Revenue	\$	72,657

EXPENDITURE BUDGET

Personnel	\$	37,479
Admin	\$	7,800
Operating Expense	\$	16,110
Direct Services	\$	0
Contract Services	\$	0
Indirect	\$	11,268
Total Anticipated Expenditures	\$	72,657

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

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.

OBJECTIVE

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

PRIMARY WORK TASKS

1. Create economic development opportunity in the community.
2. Provide affordable long term financing for business expansions.
3. Give a financial incentive to encourage private lender participation.
4. Provide access to public capital markets for small business.
5. 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. At least five small businesses applying for SBA loans.
5. Attend at least two training sessions.

HUMAN RESOURCE REQUIREMENT

.77 Full Time Equivalent

NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	13,057
Total Anticipated Revenue	\$	13,057

EXPENDITURE BUDGET

Personnel	\$	7,851
Admin	\$	2,300
Operating Expense	\$	546
Direct Services	\$	0
Contract Services	\$	0
Indirect	\$	2,360
Total Anticipated Expenditures	\$	13,057

**NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

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 nine county NETEDD area.

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 income, and out-migration.
2. Create one new job for every \$35,000 loaned; 50% of new jobs will be targeted at the long-term unemployed and/or under-employed
3. Attend at least three seminars, teleconferences, workshops, or webinars as required.

HUMAN RESOURCE REQUIREMENT

.23 Full Time Equivalent

CHAPMAN REVOLVING LOAN FUND
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	95,389
Total Anticipated Revenue	\$	95,389

EXPENDITURE BUDGET

Personnel	\$	58,732
Admin	\$	6,000
Operating Expense	\$	9,000
Direct Services	\$	4,000
Contract Services	\$	0
Indirect	\$	17,657
Total Anticipated Expenditures	\$	95,389

CHAPMAN REVOLVING LOAN FUND TOTAL PROGRAM BUDGET AND GOALS STATEMENT

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 Texas counties in the ATCOG area.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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.

HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	19,701
Total Anticipated Revenue	\$	19,701

EXPENDITURE BUDGET

Personnel	\$	13,580
Admin	\$	1,800
Operating Expense	\$	239
Direct Services	\$	0
Contract Services	\$	0
Indirect	\$	4,082
Total Anticipated Expenditures	\$	19,701

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

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 Northeast Texas.

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.

HUMAN RESOURCE REQUIREMENT

.32 Full Time Equivalent

RENTAL ASSISTANCE PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

U.S Department of Housing and Urban Development (HUD)	\$ 7,912,137
Total Anticipated Revenue	\$ 7,912,137

EXPENDITURE BUDGET

Personnel	\$ 490,266
Admin	\$ 96,546
Operating Expense	\$ 8,450
Direct Services	\$ 17,000
Contract Services	\$ 7,156,994
Indirect	\$ 142,881
Total Anticipated Expenditures	\$ 7,912,137

RENTAL ASSISTANCE PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

RENTAL ASSISTANCE PROGRAM GOALS STATEMENT

The overall goal of the Rental Assistance Program is to achieve four 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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Issue approximately 150 new Housing Choice Vouchers and add approximately 75 new families to Rental Assistance Program.
2. Add at least five property owners to potential landlord list.
3. Payment of approximately \$6.7 million to landlords in form of rental payments for eligible families.
4. Maintain high performer status for FY19 by timely reporting to DHUD.
5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY19

HUMAN RESOURCE REQUIREMENT

9.30 Full Time Equivalent

REGIONAL CRIMINAL JUSTICE PROGRAMS
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Office of the Governor, Criminal Justice Division	\$	209,554
Total Anticipated Revenue	\$	209,554

EXPENDITURE BUDGET

Personnel	\$	65,771
Admin	\$	12,028
Operating Expense	\$	1,130
Direct Services	\$	32,852
Contract Services	\$	78,000
Indirect	\$	19,773
Total Anticipated Expenditures	\$	209,554

REGIONAL CRIMINAL JUSTICE PLANNING TOTAL PROGRAM BUDGET AND GOALS STATEMENT

REGIONAL CRIMINAL JUSTICE PLANNING GOALS 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.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

- .532 Full Time Equivalent – CJ Coordinator
- .05 Full Time Equivalent – Accounting Specialist

REGIONAL LAW ENFORCEMENT TRAINING TOTAL PROGRAM BUDGET AND GOALS STATEMENT

REGIONAL LAW ENFORCEMENT TRAINING GOALS 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.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

.338 Full Time Equivalent

PURCHASE OF JUVENILE SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

PURCHASE OF JUVENILE SERVICES GOALS 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.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

.13 Full Time Equivalent

9-1-1 PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Commission on State Emergency Communications	\$	2,299,936
Total Anticipated Revenue	\$	2,299,936

EXPENDITURE BUDGET

Personnel	\$	398,453
Admin	\$	126,820
Operating Expense	\$	8,700
Direct Services	\$	634,816
Contract Services	\$	1,023,064
Indirect	\$	117,083
Total Anticipated Expenditures	\$	2,299,936

9-1-1 PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

9-1-1 PROGRAM GOALS 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.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

7.4 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Texas Department of Transportation	\$	1,211,737
Federal Funds	\$	2,847,532
Local Funds	\$	484,883
Program Income	\$	94,500
In-Kind	\$	579,046
Transportation Development Credits	\$	162,351
Total Anticipated Revenue	\$	5,350,049

EXPENDITURE BUDGET

Personnel	\$	1,740,706
Admin	\$	62,000
Operating Expense	\$	166,451
Direct Services	\$	2,763,255
Contract Services	\$	112,415
Indirect	\$	505,221
Total Anticipated Expenditures	\$	5,350,049

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

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

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

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 none-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. Implement the ATCOG 5-Year Regional Transportation Coordination Plan.
5. Continue operations of a full-service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5310 and 5311 vehicle fleet.
6. Attend required local and state meetings.
7. Promote training and staff development programs for all personnel.
8. Diversify funding sources for more program flexibility and stability.

PRINCIPLE PERFORMANCE MEASURES

1. Provide 150,000 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 ridership with Greyhound Connect and market program to increase utilization.
5. Conduct Stakeholder meetings throughout the service area; identify projects to implement the plan.
6. Assess fleet for salvage and institute pro-active fleet management to ensure longevity of vehicles utilizing RTAP funding for development and implementation of a Fleet Maintenance Plan.
7. Attend semi-annual TxDOT and ArDOT meetings.
8. Continue to develop and implement programs and timing of required certifications.
9. Expand advertising/sponsorship program throughout all nine counties. Identify private foundation grant opportunities and apply for same.

HUMAN RESOURCE REQUIREMENT

51 Full Time Equivalents

ENVIRONMENTAL PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality (TCEQ) Water Quality	\$	15,000
Solid Waste Management	\$	133,000
Total Anticipated Revenue	\$	148,000

EXPENDITURE BUDGET

Personnel	\$	64,902
Admin	\$	17,512
Operating Expense	\$	300
Direct Services	\$	44,274
Contract Services	\$	1,500
Indirect	\$	19,512
Total Anticipated Expenditures	\$	148,000

ENVIRONMENTAL PROGRAM
SOLID WASTE MANAGEMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Solid Waste Management	\$	133,000
Total Anticipated Revenue	\$	133,000

EXPENDITURE BUDGET

Personnel	\$	58,488
Admin	\$	16,200
Operating Expense	\$	300
Direct Services	\$	38,928
Contract Services	\$	1,500
Indirect	\$	17,584
Total Anticipated Expenditures	\$	133,000

**ENVIRONMENTAL PROGRAMS
SOLID WASTE MANAGEMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

ENVIRONMENTAL PROGRAM GOALS STATEMENT

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

SOLID WASTE OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

.875 Full Time Equivalent

ENVIRONMENTAL PROGRAM
WATER QUALITY PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality(TCEQ) Water Quality	\$	15,000
Total Anticipated Revenue	\$	15,000

EXPENDITURE BUDGET

Personnel	\$	6,414
Admin	\$	1,312
Operating Expense	\$	0
Direct Services	\$	5,346
Contract Services	\$	0
Indirect	\$	1,928
Total Anticipated Expenditures	\$	15,000

**ENVIRONMENTAL PROGRAM
WATER QUALITY PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

WATER QUALITY 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.

HUMAN RESOURCE REQUIREMENT

.1625 Full Time Equivalent

HOMELAND SECURITY GRANT PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

State Homeland Security Program	\$	230,453
Interlocal Cooperation Agreement	\$	32,000
Total Anticipated Revenue	\$	262,453

EXPENDITURE BUDGET

Personnel	\$	55,459
Admin	\$	26,016
Operating Expense	\$	14,519
Direct Services	\$	2,333
Contract Services	\$	147,453
Indirect	\$	16,673
Total Anticipated Expenditures	\$	262,453

HOMELAND SECURITY GRANT PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

HOMELAND SECURITY PROGRAM GOALS 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.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Provision of staff support for four HSAC meetings.
2. Submission of the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.
3. Distribute region's homeland security funding in the amount of \$147,453 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 nine OOG conference calls.

HUMAN RESOURCE REQUIREMENT

- 1.15 Full Time Equivalent

REGIONAL DEVELOPMENT
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
SPECIAL PROJECTS
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Economic Development Administration	\$	72,100
Grant Administration	\$	171,020
Technical Assistance	\$	4,884
Special Projects	\$	14,500
Total Anticipated Revenue	\$	262,505

EXPENDITURE BUDGET

Personnel	\$	160,585
Admin	\$	25,879
Operating Expense	\$	26,130
Direct Services	\$	1,633
Indirect	\$	48,277
Total Anticipated Expenditures	\$	262,504

**NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
ADMINISTRATION
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

NETEDD GOAL 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, write and administer hazard mitigation grants and balance resources through sound management throughout the 9 county NETEDD area. The goal of the VISTA program is to build capacity in the region by determining areas that need improvement and seeking solutions through grants, partnerships and local initiatives.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

.6 Full Time Equivalent

**REGIONAL SPECIAL GRANT PROGRAMS
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

REGIONAL SPECIAL GRANT 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.

OBJECTIVE

Provide technical assistance services not related to a specific CDBG 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.

HUMAN RESOURCE REQUIREMENT

.06 Full Time Equivalent

REGIONAL GRANT ADMINISTRATION PROGRAMS TOTAL PROGRAM BUDGET AND GOALS STATEMENT

OBJECTIVE

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

PRIMARY WORK TASKS

1. Administer Texas Capital Fund (TCF) and Economic Development Administration (EDA) Planning/Technical Assistance Grants.
2. Prepare and/or review applications and/or grants to federal and/or state agencies.
3. Provide technical assistance to cities and counties requesting census data and other information.
4. Provide communication avenues between all member entities and the public.

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE EQUIVALENT

.92 Full Time Equivalent

**SPECIAL PROJECTS
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

OBJECTIVE

Provide staff support to administer special projects to 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.

HUMAN RESOURCE EQUIVALENT

.13 Full Time Equivalent

HAZARD MITIGATION PLANNING TOTAL PROGRAM BUDGET AND GOALS STATEMENT

OBJECTIVE

Complete preparation of 5-year updates of Hazard Mitigation Plans

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE EQUIVALENT

1.08 Full Time Equivalent

INDIRECT SERVICES
TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Revenue from all Fund Groups	\$	1,053,781
Accounting Admin	\$	18,511
Carry-over	\$	(211,916)
Total Anticipated Revenue	\$	

EXPENDITURE BUDGET

Personnel	\$	638,981
Admin	\$	113,995
Operating Expense	\$	90,900
Direct Services	\$	16,500
Contract Services	\$	0
Total Anticipated Expenditures	\$	860,376

EXECUTIVE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS 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/projects.

OBJECTIVE

Provide staff and other support necessary to successfully conduct a wide range of overall leadership and managerial functions directly benefitting 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 Annual Strategic Work Program and Budget.
8. Distribution of Annual Work Plan and Annual Budget.
9. Maintenance of ATCOG web site.

HUMAN RESOURCE REQUIREMENT

3 Full Time Equivalent

ADMINISTRATIVE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS 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/projects.

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 110 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.

HUMAN RESOURCE REQUIREMENT

3 Full Time Equivalent

FINANCE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS 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/projects.

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, 6800 vendor direct deposits and 4,600 accounts payable checks.
5. Review of general ledger balances monthly.
6. Assist in completion of approximately 200 financial reports.
7. Assist in completion of approximately four monitoring visits.
8. Assist in physical inventory of ATCOG property and equipment.
9. Assistance to monitoring/audit teams.

HUMAN RESOURCE REQUIREMENT

2.84 Full Time Equivalent

**ATCOG Financial Plan - FY 2019
INDIRECT COST RATE CALCULATION**

Indirect Cost Pool

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
18001	Aging	100,682	12.00	
18002	NETEDD & ATRDC	28,718	3.40	
18003	HUD - Section 8	116,021	14.00	
18004	Criminal Justice Dept.	16,056	1.90	
18005	CSEC - 911	95,072	11.50	
18006	Special Projects	1,485	-	
18007	Regional Transportation Systems	410,243	49.20	
18008	TCEQ - Environmental	15,844	1.90	
18009	Homeland Security	13,538	1.60	
18010	Regional Special Programs	37,716	4.50	
TOTAL INDIRECT COST ALLOCATED		835,376	100.00	

INDIRECT COST ALLOCATION				
	Total Indirect Cost	835,376		FY '17 Audited Indirect Cost Under Allocation 1/4 HR from TUTD Contract FY '18 Anticipated Indirect Cost Over Allocation
	Plus: Prior Period Under Allocations	255,916		
	Less: Earned Contract Fees	(18,511)		
	Less: Earned Acctng Fees			
	Less: Current Period Over Allocation	(44,000)		
TOTAL TO BE ALLOCATED		904,747		

ALLOCATION BASE CALCULATION			> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Total Allocated Indirect Cost	1,028,780	
	Div by: Total Direct Personnel Cost	3,422,030	
ALLOCATION BASE			30.06

INDIRECT RATE CALCULATION			> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177 less capital expenditures 2,972,119 and pass-thru funds
	Total Allocated Indirect Cost	1,028,780	
	Div by: Total Direct Expenses	18,449,577	
INDIRECT RATE			5.6

0.25992
Difference between cost and allocation: \$0.455

**ATCOG Financial Plan - FY 2019
UNRESTRICTED FUND REQUIREMENTS**

LINE ITEM CST #	DESCRIPTION	BUDGETED FY'19		COMMENTS %
		Amount		
<i>PROGRAM MATCHING AND OTHER REQUIREMENTS</i>				
18001	Aging	34,069	35.8	
18002	NETEDD & ATRDC	-	0.0	
18003	HUD - Section 8	-	0.0	
18004	Criminal Justice Dept.	-	0.0	
18005	CSEC - 911	-	0.0	
18006	GIS	-	0.0	
18007	Regional Transportation Systems	-	0.0	
18008	TCEQ - Environmental	-	0.0	
18009	Homeland Security	-	0.0	
18010	Regional Special Programs	-	0.0	
SUB-TOTAL		34,069	35.8	
	Capital Purchases		0.0	
	Debt Service	36,000	37.9	
	Operating Capital		0.0	
	Indirect Cost Support	25,000	26.3	
	Interest Expense		0.0	
	Other		0.0	
SUB-TOTAL		61,000	64.2	
TOTAL REQUIREMENTS		95,069	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	
	Other	115,000	55.8	> Other unassigned local fees
TOTAL REVENUES		205,843	100.0	

BALANCE OF REVENUES	135,774	
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**ATCOG Financial Plan - FY 2019 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	131,965	4.01	> 10.0 days average estimated.
0221	Sick Leave	47,987	1.46	> 9. days average estimated.
0222	Vacation	136,679	4.16	> 11.3 days average
0223	Liability Differential	1,000	0.03	> Allows for net changes to release time liability.
SUB-TOTAL		317,631	9.67	
OTHER BENEFITS				
0230	FICA	251,549	7.65	> Includes benefits for all staff.
0231	Health/Life Insurance	633,796	19.27	> For employees working 30 hours or more.
0232	Worker's Compensation	82,575	2.51	> Includes benefits for all staff.
0234	Retirement Program	131,529	4.00	> Includes benefits for all staff.
0234	Unemployment Insurance	32,882	1.00	> Includes benefits for all staff.
0235	Disability Insurance		-	
0236	Longevity Pay Benefit	13,456	0.41	> \$3.00 each month of tenure (eligibility beginning on the 37th month).
SUB-TOTAL		1,145,787	34.85	
0212	Plus: Prior Period Over Allocation	(299,570)	(9.11)	> FY '17 Audited Over Allocation.
0212	Less: Current Period Over Allocation	(46,500)	(1.41)	> FY '18 Anticipated Over-Allocation.
SUB-TOTAL		799,717	34.32	
TOTAL BENEFIT PROGRAM COST		1,117,073	33.99	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	3,288,227	100.00	
	Less: Release Time	316,913		
CHARGEABLE SALARIES		2,971,314		
BENEFIT RATE CALCULATION				
	Employee Benefits	1,117,630		
	Div by: Chargeable Salaries	2,971,314		
BUDGETED BENEFIT RATE			37.6	

Release Time Rate (for calculation):

0.0967

Benefit Rate (for calculation):

0.3761

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, 2018 to establish billing or final indirect costs rates for fiscal year 2019 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Ark-Tex Council of Governments

Signature: 

Name of Official: Melinda Tickle

Title: Finance Manager

Date of Execution: September 30, 2018

FY 2019 Membership Dues

MEMBER	2010 POPULATION		FY '19 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
BOWIE COUNTY	92,565			
DeKalb		1,699	340	0.6%
Hooks		2,769	554	0.9%
Leary		495	100	0.2%
Maud		1,056	211	0.3%
Nash		2,960	592	1.0%
New Boston		4,550	910	1.5%
Red Lick		1,008	202	0.3%
Redwater		1,057	211	0.3%
Texarkana, Texas		36,411	7,282	12.0%
Wake Village		5,492	1,098	1.8%
Sub-Total Member Cities		57,497	11,499	18.9%
Bowie County (Net)		35,068	5,260	8.6%
Texarkana College			100	0.2%
Texarkana ISD			100	0.2%
Liberty-Eylau ISD			100	0.2%
TexAmerica Center			100	0.2%
TOTAL COUNTY		92,565	17,160	28.2%
CASS COUNTY	30,464			
Atlanta		5,675	1,135	1.9%
Avinger		444	100	0.2%
Bloomburg		404	100	0.2%
Domino		93	100	0.2%
Hughes Springs		1,760	352	0.6%
Linden		1,998	400	0.7%
Queen City		1,476	295	0.5%
Sub-Total Member Cities		11,850	2,482	4.1%
Cass County (Net)		18,614	2,792	4.6%
Good Shepard Medical Center			100	0.2%
TOTAL COUNTY		30,464	5,374	8.8%
DELTA COUNTY	5,231			
Cooper		1,969	394	0.6%
Sub-Total Member Cities		1,969	394	0.6%
Delta County (Net)		3,262	489	0.8%
Delta County MUD			100	0.2%
TOTAL COUNTY		5,231	983	1.6%

FY 2019 Membership Dues

MEMBER	2010 POPULATION		FY '19 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
FRANKLIN COUNTY	10,605			
Mt. Vernon		2,662	532	0.9%
Sub-Total Member Cities		2,662	532	0.9%
Franklin County (Net)		7,943	1,191	2.0%
Franklin County Water District			100	0.2%

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

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

TOTAL COUNTY		49,793	9,622	15.8%
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FY 2019 Membership Dues

MEMBER	2010 POPULATION		FY '19 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MORRIS COUNTY	12,934			
Daingerfield		2,560	512	0.8%
Lone Star		1,581	316	0.5%
Naples		1,378	276	0.5%
Omaha		1,021	204	0.3%
Sub-Total Member Cities		6,540	1,308	2.1%
Morris County (Net)		6,394	959	1.6%
Paul Pewitt ISD			100	0.2%
Northeast Texas MWD			100	0.2%

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

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

TOTAL COUNTY		32,334	5,955	9.8%
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FY 2019 Membership Dues

MEMBER	2010 POPULATION		FY '19 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MILLER COUNTY, ARK.	43,462			
Garland		242	100	0.2%
Texarkana, Arkansas		29,919	5,984	9.8%
Fouke		859	172	0.3%
Sub-Total Member Cities		31,020	6,256	10.3%
Miller County (Net)		12,442	1,866	3.1%
TOTAL COUNTY		43,462	8,122	13.3%
OTHER	N/A			
Red River Appraisal District			100	0.2%
Red River Authority			100	0.2%
N.E. Tx. Reg. Advisory Council			100	0.2%
TOTAL OTHER			300	0.5%
AGENCY TOTAL		325,409	60,893	100.00%

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

ATCOG Financial Plan - FY 2019
LINE ITEM COST DISTRIBUTION BY TYPE OF COST

Line Item CST #	DESCRIPTION	Total Line Item Cost	%	Type of Cost	
				Direct	Indirect
0110	Salaries	2,923,767	15.99%	2,469,939	453,828
0210	Benefits	1,126,744	6.16%	952,091	174,652
0530	Contract Labor	71,777	0.39%	61,277	10,500
	Contract Labor II	13,913	0.08%	13,913	
0310	Regional Travel	169,022	0.92%	158,522	10,500
	Non-Staff Travel	20,175	0.11%	175	20,000
0312	Registration / Training	54,228	0.30%	27,728	26,500
0410	Office Space	136,165	0.74%	108,665	27,500
0710	Depreciation	-	0.00%	-	-
0411	Rent/Field Office	5,500	0.03%	5,500	-
0412	Storage Rent	-	0.00%	-	-
0420	Telephone / Internet	62,021	0.34%	50,101	11,920
0422	Cell phone	7,000	0.04%	7,000	-
0430	Postage	18,197	0.10%	13,047	5,150
0440	Copier	10,640	0.06%	9,015	1,625
0450	Utilities	36,600	0.20%	36,600	-
0451	Utilities/Field Office	1,000	0.01%	1,000	-
0510	Other Direct	356,744	1.95%	351,744	5,000
0511	Office Supplies	60,231	0.33%	49,431	10,800
	Office Equipment	5,116	0.03%	5,116	
0512	Reproduction and Printing	-	0.00%	-	-
0514	Periodicals and Publications	4,525	0.02%	1,100	3,425
0515	Membership dues	44,363	0.24%	23,788	20,575
0516	Advertising	16,018	0.09%	15,068	950
0520	Audit and Accounting Fees	40,000	0.22%	2,000	38,000
0522	Insurance and Bonding	126,150	0.69%	118,150	8,000
0523	Computer Software Maintenance	33,449	0.18%	22,449	11,000
0525	Interest	39,534	0.22%	29,584	9,950
	Building	6,230	0.03%	6,230	
0527	Annual Board Meeting	-	0.00%	-	-
	Other Operations	135,041	0.74%	125,041	10,000
0610	Capital Equipment	1,770,954	9.69%	1,770,454	500
0630	Equipment Maintenance	1,363,725	7.46%	1,363,725	
0810	Contract Services	9,622,344	52.64%	9,622,344	-
0910	Indirect				
TOTAL EXPENDITURES		18,281,172	100.00%	17,420,796	860,376
%				95%	5%

Salary Schedule

SALARY RANGE										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GRADE 01	15,262	16,192	16,677	17,177	17,693	18,223	18,770	19,333	19,913	20,511
GRADE 02	20,529	21,074	21,632	22,205	22,794	23,397	24,017	24,654	25,308	25,978
GRADE 03	22,763	23,367	23,986	24,621	25,274	25,943	26,631	27,336	28,061	28,805
GRADE 04	25,242	25,912	26,598	27,304	28,027	28,770	29,532	30,315	31,118	31,943
GRADE 05	27,989	28,732	29,493	30,275	31,077	31,900	32,745	33,613	34,504	35,418
GRADE 06	31,028	31,850	32,694	33,561	34,450	35,362	36,300	37,262	38,249	39,262
GRADE 07	34,406	35,318	36,253	37,214	38,201	39,213	40,252	41,319	42,414	43,538
GRADE 08	37,628	38,625	39,649	40,699	41,778	42,885	44,021	45,187	46,385	47,614
GRADE 09	41,719	42,825	43,960	45,125	46,321	47,548	48,808	50,102	51,429	52,792
GRADE 10	46,262	47,488	48,746	50,038	51,364	52,725	54,123	55,556	57,029	58,540
GRADE 11	51,294	52,653	54,047	55,480	56,950	58,459	60,009	61,599	63,232	64,908
GRADE 12	56,876	58,384	59,931	61,520	63,150	64,822	66,541	68,304	70,114	71,973
GRADE 13	62,183	63,831	65,522	67,259	69,041	70,871	72,749	74,677	76,655	78,687
GRADE 14	68,949	70,777	72,653	74,578	76,554	78,582	80,665	82,803	84,997	87,249
GRADE 15	76,450	78,476	80,555	82,691	84,882	87,131	89,440	91,809	94,243	96,740
GRADE 16	84,764	87,010	89,316	91,683	94,112	96,607	99,167	101,795	104,492	107,261
GRADE 17	93,890	96,379	98,932	101,554	104,245	107,008	109,844	112,755	115,743	118,810
GRADE 18	104,104	106,863	109,694	112,602	115,586	118,648	121,792	125,020	128,333	131,734